

# **McCloskey Middle School**

62 Capron Street  
Uxbridge, MA 01569

**(508)278-8634**

**(508)278-8636**

## **2016-2017 Academic Year STUDENT- PARENT HANDBOOK**

*“At McCloskey Middle School we treat each other with respect, are accountable for our actions, care about ourselves and others, and promote a safe learning environment.”*



# **Mrs. LeAnne DeMarco, Principal**

# **Mr. Gregory Irvine, Assistant Principal**

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- A-Acceptable Computer Network Use Policy for Students, Parents, Faculty, and District Personnel
- B-PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL-UPS School Committee Policy KEB
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### **TRANSLATION OF THE PARENT / STUDENT HANDBOOK**

Please call the main office at the school if you would like a copy of this document translated into a language other than English.

Por favor llame a la oficina principal en la escuela si desea una copia de este documento sea traducido a otro idioma que no sea Inglés.

Por favor, ligue para o escritório principal da escola, se você quiser uma cópia deste documento traduzido em uma língua diferente do Inglês.

**MCCLOSKEY MIDDLE SCHOOL  
SCHOOL CALENDAR–2016/2017**

**SCHOOL OPENING IN SEPTEMBER**

The first day of the 2016-2017 school year for students is scheduled for Wednesday, August 31, 2016. The school day for McCloskey students is 7:40AM to 2:05 PM.

**SCHOOL YEAR CALENDAR FOR 2016-2017**

Professional Development Day	August 29, 2016
Opening Day for Staff	August 30, 2016 (No Classes)
Classes Begin for Students	August 31, 2016
Labor Day	September 5, 2016
Parent's Back to School Night	September 13, 2016
Curriculum Inservice	October 7, 2016 (Early Release ½ day)
Columbus Day	October 10, 2016 (No School)
Veteran's Day	November 11, 2016 (No School)
Thanksgiving Recess	November 23, 2016 (Early Release ½ day) November 24 and 25, 2016(No classes)
McCloskey Conferences	December 8, 2016 (1/2 day; day & evening conf.)
Curriculum Inservice	December 9, 2016 ( Early Release ½ day)
Winter Vacation	December 26, 2016- January 3, 2017
Professional Development Day	January 13, 2017 (No School)
Martin Luther King Jr. Day	January 16, 2017
McCloskey Conferences	February 3, 2017(Day only ½ day)
President's Day	February 20, 2017
February Vacation	February 21-24,2017
Curriculum Inservice	March 10, 2017(Early Release ½ day)
Good Friday	April 14, 2017 (No School)
Patriot's Day	April 17, 2017 (No School)
April Vacation	April 18-21, 2017
Curriculum Inservice	May 5, 2017 (Early Release ½ day)
Memorial Day	May 29, 2017 (No School)
Last Day	June 16, 2017 (Without snow days)

**SCHOOL CALENDAR NOTES**

School year ends at 180th day for students in grades 1-11.

The day before Thanksgiving, Wednesday, November 23, 2016 is an early release day.

Professional Development Days- No school for students: August 30, 2016, January 13, 2017

Curriculum Inservice/Early Release Days – Half day for students: October 7, 2016,

December 9, 2016, March 10, 2017, May 5, 2017.

## **REPORT CARD SCHEDULE**

**Trimester 1 – August 31, 2016 – November 29, 2016**  
**Progress Reports – October 13, 2016**  
**Report Cards – December 5, 2016**

**Trimester 2 – November 20, 2016 – March 10, 2017**  
**Progress Reports – January 20, 2017**  
**Report Cards – March 15, 2017**

**Trimester 3 – March 13, 2017 – June 14, 2017 (or last school day)**  
**Progress Reports – May 1, 2017**  
**Report Cards – June 14, 2017 (or last day of school)**

## **BACK-TO-SCHOOL NIGHT**

The annual back-to-school night program for parents at the McCloskey School is scheduled for Wednesday, September 14, 2016 from 6:00-9:00 PM. Parents are asked to reserve this date on their planning calendar.

## **PARENT/TEACHER CONFERENCES**

Parent Teacher Conferences – December 8, 2016 Day & Evening Conferences (half day for students): February 3, 2017 Day Conferences(halfday for students).

## **WELCOME FROM THE ADMINISTRATION**

Welcome to McCloskey Middle School! Hopefully, you will experience an enjoyable, exciting, and rewarding academic year.

This handbook has been prepared to inform you and your parents about daily routines, procedures, policies, rules and regulations at McCloskey Middle School. The contents explain what is expected of you and what services and benefits you may expect from school. **You are encouraged to thoroughly review all the information in this handbook.**

Whether you are a newcomer to our school or an "old timer", you can expect middle school to be a time of change. The workload and social adjustments become greater here with each passing year. It will be your responsibility to attend school regularly, pay attention to classwork, complete all assignments, and behave appropriately.

The middle school experience offers a variety of opportunities and challenges to students. Your goal during this academic year should be to take advantage of every opportunity as you prepare yourself for success in the future.

Remember that you can do it, this is important, and we will not give up on you even if you give up on yourself. Strive for excellence at all times and you will surely enjoy a memorable and rewarding year at McCloskey Middle School.

Mrs. Leanne DeMarco  
Principal

Mr. Gregory Irvine  
Assistant Principal

## **GREETINGS FROM THE FACULTY**

Members of the McCloskey faculty wish to welcome each of you to another school year. We will do everything in our power to help make it a successful year, but we expect you to do your part. We are available after school for extra help when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, administrators, and other members of the McCloskey family must form a team effort to educate and cultivate productive members of our society.

**McCloskey Middle School  
Faculty and Staff Assignments for 2016-2017**

**Principal** Leanne DeMarco  
**Assistant Principal** Gregory Irvine

**Support Staff**

Secretary Anne Robert  
Secretary Beverly Clarke

**Resource Staff**

School Nurse Judith Donahue  
School Psychologist Dr. Joseph Vandergrift  
Adjustment Counselor Iona Waterhouse  
Guidance Counselor Michael Flanagan  
Team Chair Maureen Scagnelli  
Speech/Language Anne Sweeney  
SLP Assistant Kelly Gillespie  
ELL Angela Woislaw  
BCBA Beth Brennan

**TECH**

David Giles

**Cable**

Barry Giles

**Grade 6 Classroom Teachers**

126 Cynthia Tanner–Science/Social Studies  
127 Kim Campbell-Landini-ELA/Social Studies  
128 Susan Dhosi-Science/ Social Studies  
129 Steven Sweet-Math/Social Studies  
130 Colin Burton-Math/Social Studies  
131 Cathleen O’Brien-ELA/Social Studies

**Grade 7 Classroom Teachers**

225 Samantha Gilligan - Social Studies  
226 Sarah Rafferty - Language Arts/Reading  
210 Barbara Beane – Science  
221 Leah Dahlin – Math

**Grade 7/8 Classroom Teachers**

223 Doug Priore- Social Studies  
203 Christine Marshall- ELA  
211 Diana Daugherty- Science  
214 Jennifer Clark- Math

**Grade 8 Classroom Teachers**



206 Mr. David Halacy – Social Studies  
202 Mr. Wayne Borden - Language Arts/Reading  
213 Mrs. Suzann Legere - Mathematics  
209 Dr. Robert Craig – Science

**Unified Arts and Special Subject Teachers**

Music/ Instrumental Music	Brian Hicks
Music	Michael Agostinelli
Art	Gail Williams
Health	Caroline Zani
Computer Technology	Gretchen Roche
Physical Education	Jennifer Hill
Physical Education	Walter Berkowicz
Math Specialist	Kara Ekstrom

**Special Education Teachers**

Grade 7 Teacher	Kerry Bradshaw
Grade 8 Teacher	Mr. Brian Dubuc
Grade 6 Teacher	Debra Mordini
Grades 6-8 ASD Specialist	Jason Tronerud
Learning Lab Teacher	Amanda Smutok
Connect Program	Erin Valcourt
Hearing Specialist	Laura Chagnon

**Autism Integration Specialist**

Lynn Salloux  
Christine McClafferty  
Marian Wells  
Eileen Sabourian  
Ashley Morgan

**ABA Tech**

Eileen Bernier  
Elizabeth Dionne  
Elaine Kaswandik

**Paraprofessional Aides**

Regina Connors  
Raisa Reitblat  
Christina Aquilino  
Tracy French  
Melissa Hendricks  
Laura O'Connell

## MCCLOSKEY MIDDLE SCHOOL

### Mission Statement

**The McCloskey Middle School is committed to working in partnership with parents to provide a high quality, developmentally responsive curriculum and experientially-based programs which are respectful of the diverse characteristics and needs of pre and early adolescent children. Our mission is to help students become good citizens, healthy, caring, ethical, physically active, and intellectually reflective individuals who believe that life is enriched by learning.**

McCloskey Middle School believes that developmentally responsive middle level schools are characterized by:

- Educators committed to young adolescents
- A shared vision
- High expectations for all
- An adult advocate for every student
- Family and community partnerships
- A positive school climate
- A belief that all students are capable of learning

Therefore, it is the mission of the McCloskey School to provide:

- Curriculum that is challenging, integrative, and exploratory
- Varied teaching and learning approaches
- Assessment and evaluation that promote learning
- Flexible organizational structures
- Programs and policies that foster health, wellness, and safety
- Comprehensive guidance and support services

Adapted from National Middle School Association. (1995). This We Believe: Developmentally Responsive Middle Level Schools. Columbus, Ohio.

## SCHOOL DAY ROUTINES

### School Hours

School begins at 7:40 A.M. and dismissal will begin at 2:05 P.M. Upon arrival to school in the morning, students are expected to go directly to lockers to deposit belongings before reporting to homerooms. Students are asked not to arrive on school grounds prior to 7:15 A.M. **Students arriving after 7:40 A.M. will be considered tardy and must stop at the main office and will be issued a tardy notice.**

Office hours are 6:45 am – 2:45 pm. Students remaining at school after 3 pm will not be supervised unless part of an extra curriculaactivity.

### Homeroom Period

A homeroom period is scheduled at the beginning of the school day. The homeroom period begins at 7:40 A.M. and ends at 7:45 A.M. A moment of silence is observed and the Pledge of Allegiance is made during this time period.



### Daily Announcements

During the morning homeroom period and prior to the end of the day, general student/faculty announcements may be made. Morning announcements will include the Pledge of Allegiance and a moment of silence in addition to general announcements.

### Breakfast and Lunch Program

Each day students at McCloskey Middle School School are provided the opportunity to buy school breakfast and/or a school lunch. An attempt is made to provide students with the most nutritional meals possible. Standard prices are \$3.00 for lunch and \$1.25 for breakfast and 50¢ for milk.



Reduced and free lunches are available through the federal government. Forms, along with any and all other information regarding the food program at McCloskey Middle School, are available at the school's main office.

### Forgotten Lunch or Lunch Money

The Uxbridge School Food Service Department uses a computerized cash register DEBIT system in the cafeteria for food purchases. It is suggested that you help your child learn this number if they plan to make purchases from the cafeteria.

In the event a student has forgotten lunch money, he/she will be allowed to owe for lunch. The system will keep a running balance of your account (negative or positive); the cashier will remind the student if they have a negative balance. If payment is not received within a few days, a negative balance reminder note will be given to the student to bring home. You are responsible for paying back the amount owed as soon as possible. Students are not allowed to owe for snacks.

Prepayments can be used to buy breakfast, snacks and/or lunch. Checks should be made out to Uxbridge Food Services. Prepayments may be used for any purchase unless a purchasing restriction form is received from a parent/guardian. It is strongly recommended that you complete a restriction form if you want to control your child's purchases.

## School Closing ~ School Delays

"No School" or "delay in the starting time" is announced on the following radio/television stations between 6:00 AM - 6:30 AM.

WMRC 1490 AM	WSRS 96 FM	WBMX 98.5
WHDH (Channel 7)	WCBV (Channel 5)	WXLO 104.5FM
WJAR (Channel 10)	WBZTV (Channel 4)	WFXT (Channel 25)

Connect Ed phone calls will be made in which automated phone messages will be sent from the Superintendent informing of school closings or delays. For this reason, please keep your emergency contact information up to date.

### Lockers

Lockers will be assigned to students at the beginning of the school year. If the locker is defective or damaged, students should report this fact to the Main Office immediately. Students may go to their lockers before school, and during assigned locker breaks. At all other times, permission must be obtained from a faculty member. Students may use only the lockers to which they have been assigned. **Students are advised to use a lock for their lockers. Students may bring in their own lock if they choose to use one as long as it fits the locker and the combination / key is provided to the office.** Students are responsible for all materials stored in their assigned locker and locker combinations or keys should not be shared with other students. Missing items are to be reported to the Main Office immediately.

**Lockers are school property. The administration, and/or an appointed designee, has the right to search all lockers without prior notice.**

### SEARCH AND SEIZURE

In accordance with the guidelines issued by the Massachusetts Department of Education:

School lockers may be searched by the Principal or Assistant Principal for cause without notice. Locker searches may also include the use of Police K-9 Units with the cooperation of the Uxbridge Police Department. Master keys are available for these purposes.

Students are not allowed to store certain items in their desks or lockers, such as weapons, illegal drugs, alcoholic beverages, stolen property, any form of tobacco product including E Cigarettes, etc. The school reserves the right to conduct inspections to insure compliance with these rules.

Pocketbooks, book bags, desks, or other items may be searched by the Principal or Assistant Principal for cause without notice.

Students may be asked to empty the contents of their pockets for cause by the Principal or Assistant Principal. If the student refuses, the parent/guardian will be summoned and the request repeated in their presence. Should the student and/or parent/guardian refuse to cooperate, the Police will be summoned.

### Backpacks

Backpacks (and other carrying bags) are to be used for transporting items to and from school only. Backpacks are to be placed in assigned lockers; they are not to be carried to classes during the school day or during school sponsored activities.

## **Lost and Found**

Lost and found items may be located in the cafeteria of McCloskey Middle School. Articles of more value might be found in the main office. If items are not claimed in a timely manner they will be donated to a local charity. It is recommended that students not bring valuables to school.

## ACADEMIC EXPECTATIONS

### Homework Guidelines

**"Student achievement increases significantly when teachers regularly assign homework and students conscientiously do it."**

<p><u>What Works: Research on Teaching &amp; Learning</u> United States Department of Education, 1987</p>
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Homework is a major component and a vital part of the McCloskey Middle School program. It is proven that homework helps to improve student achievement in school because the total time spent studying helps reinforce concepts and skills learned in the classroom. Thus, homework - as an extension of the regular school day - should receive the same attention, consideration, and planning that is given to daily in-school classwork.

#### **Purposes for Assigning Homework...**

- to provide drill and practice of skills introduced in class
- to complete unfinished classroom assignments
- to provide reading and writing for reinforcement and enjoyment
- to practice research skills in locating information
- to complete work on special class projects
- to accommodate various student learning styles

#### **Assignment of Homework**

Uxbridge Public School guidelines for homework are outlined in School Committee Policy. This policy provides that "homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student. These patterns will be decided by the teacher/teams according to student needs. At times, teachers/teams may assign homework/projects that could extend over a weekend or vacation weeks.

#### **Item Drop Off Policy**

In order to help our school staff to maintain a secure facility and to minimize interruptions to our school day, we have a 2 hour drop off window -- from 7:30-9:30 a m--for parents to bring items (homework, projects, lunches, etc.) to their children. Please try to bring in any necessary items needed for your child by 9:30 am each day. Announcements over the loudspeaker are used only in rare cases. As a school community, we strive to prevent interruptions to the learning of our students and appreciate your support.

## Extra Help

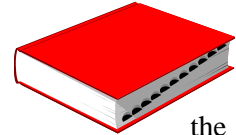
Teachers are available after school one day each week for extra help. If a student is having problems in any subject it is recommended that he/she remain after school for an additional tutorial assistance.



A list of teachers and their extra-help nights will be given to parents who attend Back to School Night in September.

## Textbooks

The school department provides a textbook (when applicable) for each student in each subject area. **THESE BOOKS MUST BE COVERED AT ALL TIMES.** A student must return the book(s) he/she was issued to the appropriate subject teacher at the end of the school year or upon transfer out of the school. The books shall be returned in good condition. Each book shall have written on the inside cover the student's name, issue date, condition, and homeroom.



A student will be financially responsible for books lost, destroyed, damaged or missing. Replacement cost for missing or damaged books will be determined in keeping with the current cost of the new textbook(s).

## The Library

The Library of the McCloskey School is available to all students. Classes may visit the library during the day as long as it is open.

Students may borrow up to three books at a time for up to two weeks.

Notices will be given to the student for overdue book(s). If book(s) are not returned, the student will be responsible to either replace the book(s) or reimburse the library for the cost of the book(s).



## School Agenda Booklets

Every McCloskey Middle School student will have the option to purchase a school agenda during the first week of school. The cost is \$3.00. The McCloskey School agenda includes a full assignment calendar for the entire school year. Each agenda page has room for parent/teacher comments. It is recommended that parents check their child's agenda daily.

The school expects students to carry their agenda to every class and record all homework, assignments, projects and tests.



## MCAS Testing Program

The Massachusetts Comprehensive Assessment System (MCAS) is the State's mandated student-testing program implemented in response to the Education Reform Law of 1993. MCAS is designed to evaluate how well students are meeting the State's new learning standards in the curriculum frameworks.



MCAS tests will be given to all middle school students every spring. MCAS tests are usually administered to students during the months of March and May. Students take tests in English Language Arts, Mathematics, Science-Technology. MCAS tests will include multiple-choice, short-answer and open response questions. Short answer and open response questions require written responses to demonstrate knowledge and skills.

The McCloskey School staff will work to help students understand the purpose of the tests and encourage them to try their best. Students should understand that a report of their scores will be sent home to their families, and that their scores will become part of their permanent school record.

## Mid Trimester Progress Reports

All McCloskey Middle School students shall receive Progress Reports from teachers at the mid-point of each trimester. Progress Report dates are listed with the school year calendar on page 5 of this handbook.

Students are required to bring Progress Reports home to parents. Parents are asked to sign the Progress Report and have it returned by the student to the homeroom teacher within three school days.

## Report Cards and Honor Roll

Report Cards are issued three times each school year following the completion of each trimester. Please refer to page 5 of this handbook for this year's report card schedule. Students will receive traditional letter grades (A,B,C,D,F) in all subjects on each trimester's report card.



In order to acknowledge the superior achievement of McCloskey Middle School students in all courses of study, an Honor Roll will be determined and published after each trimester marking period. All McCloskey Middle School students in grades 6-8 may qualify for Honor Roll recognition at the end of each term.

All report card grades for all class subjects will be used to determine **Honor Roll** status.

High Honor Roll	A- or better for all subjects
Honor Roll	B or better for all subjects

## **Cheating/ Plagiarism**

McCloskey Middle School recognizes the need for all students to assume responsibility for their own schoolwork.

Cheating, copying from another student's assignment, paper, quiz or exam, etc..., is not permitted. Any student who willingly allows his or her written assignment, paper, quiz or exam to be copied, is also not permitted.

Plagiarism, written work copied verbatim from source books, periodicals, or any other source without being given proper documentation, is considered cheating and will not be accepted.

The following action may be taken in any case which involves cheating:

1. The student may be asked to redo the assignment and credit will be at the discretion of the teacher and an administrator.
2. If more than one person is involved in cheating, they may also lose credit for the assignment at the discretion of the teacher and the administrator.
3. The principal or assistant principal will determine if further disciplinary action is necessary.

## **STUDENT SERVICES**

### **Health Room Services and Procedures**

#### **Health Services**

McCloskey Middle School provides health services for all students and staff. There is a strong relationship between the health and welfare of a child and the readiness to learn during the school day. We encourage our students to get adequate rest and start their day with breakfast before school. It is also important that every student has a health care provider, dental provider and, health insurance. Assistance in acquiring these resources is available through the school nurse. In order to maintain the health and well being of our students, it is important for families to understand the following state and local health policies put into place:

#### **Physical Examinations/Immunizations:**

Students must have an updated physical on file prior to the first day of school for grade 7 along with updated immunizations. Failure to comply will result in exclusion from school until all requirements are met. (Parents may refer to Massachusetts School Immunization Requirements)

Massachusetts State Law requires all school children to be properly immunized against communicable disease. State law requires immunizations against tetanus, diphtheria, measles, mumps, rubella, hepatitis B, polio and varicella.

#### **Participation in school sports:**

A student participating in a middle school sport must have an up to date physical on file by the first day of a tryout. Parents must be aware that if the student's physical will expire **during** the sport season, a new physical must be obtained. Failure to comply will result in exclusion from the team.

### **Dismissal:**

The school nurse may dismiss a student to a parent/guardian due to illness. It is important to keep emergency contact information updated at all times. Students are not allowed to contact parents for dismissal without seeing the school nurse.

### **Medications:**

Standing orders by order of the school physician to dispense Tylenol, Ibuprofen, Benadryl, and TUMS to students are given at the discretion of the school nurse. Parents will be notified if a student frequently asks for medication. Students with health conditions such as diabetes, asthma, and life threatening allergies may carry their own medication (EpiPens, inhalers, insulin dietary enzymes) during the school day. Written permission is required by the physician and the parent. Students requiring short or long term medication during the school day must provide proper documentation by the prescribing physician, a signed consent from the parent and a 30 day supply of the medication. If a dosage level changes at any time, a new order from the physician must be provided. Students are not allowed to transport medication to and from school.

**Students are not allowed to carry any other medication with them during the school day.** This is a health and safety issue that protects all students in our school as many medications can have serious side effects. Cold /Allergy medications, or any other medicines cannot be carried by the student. If a parent brings in medication for their child (due to a missed dose), the child will be called out of class and the medication will be dispensed by the parent.

### **Health Screenings:**

Mandatory health screenings are done according to Massachusetts state guidelines. These are done to help protect and maintain the health of your child. Postural screenings are done on all students in grades 6-8. Only positive results are communicated to parents. Vision and hearing screenings are performed on all students throughout the year. We encourage our students to have their glasses with them on screening day. Massachusetts State Law requires the measurement of all grade 7 students Body Mass Index (an indicator for healthy body weight). Parents will be notified by mail of those results. The results will not be given to your child.

### **Special Health Care Needs:**

Students with certain health conditions such as asthma, diabetes, seizure disorders, severe allergies etc. should contact the school nurse to share any information needed to ensure the health and safety of their child during the school day. Parents should also make their child's bus driver aware that their child has a health condition. Students who have a documented life-threatening allergy to foods, latex etc. may carry their own Epi Pen in school. We ask that a second EpiPen be kept in the nurse's office along with a small picture of the student for quick identification. Physician's orders are also required.

A peanut-free area in the cafeteria will be provided at the request of the parent as well as the child's classroom. Changes in a child's health status during the school year may affect their academic performance. Please let us know of any change so that we may assist with any needed accommodations.

McCloskey Middle School has a full-time Guidance Counselor and two part-time School Adjustment Counselors who are available to students and families. The School Adjustment Counselor may become involved in situations including (but, of course, not limited to) mediation of student conflicts, crisis intervention for students at-risk, or as a pre-cursor to disciplinary action by the principal or assistant principal. Lunch groups and other special topic groups are also provided by our School Adjustment Counselor.

The Guidance Counselor advises students on homework strategies by providing useful study tips and techniques. In addition, the Guidance Counselor monitors student's academic progress and assists eighth grade students with high school placement.

The role of our counseling staff is to serve all students at McCloskey, and students are welcomed to schedule an appointment on an as needed basis. In addition, the counseling staff may invite students to speak with them as a follow up to a parent, teacher, administrator, or peer's concern.

## School Insurance

Each year, in the fall, low cost insurance is offered to families with school-aged children in the Uxbridge Public Schools.

Appropriate forms are available in the main office of the McCloskey School although initially, forms will be sent home with the students.

Athletic insurance for interscholastic sports participants is provided for students by the Uxbridge Public Schools.

## School Photographs

In the fall of each year a school photographer is contracted to photograph each child at the McCloskey School. Families will be provided with purchasing options.



## STUDENT ACTIVITIES

### Co-Curricular Activities

There are various activities offered yearly some of which may include:

#### Extracurricular

Band  
Chorus  
Variety Show  
Drama  
Newspaper  
Yearbook  
Student Council

#### Academic Clubs

Math Olympiads  
Destination Imagination  
Geography Bee  
Spelling Bee  
Math Meet  
Robotics Club

#### Athletics

Cross Country  
Basketball  
Intramurals  
Ski Club  
Field Hockey  
Softball/Baseball  
Track  
Football  
Cheerleading

### Dances/Social Activities

Dances will be held throughout the school year for McCloskey students. Dances are held on Friday evenings from 7-9:00. The school dress code is in effect for all dances. Only McCloskey students may attend dances.

Socials are also offered throughout the year and will take place in the afternoon from 2:05 - 3:30 PM.

Each spring the eighth grade participates in a dinner dance. This event is semiformal and is usually held at a local function room.

School officials have the right to eject any student from the event who is misbehaving or not following the school rules. Parents will be notified and expected to pick up their child in a timely manner.

## Music Program

The band and chorus program at the McCloskey School is open to all qualified students and offers instruction in the instrumental areas of woodwind, brass, or percussion. Qualified students have played on the same instrument for a period of at least 1 year. This program is sequentially designed and is initiated when students are in the fifth grade at Whitin Intermediate School. Performing ensembles include 6<sup>th</sup> grade band, 7<sup>th</sup>/8<sup>th</sup> grade combined band, 6<sup>th</sup> grade chorus, and the 7<sup>th</sup>/8<sup>th</sup> combined chorus. Jazz band is also offered for qualified students in grade 7 and 8.

This program provides valuable playing and performing experiences for the student musician. Included are weekly rehearsals, evening concerts, festivals, and town parades. Students are also provided the opportunity to perform laterally with the high school to promote growth from middle to high school.

General Music is offered to all students at the McCloskey School grades 6-8. Students learn about music history, theory, music from different cultures, as well as participate in creative activities that cover music from their everyday lives.

## Field Trips

The McCloskey School staff views field trips as educationally advantageous to students and provides these trips when resources are available.

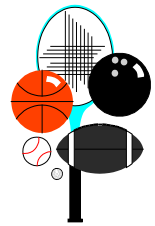
As each field trip is different, so also might rules and regulations governing field trips differ according to the situation. However, all normal bus and school regulations do apply unless otherwise noted by trip coordinators.



## Intramural Sports

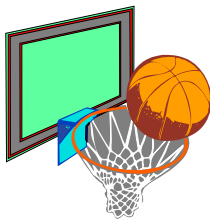
Each student at the McCloskey School may participate in any number of intramural activities throughout the school year.

Groupings are usually arranged by grades (i.e. 6, 7&8). Activities have included basketball, floor hockey, indoor soccer, flag football, hot shot, foul shooting, softball, volleyball and others.



## Interscholastic Athletics

McCloskey Middle School offers the following Interscholastic Athletic teams:



Cross Country (fall)	For Boys and Girls in Grades 6-8
Field Hockey (fall)	For Girls in Grades 7-8
Football (fall)	For Boys 7-8
Cheerleading	For Girls 6-8
Basketball (winter)	For Boys and Girls in Grades 7-8
Softball (spring)	For Girls in Grades 7-8
Baseball (spring)	For Boys in Grades 7-8
Track & Field (spring)	For Boys and Girls in Grades 7-8

Students are not permitted to participate on an interscholastic team if previous trimester report card grades do not average to a “C” or if the student has an “F” in any subject. (See Interscholastic Addendum at the end of the Handbook for additional information on eligibility)

## **PHILOSOPHY OF THE INTERSCHOLASTIC ATHLETIC PROGRAM**

The McCloskey Middle School Interscholastic Athletic Program is an extension of the middle school curriculum that provides activities for the growth and development of our students. At the McCloskey Middle School, we believe that the Interscholastic Athletic Program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness, personal health and the achievement of excellence in the student’s chosen sport.

In addition, our aim is to develop a student/athlete with an improved self-image, the ability to learn a new skill and an intrinsic motivation for growth and development.

**PROGRAM GOALS:** McCloskey Middle School’s Interscholastic Athletic Program is designed to help participating students achieve the following goals:

- To recognize the value and worth of all individuals.
- To respect oneself and others as people with needs, wants and interests.
- To develop self-discipline.
- To stress pride in oneself and his/her teammates.
- To realize the value of emotions and be able to control them.
- To be able to work in harmony with all others within the athletic and academic programs.
- To maintain personal hygiene and appearance while participating on an athletic team.
- To practice good health habits
- To serve as a role model for other students.
- To demonstrate a willingness to accept responsibility for his/her actions.
- To measure him/herself against standards of excellence.

It is our goal at McCloskey Middle School to have our student athletes develop the character traits of accountability, citizenship, sportsmanship, confidence, tolerance, accepting success graciously, handling disappointment, leadership, perseverance, cooperation, loyalty, honesty, responsibility, sacrifice, self discipline and striving for excellence.

**PROGRAM PURPOSE:** Interscholastic athletics is a form of competition in which the participants from different schools compete as a team. The interscholastic program varies from the regular school physical education program or intramural program in that it offers athletes to test their abilities and skills with students from other schools. The purpose of the interscholastic program is to allow participants to experience a high level of competition in an atmosphere of fellowship and sportsmanship. We wish to excel in athletics just as we desire to excel in all activities and functions conducted in the name of McCloskey Middle School.

(See Interscholastic Addendum at the end of the Handbook for additional information on guidelines and rules)





## **PARENT INFORMATION**

### **McCloskey School Council**

School Council is the representative, school building-based body of McCloskey Middle School, established pursuant to Massachusetts General Laws Chapter 71, Section 59C. The McCloskey School Council has been formed for the purpose of providing a forum for discussion and advice to the Principal on matters as they relate to the achievement of the school's mission. Further, the School Council is to develop and recommend policy and operational programs designed to be consistent with the goals listed in the school's Strategic Plan.

It is the duty and responsibility of the School Council to assist the principal in these five areas: (1) adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards, (2) identifying the educational needs of students attending the school, (3) reviewing the school's annual budget, (4) formulating a school improvement plan, and (5) reviewing the student handbook.

The school council follows all open meeting law regulations. Each meeting will have a meeting agenda posted ahead of time.

Parents may contact the school Principal for more information about School Council including information about School Council membership.

### **Parent Teacher Organization (PTO)**

McCloskey Middle School PTO is the representative parent-teacher group, which serves to enhance school-family-community relationships by providing a wide variety of opportunities for parent input and involvement and by opening lines of communication between the home and school.

The membership format for McCloskey PTO includes:

- Four PTO Executive Board Members (President, VP, Secretary, Treasurer)

The school year schedule for monthly PTO meetings is sent home to all parents as part of the annual School Opening Newsletter.

Uxbridge Special Education Parent Advisory Council (USEPAC) is run by parents who are concerned about the special needs of the children in Uxbridge Schools. We are a district-wide resource to parents and guardians, offering information, support and meetings throughout the school year. General meetings are held one evening per month. Further information can be found at the Pupil Services website.

### **Home Correspondence**

On occasion, various forms and reports are sent home which require parental review. The majority of these forms need to be returned with a signature from home. It is the student's responsibility to bring these forms home and return them signed. Such forms may include report card envelopes, progress reports, schedule forms, permission slips, course selection sheets, emergency cards, etc. Failure to return appropriate school forms to the homeroom teacher may result in the assignment of after school detention.



### **Volunteer/Chaperone CORI Check**

Massachusetts state law requires that any volunteer and or chaperone for any school sponsored event have a processed and cleared CORI check before being allowed to work with the students. If you feel you may be volunteering or chaperoning this year please stop by the office to fill out the necessary paperwork.

### **Change of Address / Emergency Information**

If at any time during the school year your address or phone number at home or work changes, please notify the Principal's office. It is imperative that we have accurate information in the event we need to contact you in an emergency.

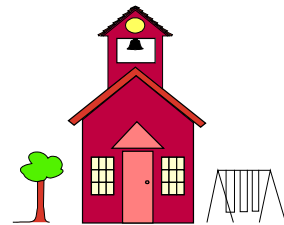
### **Visitors**

Any visitor to the McCloskey School **must** always use the front doors and sign in at the main office upon entrance to the school. Each guest is asked to sign in at the time of the visit and wear an identifying button/badge throughout the duration of their visit. **Under no circumstance should a parent or visitor go directly to a school classroom without first signing in and requesting permission from the main office.**

Student requests for visitors must be approved in advance by the Principal or his/her designee.

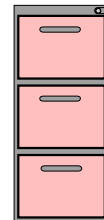
### **Use of School Facilities**

Use of school facilities by residents is permitted under the conditions outlined in the School Committee Policy on Use of School Facilities. A copy of this policy and forms to be completed are available at the Office of the Superintendent of Schools (278-8648).



### **StudentRecords**

Under Massachusetts Department of Education Regulations (603 CMR23.07 (4)(a), the Uxbridge Public School may release the following information without prior consent: “a student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight/heights of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.”

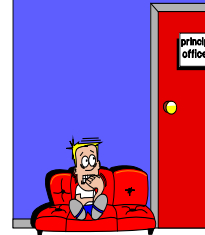


You have the right to request that this information not be released without prior consent. Please send your request in writing to the principal(s) of your child/children's school(s).

## Attendance/Tardiness/Dismissal

The following regulations apply:

1. A parent is required to call the school between 7:00 to 8:30 AM on each day their child is going to be absent.
2. Parents are asked to send a prior note to the Principal/Assistant Principal if a student is to be absent several consecutive days.
3. Any student absent the day of a scheduled extra-curricular activity will not be allowed to participate in that activity. The only exception is with special permission of the Principal or Assistant Principal.
4. A student who "cuts" a class will be required to make up his/her work in an after school detention. Assignments missed while a student has cut will be graded at the teachers' discretion. Repeated violations will result in a call to the student's parents and/or suspension.



## Tardiness Policy

1. The beginning of morning homeroom will be at 7:40 A.M. Attendance will be taken at that time. A student who arrives after 7:40 A.M. must report to the main office to obtain a tardy slip. The student must present the tardy slip to the homeroom teacher or to the teacher conducting the class at the time of his/her arrival. A student is allowed one waived unexcused tardy each semester. Disciplinary action will be taken for additional unexcused tardiness.
2. A student who is tardy to class or to homeroom must obtain an admission pass from the previous teacher before he/she will be permitted to enter a classroom. An unexcused tardiness to class will result in disciplinary action by the teacher.
3. An unexcused tardy may result in omission from after school activities.

## Student Dismissal During the School Day

1. Any student who is to be dismissed during the school day should bring a note from his/her parent stating the time and the reason for dismissal. This written request is to be given to the secretary the main office before going to homeroom.
2. Parents are to come to the main office at the time of dismissal in order to sign a student out.
3. An unexcused dismissal may result in omission from after school activities.
4. If a student becomes ill during the school day only the nurse or office staff will contact the parent or guardian for dismissal. **STUDENTS CALLING FROM A CELL PHONE FOR DISMISSAL IS NOT ALLOWED AND MAY RESULT IN DISCIPLINARY ACTION.**

## **Truancy**

Any student who exceeds five (5) or more unexcused absences is considered truant. **Excused Absences**: student illness or hospitalization with a doctor's note. Death of a family member or serious illness of a family member, religious holidays, and crisis situations including court appearance, with documentation. Family trips, vacations, or appointments are considered **unexcused** absences and should coincide with non-school days. Absence from school "with parent permission" is considered an unexcused absence.

### **First offense** five (5) absences

- The assistant principal will notify the parent with a letter.
- The assistant principal will conduct an administrator-parent conference.

### **Second offense** ten (10) absences

- The assistant principal will notify the parent and may assign multiple detentions or an in-school suspension at their discretion.

### **Third offense** fifteen (15) absences or more

- The assistant principal may assign an in-school suspension of up to two (2) days.
- The assistant principal will contact the school resource officer.
- The assistant principal may refer the student to the Worcester County Juvenile Court.

## **TARDINESS:**

Any student who exceeds fifteen (15) or more unexcused tardies is truant.

### **First offense** fifteen (15) tardies

- The assistant principal will notify the parent with a letter.
- The assistant principal will conduct an administrator-student conference.

### **Second offense** twenty (20) tardies

- The assistant principal will conduct an administrator-parent conference.
- The assistant principal may assign multiple detentions.

### **Third offense** for each additional tardy over twenty (20)

- The assistant principal may assign an in-school suspension.
- The assistant principal will contact the school resource officer.

## **Participation in Physical Education**

All students are required, by law, to participate in physical education, unless excused by a physician or the school nurse. Students with a medical excuse, must still attend class, and will participate in alternate activities.

Students in grades 6, 7 and 8 will participate in physical education twice a week.

The physical education curriculum is aligned with the Massachusetts State Health Frameworks and the National Association of Sports and Physical Education. [NASPE]

Students are expected to be prepared and perform to the best of their ability. Students will be held accountable for their dress, performance, participation and what they have learned and are able to do.

**FOR OPTIMUM PERFORMANCE AND THE SAFETY OF ALL PARTICIPANTS, STUDENTS ARE REQUIRED TO CHANGE FOR PHYSICAL EDUCATION CLASS.**

### **APPROPRIATE CLOTHES FOR PARTICIPATION IN PHYSICAL EDUCATION:**

1. T – Shirt, shorts, sweatpants, sweatshirt.
2. Running shoes, basketball shoes or cross – trainers.
3. **FOR OPTIMUM PERFORMANCE AND THE SAFETY OF ALL PARTICIPANTS, SHOES MUST BE LACED SO THEY FIT SNUGLY TO THE FOOT. ANY LACING SYSTEM THAT ALLOWS THE SHOE TO SLIDE ON OR OFF THE FOOT WILL NOT BE ALLOWED.**

### **INAPPROPRIATE FOR PHYSICAL EDUCATION CLASS:**

1. Jeans
2. Shorts that do not stay on the waist or come above the finger tips when the arms are fully extended are not allowed.
3. Half – shirts, midriff – baring shirts or tank tops
4. Jewelry needs to be removed for the safety of all participants.  
[See Dress Code – Student Handbook]





### What to Wear

The way you dress and groom yourself affects the way you feel and the way the world perceives you. When you come to school you are dressing for your job as a student. Your clothing should be clean, neat, simple and comfortable so that you can do your best work while in school. Bedclothes and slippers are not considered acceptable attire. Clothing and make-up that is disruptive to the education process is not acceptable at school.

If teachers deem that students are in violation of the school's dress code they will be sent to the office so that the principal, assistant principal, or nurse may assess if there is a violation of the dress code. At the office the following things may happen: you may be asked to turn the garment in-side-out (tee-shirt); you may be asked if you have something more appropriate in your locker/P.E. locker; you may be given an article of clothing to wear in place of what you have on; a student may be required to call a parent and ask that a replacement garment be brought to school; or you will be required to wear an article of clothing provided to you.

**The following are considered a distraction to the learning environment and are in violation of the dress code therefore may not be worn to school:**

- Any clothing which displays tobacco and alcohol advertising, profanity, racial slurs, disruptive images or words, drug or gang related symbols, or sexual innuendos.
- No undergarments should be seen. Undergarments are considered bras (including straps), boxer shorts, underwear, and undershirts.
- Spaghetti strap tank tops and halter-tops.
- Tube tops, halter tops and backless shirts and dresses.
- Low cut shirts/tops.
- Mid-cut shirts/tops that reveal undergarments or exposure of the midriff.
- All tank tops worn by boys and girls must have a strap width of at least three fingers.
- Skirts, dresses, and shorts must be long enough so that you can hold your arms at your side with your hands extended so that the garment reaches the tip of your middle finger.
- Tight form fitting pants such as girls legging or yoga pants. These may only be worn under a sweater, shirt or dress which are long enough in the front and back so that you can hold your arms at your side with your hands extended so that the garment reaches the tip of your middle finger.
- Pajamas, lounge pants, and bedroom slippers.
- Hats, hoods or any other type of head covering should be removed upon entering the building and should not be worn again until exiting the building. The principal or assistant may make an exception at their discretion for religious reasons, physical and/or emotional special needs.
- Dress that is intended for outside, such as outside coats are not allowed to be worn during the school day.
- Due to allergies, perfumes, colognes, and aftershaves may not be brought to school.

**If in doubt about what to wear, the following questions will guide you in making good decisions:**

- Do the shoulder straps of your shirt cover all undergarments, even when you move?
- Is your shirt made of a material that is not see-through, so that no undergarments show through?
- Is the shirt high enough so that no cleavage is showing?
- Do shorts/skirts reach the end of your middle finger when you have your arms relaxed at your sides?

- If you wear leggings or yoga pants, are they worn under a sweater, shirt or dress which are long enough so that you can hold your arms at your side with your hands extended so that the garment reaches the tip of your middle finger.
- When your arms are raised, do boxers or bare skin remain covered?
- Do shirts cover your midriff even when your arms are raised?
- Are your pants cut high enough or not so loose as to allow bare skin or underwear to show?

**If in doubt in any way you probably should not wear it! It would be a good idea for all students to keep a tee-shirt/sweatshirt in their locker in the event they are asked to change.**

**The following consequences may occur in the event of a dress code violation:**

- A first offense will require a change of clothes and the student will receive a warning.
- A second offense will require a change of clothes and a detention.
- A third offense will require a change of clothes, a detention, and a parent conference.

**Lunchroom Procedures  
Students are expected to:**

1. proceed quietly in single-file to the cafeteria with their teacher.
2. go directly to their lunch table.
3. wait for an adult to call the table up to the lunch line.
4. line up in the appropriate line to purchase a regular or special lunch.
5. pass through the serving area in an orderly manner to purchase lunch.
6. keep their hands to themselves.
7. not take food or beverages from the lunchroom.
8. use lunch room table manners at all times
9. All students must:
  - a. talk and socialize in quiet conversation (yelling will not be tolerated)
  - b. refrain from name calling and harassing others
  - c. remain seated except to return trays, dispose of trash, or buy snacks
  - d. refrain from moving from table to table during lunch time
  - e. clean the floor around the table
  - f. stay seated until dismissed by a teacher
10. No more than eight (8) or nine (9) students will be allowed to sit at each table during lunchtime.
11. A teacher standing on stage with a hand raised and/or a teacher speaking over the microphone is the signal for complete silence and attention. This is an extremely important lunchroom procedure.

**Consequences for Lunchroom Misbehavior**

- 1<sup>st</sup> offense: Restricted seating assigned and or a lunch detention may be assigned.
- 2<sup>nd</sup> offense: Same as above plus after-school detention/phone call to parents.
- 3<sup>rd</sup> offense: Lunchroom privilege suspended for one week/parent notification required.
- 4<sup>th</sup> offense: Lunchroom privilege suspended for a time greater than one week and further disciplinary action at the discretion of an administrator and parent will be notified.

## **Electronic Devices/Toys**

Students are permitted to bring electronic devices to school, but these devices should not be seen or used in the building between 7:40 a.m. – 2:05 p.m., unless they are being used for instructional purposes under the supervision of teachers. Electronic devices such as IPODS, IPADS, MP3 Players, cell phones, etc. should be turned off, stored, and secured before students enter the homeroom. McCloskey Middle School cannot and will not assume responsibility for any lost or stolen personal property.

Students are also not permitted to have devices such as laser pointers, toys, games, cards, candy, gum, etc. in school or on school grounds during the school day. Students who bring the above to school will have the item(s) taken away by a teacher or administrator. Such items must be picked up by the parents or guardians at the main office.

This school regulation is intended to apply to any item brought to school which may cause distraction or disruption of the education process.

## **Cell Phones**

The use of a cell phone, and any other electronic device, is not permitted. This includes all school-sponsored functions, on or off school grounds. Students may request to use the phone in the McCloskey Middle School Office. If, for safety reasons, a child carries a cell phone to school, it must be kept in his or her locker and turned off. If a student's cell phone is confiscated, it is because the student is not following the rules.

**1st offense-warning-phone is confiscated and returned at the end of the day**

**2nd offense-parent/guardian must pick-up phone and an office detention will be issued**

**subsequent offenses-automatic office detention and parent/guardian must come to school to claim phone**

If a student violates the cell phone rule repeatedly, the student will be prohibited from bringing a cell phone to school. Further discipline, up to and including suspension, may be imposed at the discretion of the administration for multiple/repeated offenses. Please help us with this policy by refraining from contacting your child via cell phone during the day.

## **Cell Phone/ Video/ Photos**

Also, taking photos or video of any kind in school without teacher permission will result in an automatic out-of-school suspension; this includes posting pictures or videos online outside of school if the picture or video was taken in the school without permission.

**\*\*\*Please Reference Addendum A for further information on the Uxbridge Public Schools Computer Network Policy**

## **McCloskey Middle School Student Conduct and Discipline Policy**

### **STUDENT CONDUCT**

Students are expected to conduct themselves in a manner consistent with school rules and regulations and that is in the best interest of the school and its students. Among other things, student conduct shall reflect care and respect for all other members of the Uxbridge school community. Students must be respectful of each other and of all adults in the building. Rudeness, disrespect and insubordination (refusing to do something when asked) are unacceptable regardless of the situation. Students are reminded that no student has the right to disrupt the educational process within the school, and all students will have the right to due process procedures in matters of suspension or expulsion.

### **BEHAVIORAL EXPECTATIONS**

This section of the student handbook outlines the behavioral expectations that are required for all McCloskey Middle School students. These behaviors are what we consider to be a necessary ingredient to insure a safe and productive environment for students. Disciplinary consequences will be issued when students do not follow the middle school code of conduct. Students who violate any of the rules specified in this handbook may be referred to the assistant principal's office. Students will immediately comply with faculty/administrative directives. Students who do not comply and/or use profanity and vulgar expressions in their dealings with members of the faculty/staff will be subject to disciplinary consequences. Any student refusing to leave a classroom when asked will receive additional disciplinary action. The Assistant Principal will be contacted immediately if a student behavior is a threat to him/herself or others.

### **TIERS OF INTERVENTION**

A major initiative in the Uxbridge Public Schools is Positive Behavior Intervention and Supports (PBIS), which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. McCloskey Middle School staff recognizes that maintaining and improving student behaviors involves a continuum of acknowledgements, supports and interventions. (Center for Positive Behavior Intervention Supports, University of Oregon)

## **Three Tiers of Intervention**

### **Tier 1- All Students**

Focus On:

- Acknowledgment of positive behaviors that reflect clearly stated student expectations.

### **Tier 2- Targeted Interventions**

Focus on:

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support

### **Tier 3 - Intensive Individualized Interventions**

Focus on:

- Assessing the need of individual students who exhibit a pattern of problematic behaviors
- Develop strategies that diminish problematic behaviors
- Create behavioral intervention plans for students with problematic behavior

## **CONSEQUENCES FOR VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

As with any incident of student behavior, school administrators must exercise informed judgments as to whether a student's actions constitute a violation of Uxbridge Public Schools' Policy and/or the Schools' Code of Student Conduct. If a behavior is deemed a criminal offense by local authorities, and such offense is not identified in the Code of Student Conduct, the consequence may be expulsion from the Uxbridge Public Schools according to M.G.L. c. 37H1/2, and sections of the student handbook pertaining thereto. Restitution for loss or damage will be required in addition to any other prescribed consequence. Repeated chronic or cumulative offenses may result in higher levels of consequences.

### **Classroom Level Interventions/Consequences**

Teachers may use the following interventions to help students improve their behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.

- |                            |  |
|----------------------------|--|
| * After school detention   | * Parent/Guidance Contact                |
| * Classroom plan/control   | * Reinforcement of appropriate behaviors |
| * Letter of apology        | * Suspension of computer privileges      |
| * Mentoring                | * Seat Adjustment                        |
| * Behavior Contract        | * Teacher conference with student        |
| * Class or schedule change | * Verbal warning/Redirection             |
| * Confiscation of item     | * Written reflection about incident      |
| * Conflict resolution      |  |

### **Appropriate Remedies when Classroom Level intervention/consequences have been ineffective**

**Note: Office Referral Required**

**Parent/Guardian Notification Required**

- |                    |                                     |
|--------------------|-------------------------------------|
| * Suspension       | * Community Service                 |
| * Office Detention | * Suspension of computer privileges |

- \* Behavior Contract
- \* Restricted Activity
- \* CRA (Child Requiring Assistance) \* Functional Behavior Assessment (FBA)
- \* Referral to school based programs

**Appropriate when Previous intervention/consequences have been ineffective**

**Note: Office Referral Required**

**Parent/Guardian notification required**

- \* Extended Suspension
- \* Referral for evaluation/45 day placement
- \* Expulsion (to be considered only in the most extreme cases)
- \* Functional Behavior Assessment (FBA)

**In addition to any of the above consequences, restitution for loss or damage will be required.**

**DISCIPLINARY CONSEQUENCES AND DUE PROCESS**

Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event;
- Possession of a controlled substance while on school grounds or at a school-sponsored event;
- An assault on a School Administrator, teacher, teacher's aide, or other staff person;
- A felony charge or conviction;

Some violations of the code of conduct will subject a student to disciplinary action up to and including detention, in-house suspension, out-of-school suspension, or expulsion under the provisions of M.G.L. chapter 71, §37H3/4.

Violations of the code of conduct subjecting a student to disciplinary action up to and including detention, in-house suspension, out-of-school suspension, or expulsion include:

- Violating the Uxbridge Public Schools' Acceptable Use Policy for the Internet;
- Unacceptable imagery in projects/schoolwork including images related to drugs/alcohol, racism, violence, and sexuality;
- Fighting (including physical contact between two or more persons) or otherwise disrupting in a school setting or school sponsored activity that causes a disturbance to others;
- Alcohol or drug use and/or possession of related paraphernalia in school or school sponsored activity, including unauthorized use or distribution of prescription medication;
- Arson or use of a combustible material, product, or device that poses a fire hazard or safety risk to staff/students;
- Assault and/or battery or other violent behavior (student on student, student on staff);

- Bullying or cyberbullying
- Cheating or conspiring to cheat;
- Cutting class;
- Consumption of food or drink in the building or classroom excluding cafeteria (with the exception of bottled water in a clear container);
- Detention cuts (with teachers);
- Disruption to the learning environment;
- Disruption of school assembly;
- Extortion;
- Failure to check into school;
- Insubordination; failure to comply with reasonable requests of school staff;
- False emergency call to police or fire, or false alarm of fire;
- Forgery, including but not limited to false dismissal note, phone call, or signature;
- Gambling;
- Harassment policy violation;
- Hazing;
- Inappropriate behavior; obscene behavior, vulgar behavior/language; profanity; including inappropriate gesturing and posturing;
- Inappropriate bus conduct;
- Leaving school building or school grounds without authority;
- Negligent endangerment resulting in or with the potential for personal injury to student, school visitors, or school personnel;
- Non-compliance with discipline call-down to office;
- Non-compliance with school policy;
- Office detention cuts;
- Oppositional behavior;
- Plagiarism;
- Possession of a weapon in school or school activities or on school grounds;
- Removal from class by an administrator;
- Smoking and/or tobacco use or possession of tobacco product including electronic cigarettes, possession of a lighter, matches or other flammable device;
- Tampering with or destruction of video surveillance equipment;
- Tardiness;
- Theft;
- Threats;
- Truancy as defined in handbook;
- Unauthorized use or display of electronic devices such as iPod, pager, Blackberry, mp3 player, laser pointer, headphones, cell phone or the use/display of playing cards or dice during school hours or school sponsored activity;



- Vandalism;
- Unauthorized filming, taping, or recording without prior consent;
- Violating non-discrimination and civil rights policies.

\*\*\*The school has the right to consult with the school resource officer as needed on serious matters at the discretion of the school administration

### **ACADEMIC DISHONESTY**

Students will be held responsible for doing their own work and demonstrating honesty and integrity in their dealings with classmates and teachers. Cheating, plagiarizing, or forging any parent/guardian/student communication is prohibited.

Academic dishonesty involves copying, plagiarizing, or stealing the ideas and works of another, or aiding or encouraging others to copy, plagiarize, or steal the ideas or works of another, with the intent to offer such work as their own. Any student found guilty of cheating or plagiarism will receive a grade at the teacher's discretion and may be required to redo the assignment, and will be referred to the assistant principal for disciplinary action.

Similarly, a student who allows another student to copy his/her work for purpose of the deception outlined above may receive a failing grade or be considered for disciplinary action at the teacher or assistant principal's discretion.

**Students who forge dismissal or absence notes, passes, agenda books, or academic/progress report cards with a parent/guardian's signature will be subject to disciplinary action.**

### **SEARCH BY SCHOOL OFFICIALS**

Students may be searched for drugs and/or weapons and/or stolen items if school administration has reasonable suspicion to do so. Searches conducted by school administrators may include, but are not limited to, searches of lockers, cars, clothing, handbags, book-bags, satchels, coats, hats, shoes, stocking, wallets and any other personal items or containers. Any student refusing to cooperate with administrators when a search is requested will be suspended for a minimum of five or a maximum of ten school days and will be subject to exclusion. Police may be called to the school if deemed necessary by the administration. Reasonable suspicion includes, but is not limited to: erratic behavior, slurred speech, strong foreign odor on clothing or breath, glazed and glassy eyes, information offered by students, faculty, staff or anyone wishing to remain anonymous, leaving school grounds or returning to school grounds during school hours, etc.

### **ITEMS PROHIBITED DURING SCHOOL HOURS**

The uses of electronic devices can be disruptive to the educational process, and these items may not be used during the school day.

**Therefore the following items should be turned off and put in a locker during the school day (or left at home):**

- MP3 players
- Beepers

- All phones
- Electronic games
- CD players
- Radios
- Tape recorders
- iPods

**In addition, the following items are also prohibited from school:**

- gum
- heelies
- weapons
- long pocket chains
- laser lights
- playing cards
- stink bombs/firecrackers/matches/lighters
- toys
- drugs
- soft guns
- cigarettes/smoking materials/electronic cigarettes
- any other object that the school believes is distractible/dangerous to a learning environment

If a student is in possession of any of the above items during school hours, the item will be confiscated and turned in to the assistant principal's office. Games including gambling and card playing (not directly related to instruction) of any kind are prohibited.

**AT NO TIME SHALL A STUDENT/FACULTY MEMBER BE PHOTOGRAPHED, RECORDED OR VIDEOTAPED BY A STUDENT/PARENT WITHOUT THE INDIVIDUAL GIVING CONSENT AND WITHOUT PERMISSION FROM ADMINISTRATION.**

### **WEAPONS AND FIREARMS**

**Students are not to have anything in their possession that could be construed as a weapon.**

For example, no student has the need for a knife of any size, shape or form at school and accordingly, their possession on any school property is prohibited. Parents/guardians and students should be aware of legislation (M.G.L. c.269, §10(j)) which governs the carrying of "firearms" on school property. Violation of the new law could result in a fine and/or imprisonment. The school firearm law reads as follows:

"Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver,

rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means."

It is the policy of the Uxbridge Public Schools to refer any violation of the above statute to the appropriate law enforcement agency. Any student found in possession of a "firearm" as defined above or any other weapon will be subject to expulsion by the Principal regardless of the outcome or status of any criminal action brought against the student by the Commonwealth of Massachusetts.

The Principal or their designee has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal or their designee shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed.

### **TEACHER DETENTION**

**Definition:** Time after school by a classroom teacher for reasons regarding academic concerns and/or classroom behavior.

A teacher detention has priority over all other school commitments except an office detention. The classroom teacher will keep students until an agreed amount of time communicated ahead of time with parent/guardians by written communication, including email, or phone call. Failure to attend a teacher's detention after two warnings will result in the student being sent to the assistant principal to be assigned an office detention. Teachers who assign students after school detention are to give said student a twenty-four hour notice making parents aware of the detention so the parent/guardian can be notified and transportation provided, if necessary, before designating a day the student must stay after school. **It is the responsibility of the student to inform their parent/guardians) of the assigned detention.** The exception to this is if the teacher telephones the parent/guardian and both parties mutually agree that the student can serve the detention on that very day. Direct contact must be made with the parent/guardian. Messages on an answering machine are not acceptable in this case.

Any staff member may require that a student report for a detention after school. Students required to stay after school by more than one staff member in a given day will report to the detention assigned first and make up the second detention the following day. It is the student's responsibility to notify the second teacher regarding his/her first detention.

### **OFFICE DETENTION**

**Definition:** Time after school from 2:05pm to 3:00pm with the assistant principal. Office detention has priority over all other school commitments. Students will work on any missed assignments or homework during an office detention. Please note that office detentions will be issued to students who are tardy to school (refer to truancy section in the handbook).

**Parent/guardians will be notified if their child has been assigned an office detention.**

### **SUSPENSION**

A suspension is a short-term or long-term removal from regular classroom activities. Short-term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period. It is also recommended that parents restrict the activities of a student during the suspension period to reinforce the importance of the disciplinary consequence and to demonstrate cooperation between the school and family.

The Principal or his/her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

### **In-House Suspension**

At the discretion of the principal or assistant principal, an in-house suspension may also be imposed where a student is determined to have committed a suspendable offense. In-house suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. Students will be subject to limitations on their movements and activities as determined by the principal or assistant principal. In-house suspension for less than 10 days shall not be considered a short-term suspension. An in-house suspension of more than 10 days shall be deemed a long-term suspension.

For an in-house suspension, the principal or assistant principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond to the charges and explain the circumstances surrounding the alleged incident. If the principal or assistant principal determines that the student committed the disciplinary offense, the principal or assistant principal shall inform the student of the length of the student's in-house suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-house suspension decision, the principal or assistant principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-house suspension. The principal or assistant principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or assistant principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-house suspension.

The principal or assistant principal shall send written notice to the student and parent about the in-house suspension, including the reason and the length of the in-house suspension, and invite the parent to a meeting with the principal or assistant principal, if such meeting has not already occurred. The principal or assistant principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal or assistant principal and the parent.

The In-house supervisor or assistant principal will contact the appropriate teachers at the beginning of the school day in order to have school work for the in-house student(s).

### **OPPORTUNITY FOR ACADEMIC PROGRESS DURING SUSPENSION/EXPULSION**

Any student receiving in-house suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

### **STUDENT DUE PROCESS RIGHTS**

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. **DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H1/2).**

**Short-Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

**Long-Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a

written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H1/2.

**2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H3/4)**

**Notice and Principal's Meeting**

For any suspension under this section, the principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as if the principal has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The principal or designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

**a. Short-term Suspension**

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

Based on the available information, including mitigating circumstances, the principal or assistant principal shall determine whether the student committed

the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal or assistant principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing .

**b. Long-term Suspension**

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal or assistant principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal or assistant principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal or assistant principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances that the principal or assistant principal should consider in determining consequences for the student.

Based on the evidence, the principal or assistant principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student

will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

### **Emergency Removal**

The principal or assistant principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal or assistant principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal or assistant principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal or assistant principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal or assistant principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal or assistant principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal or assistant principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal or assistant principal will not release the student until adequate provisions have been made for the student's safety and transportation.

### **Superintendent's Hearing**

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would



allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

### **DISCIPLINE AND STUDENTS WITH DISABILITIES**

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

1. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
2. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.

3. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan (BIP) or arrange for a functional behavioral assessment (FBA).
4. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

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

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

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

Please reference Adendum Page B and Page C for further information

### **McCloskey Middle School Policy on Bullying**

#### **I. Priority Statement**

It is the policy of the Uxbridge Public Schools and McCloskey Middle School to provide a learning and working atmosphere for students, employees, and visitors free from bullying. The Bullying Prevention and Intervention Plan, which may be found in full on the Uxbridge Public Schools website, is a comprehensive approach to addressing bullying and Cyberbullying. McCloskey Middle School is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence or any form of bullying. The McCloskey Middle School policy regarding bullying shall apply to students and members of the school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, and advisors to an extracurricular activity and paraprofessionals.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

#### **II. Prohibition Against Bullying and Retaliation**

Acts of bullying, which include Cyberbullying, are prohibited:

- 1) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school.
- 2) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the act creates a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

### III. Definitions

*Several of the following definitions are copied directly from M.G.L. chapter 71, section 370, as noted below.*

**Aggressor** is a student who engages in bullying, cyberbullying, or retaliation.

**Bullying**, as defined in M.G.L. chapter 71, section 370, is the repeated use by one or more students or a member of a school staff of a written verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

**Cyber-bullying**, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, section 370 for the legal definition of cyberbullying.

**Hostile Environment**, as defined in M.G.L. c.71, section 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Target** is a student against whom bullying, cyberbullying, or retaliation has been perpetrated

**Definition of Bullying.**

**For the full version of the Uxbridge Public Schools Bullying and Intervention Plan please visit:**

[http://www.uxbridgeschools.com/mccloskey\\_default.shtml](http://www.uxbridgeschools.com/mccloskey_default.shtml)

**Bullying may be reported anonymously by obtaining a form in the school office or electronically**

**By following this link:**

[http://www.uxbridgeschools.com/mccloskey\\_default.shtml](http://www.uxbridgeschools.com/mccloskey_default.shtml)

**A Guide to Determining if an Act Constitutes Bullying**

Massachusetts law gives school officials the power to investigate and discipline bullying that occurs *on or off school grounds* (e.g., cyber bullying from a home computer) if that bullying creates a hostile environment at school for the victim (“target”), infringes on the rights of the target at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

**repeated use** by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (must include at least one of the following)

causes **physical or emotional harm** to the target or damage to the target’s property;

places the target in **reasonable fear of harm to himself** or herself or damage to his or her property;

creates a **hostile environment** at school for the target;

**infringes on the rights** of the target at school; or

materially and substantially **disrupts the education process** or the orderly operation of a school.

retaliation from reporting of previous incident

**Note regarding Technological/ Cyber-bullying:** Bullying through the use of technology or any electronic communication including, but not limited to:

the creation of a web page or blog in which the creator assumes the identity of another person, or

the knowing impersonation of another person as the author of posted content or messages

or,

the distribution by electronic means of a communication to more than one person or the

posting of material on an electronic medium that may be accessed by one or more persons

**False Accusations:** Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to parent conferences, reprimand, detention, loss of privileges, and/or suspension.

### **General Teaching Approaches That Support Bullying Prevention Efforts**

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines through PBIS (Positive Behavioral Intervention & Supports)
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students
- using appropriate and positive responses and reinforcement, even when students require discipline
- using positive behavioral supports
- encouraging adults to develop positive relationships with students
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution techniques, teamwork, and positive behavioral supports that aid in social and emotional development
- using the Internet safely
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength

### Problem Resolution System:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

### **Policies for Reporting and Responding to Bullying and Retaliation**

It is the policy of the Uxbridge Public Schools to provide a learning environment that is free from bullying and cyber-bullying. It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of the Uxbridge Public Schools to condone or fail to report acts of bullying or cyber-bullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; (iii) at school bus stops; (iv) on school buses; (v) or through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

The school district will not tolerate retaliation against a person who reports bullying or cyber-bullying, provides information during an investigation of bullying or cyber-bullying, or witnesses or has reliable information about bullying or cyber-bullying.

It is the responsibility of every student, parent, and employee of the school district to recognize acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher, principal, assistant principal, or counselor. Students, parents and members of the school staff, who witness or become aware of bullying, cyber-bullying or retaliation should immediately report it to the principal or assistant principal. There will be forms available to report bullying in the main office, the guidance office and the nurse's office as well as an online form on the McCloskey Middle School website.

Reports of bullying or cyber-bullying will be promptly investigated. If the school principal or assistant principal determines that bullying or retaliation has occurred, the school principal or assistant principal will (i) notify the police if the principal or assistant principal believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of the perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation. If bullying, cyber-bullying or retaliation are substantiated, the first offense may result in a warning, detention(s) or an in-school suspension. Once the behavior has been found to be repetitive the perpetrator may be subject to in school or out of school suspension.

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. section 1232g. Do not file in the cumulative record.

**Uxbridge Public Schools  
INCIDENT REPORTING FORM**

**Directions:** The Uxbridge Public Schools is committed to providing a safe environment to all members of our community. Despite our best intentions, incidents between students do occur at times. If you wish to report a disturbing incident between two or more students, complete this form and return it to the Principal/Assistant Principal at the student's school. This form can be completed anonymously by omitting signature and name. **Every** reported act of bullying will be investigated. Parents of aggressors and targets will be contacted in cases of confirmed bullying.



**Date of Report:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Name of student target:** \_\_\_\_\_

**Name(s) of alleged aggressor(s) (If known):** \_\_\_\_\_

**Name(s) of witness(es) (If known):** \_\_\_\_\_

**Where did the incident(s) happen (choose all that apply)?**

\_\_\_\_\_ **On school property**      \_\_\_\_\_ **At a school-sponsored activity or event off school property**

\_\_\_\_\_ **Online/via technology**      \_\_\_\_\_ **On a school bus**      \_\_\_\_\_ **On the way to/from school**

\_\_\_\_\_ **Other:** \_\_\_\_\_

**What best describes what happened (choose all that apply):**

\_\_\_\_\_ **Teasing** \_\_\_\_\_ **Threat/Property Damage** \_\_\_\_\_ **Stalking** \_\_\_\_\_ **Theft/Property Damage**

\_\_\_\_\_ **Social Exclusion** \_\_\_\_\_ **Intimidation** \_\_\_\_\_ **Physical violence** \_\_\_\_\_ **Public humiliation**

\_\_\_\_\_ **Retaliation** \_\_\_\_\_ **Sexual Harassment** \_\_\_\_\_ **Other:** \_\_\_\_\_

**What did the alleged aggressor(s) say or do? (Include dates. Attach a separate sheet if necessary)**

**Did a physical injury result from this incident?**    \_\_\_\_\_ **No** \_\_\_\_\_ **Yes(please explain)**

**Name Of Person Reporting Incident (Optional):**

Telephone(optional) \_\_\_\_\_ E-mail  
(optional) \_\_\_\_\_

\_\_\_\_ Student      \_\_\_\_ Parent      \_\_\_\_ Other

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Hazing**

*"Hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

*In addition, any student(s) found to be involved with hazing activities will be reported to law enforcement officials and may be subject to Mass. General Law 269 ss. 17,18, & 19 which reads:*

*"Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.*

*Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*

*Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to affiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.*

*Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer to deliver annually, to the institution an attested acknowledgement stating that such group, team*

*or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen*

*Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post secondary education shall file at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency or such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."*

### **Smoking and/or Possession of a Tobacco Product Including Electronic Cigarettes**

Students found smoking or in possession of any tobacco product or electronic cigarettes will subject themselves to the following procedures.

- An administrator will conduct a telephone or in-school administrator-parent conference.
- An administrator may assign an in school or short term out of school suspension for up to two days.

#### **Second offense**

- An administrator will conduct a telephone or in-school administrator-parent conference.
- An administrator may assign an out of school suspension for more than two days.

#### **Third offense**

- Same as the second offense except the length of the school suspension may be up to five days.

## **Drug and Alcohol Procedures**

1. Staff is asked to report to the Administration (Principal/Assistant Principal) any student who they suspect of being under the influence of or in possession of a controlled substance or alcohol.
2. The Administration will immediately summon appropriate personnel (i.e. nurse, guidance counselor, psychologist), and together they will interview the student.
3. If, in their judgment, there is reasonable suspicion of possession or influence of controlled substance or alcohol the Principal will be summoned (if not present). They will then conduct a search of the student and his/her possessions. (In accordance with the MA Department of Education guidelines.)
4. One of the following steps will be taken after this interview.
  - 4.1. If no substance is found and it is determined that the student is not under the influence, the student will be sent back to class and the parents will be notified of the suspicion and the search.
  - 4.2. If, in the judgment of the interviewer the student is under the influence of alcohol or a controlled substance, the parents will be contacted and asked to pick up the student. The student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or his/her designee.

The Police Department will be summoned and asked to investigate matters dealing with controlled substances and alcohol.
  - 4.3 If the student is found in possession of controlled substance, or alcohol, both the police and parents will be summoned immediately. The substance will be turned over to the police and the student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or his/her designee.
5. Students found to be under the influence of, or in possession of, a controlled substance or alcohol are referred to the school Guidance Department. If, in their judgment, the student is in need of outside counseling or rehabilitation he/she and their parents are referred to the appropriate agencies.
6. A medical examination may be suggested by the Administration for any student suspended for controlled substance/alcohol violation for the first time. For any repeat offender, second offense, a medical examination will be required before readmittance to school. Refusal to have the testing done will result in the student being referred to the Superintendent of Schools for further action. The superintendent may refer the matter to the Uxbridge School Committee. The purpose of this test is to determine the level of chemical dependence, in order to assist the district in determining the best program options available to the student. This applies for a student's entire school career.

## **Vandalism and/or Theft**

### **First offense**

- An administrator will conduct a telephone or in-school administrator/parent conference.
- An administrator will assign a school suspension.
- An administrator will refer the student(s) to public safety officers, Chief of police and/or fire.
- Restitution will be made for all damages.
- Uxbridge Police Department may also be notified depending on the severity of the offense and Policy 722.

### **Second offense**

- An administrator will conduct a telephone or in-school administrator- parent conference.
- An administrator will assign a school suspension of three (3) days.
- Restitution will be made for all damage.

### **Third offense**

- Same as second offense except the length of school suspension will be five (5) days.

## **Verbal and/or Physical Abuse Including Fighting**

### **First and subsequent offenses**

- An administrator will conduct telephone or in-school administrator-parent conference.
- An administrator will assign an administrative office detention or a school suspension at their discretion.
- Depending on the severity of the offense (as per Policy 722) public safety officials may be notified.

## **Firearms: Federal Gun Free Schools Act**

No person, unless he/she is a law enforcement officer or licensed under Chapter 140, shall carry a firearm on to school grounds, or into the school building without the prior written authorization of the Principal or his/her designee.

A firearm is defined as any pistol, revolver, rifle, or smooth bore arm from which a shot, bullet, pellet, or any projectile can be discharged.

In accordance with the provisions of the Federal Gun Free Schools Act any student who brings a firearm onto school property shall be expelled for a period of one year and reported to the Uxbridge Police and the Department of Social Services. The Superintendent may modify this disciplinary action.

A student who receives services under the IDEA may be placed in an alternative program for a period of 45 days pending any special education hearing unless the school system and the parent agree otherwise.

### **Bikes, Skateboards and Scooters**

McCloskey Middle School students are allowed to ride bicycles to school. Bike racks are located in front of the school and bicycles are to be placed in this area immediately upon arriving at school. Students are advised to place a lock on their bike. The school is not responsible for damage or theft to bicycles. Any student who is careless regarding his/her safety or that of others may have bicycle privileges suspended.

Skateboards and scooters may not be used. There is no room in the school building to store skateboards and/or scooters.

### **Fire Drills**

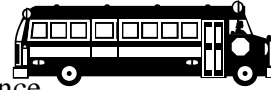
Periodic fire drills are required by law. It is necessary that a student be familiar with the procedure and exits for each of his/her classrooms. Each student is expected to be absolutely quiet, follow teacher's directions and walk to the designated area. Directions for evacuation will be found in each room. Fire drills are to be considered a serious exercise designed to save lives; therefore, no talking or inappropriate behavior can be permitted either inside or outside the building. Detention will be issued to any student who does not comply with this important regulation.

### **Evacuation and Lock down Drills**

In addition to periodic fire drills, McCloskey Middle School will also conduct evacuation drills and lock down drills. Students will be instructed in proper drill procedures and expected to follow them. Failure to follow procedures appropriately will result in disciplinary action.

## Bus Transportation

The purpose of school transportation is to provide safe comfortable transportation for those students who live beyond the walking distance established by the Uxbridge School Committee. McCloskey students whose place of residence is more than one and one-half miles from the school are entitled to transportation to and from school from their designated bus stop.



## Bus Rules and Regulations

Students shall comply with the following rules and regulations. Students shall:

- A. Obey the bus operator at all times while under his/her supervision.
- B. Not stand nor play in the roadway while waiting for the bus.
- C. Not extend arms or heads out of bus windows at any time,
- D. Remain seated while the bus is in motion.
- E. Remain in line at least five feet from the bus when it stops for pick up, and should not move toward the bus until the door is open.
- F. Look for traffic in both directions before crossing the highway.
- G. Not be permitted to stand on the road, highway or street to direct traffic.
- H. Keep the aisles clear of lunch boxes, musical instruments, and other things.
- I. Be at the bus stop at the time designated and be ready to get into the bus with the least possible delay in order to keep the bus on schedule.
- J. Not be allowed to leave the bus at any place without the written consent of the Principal.
- K. Conduct themselves in an acceptable manner at all times. Smoking, vulgarity, drinking, or ingesting illegal drugs, as defined by state law and boisterous or other improper conduct will not be permitted.
- L. Assist the drivers in keeping the bus clean.
- M. Not damage nor deface any part of the bus. Should this happen, it will be the responsibility of the student and his/her parents to pay for any damage.
- N. Ride only those buses to which they are regularly assigned, except when permission is granted by the Principal.
- O. Not operate the service door. This is the responsibility of the bus operator.
- P. Not tamper with the operating mechanisms of any part of the school bus.



In addition, students who must cross the highway after alighting from the bus shall pass several feet in front of the bus after the driver signals them to do so.

School bus riding is a privilege and as such can be suspended or revoked for misbehavior.

The following disciplinary measures will be enforced if the foregoing rules and regulations on bus behavior are violated:

- **First offense:** Students may receive a warning or an office detention
- **Subsequent offenses:** may result in further disciplinary action such as an office detention, assigned seating on the bus, or suspension of bus riding privileges. Severe misconduct could result in riding privileges being revoked for the remainder of the year.



## **Asbestos Management Plans**

The Asbestos Hazard Emergency Response Act (AHERA) requires public notification that asbestos management plans have been developed for McCloskey Middle School. These plans are available and accessible to the public at the school office.

## **SCHOOL DEPARTMENT POLICIES**

### **Chapter 622 and Title IX-Grievance Procedure**

It is the policy of the Uxbridge Public Schools not to discriminate on the basis of sex, race, religion, color, national origin, sexual orientation, or gender identity in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971 (MGL c.76). Inquiries regarding compliance with Title IX may be directed to Dr. Rich Drolet.

#### **Grievance Procedure**

1. Students shall be required to bring any allegations of discrimination, in writing, to the attention of the principal.
2. If the matter is not resolved within seven (7) days, the student may appeal in writing to the Title IX Coordinator.
3. If, at the end of fourteen (14) days, the matter remains unresolved, the student has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
4. The Superintendent of Schools shall investigate the complaint and respond, in writing, to the complainant no longer than fourteen (14) days after having received the complaint.

#### **Section 504**

It is the policy of the Uxbridge Public Schools to comply with the regulations of the Department of Health, Education and Welfare in implementing Section 504 of the Rehabilitation Act of 1973 which provides that:

“No otherwise qualified handicapped individual shall solely by reason of his handicap be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Inquiries regarding compliance with Section 504 may be directed to the Principal’s office at 508-278-8636 xt 7227.

#### **Grievance Procedure**

Any student who feels that he or she has been discriminated against on the basis of handicap should utilize the following procedure to register a grievance:

1. Students should submit any allegations of discrimination in writing to their building principal of consideration.
2. The Principal will investigate the allegations and respond to the complainant through personal interview and in writing within ten (10) school days of receipt of written complaint.
3. If, at the end of ten (10) school days following written response from the building principal the matter remains unresolved, the complainant has the right to appeal to the

Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.

4. The Superintendent shall investigate the complaint and respond in writing to the complainant no longer than ten (10) days after having received the complaint.
5. If the matter remains unresolved, the complainant may appeal in writing to the School Committee within fifteen (15) school days to review and consider the matter. The Committee will respond to the complainant in writing within five (5) school days following the meeting.
6. If the matter still remains unresolved for the complainant, he or she has the right to file with the Office of Civil Rights, Department of Health, Education and Welfare, Elementary and Secondary Branch, 140 Federal Street, Boston, Massachusetts 02110.

### **Federal Program Coordinators**

Title IX	Dr. Rich Drolet	(508) 278-8636
Title VI	Mr. Kevin Carney	(508) 278-8648
504 Program	Ms. Stephanie Geddes	(508) 278-8648

### **Parental Notification Relative to Sex Education**

In accordance with General Laws Chapter 71, Section 32A, the Uxbridge School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, and/or semester, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. This notice will be included in each School's Student/Parent Handbook. Parents/guardians of students who enroll in school after the start of the school year will be given the Handbook at the time of enrollment.

### **Sexual Harassment Policy**

It is the policy of the Uxbridge Public Schools to maintain a learning environment that is free from sexual harassment. It shall be considered a violation of the school rules, regulations and expectations for any student to harass another student or staff member through conduct or communications of a sexual nature.

Further explanation and definition of this policy can be found in the Uxbridge Public Schools Policy Book available in the Principal's office at the McCloskey School.

Any student who alleges sexual harassment by any other student/staff member in the school should contact the building principal immediately.

### **Exposure Control Policy**

It is the policy of the Uxbridge Public Schools to protect students and staff from bloodborne pathogens.

All employees shall use universal precautions to prevent student or self-contact with blood or other potentially infectious materials or fluids.

These universal precautions shall include:

1. The wearing of latex gloves while in contact with blood or other potentially infectious materials or fluids.
2. The washing of hands and other exposed areas with soap and running water and drying with paper towels immediately after removing gloves and/or exposure to blood or other potentially infectious materials or fluids.

## McCLOSKEY MIDDLE SCHOOL

### Interscholastic Athletic Guidelines for Student Athletes

#### **RULES & REGULATIONS - GENERAL**

1. Participation in the Interscholastic Program is voluntary. No student has a protected right to participation in this program. Students who participate agree to abide by the rules promulgated by the Massachusetts Interscholastic Athletic Association and rules and regulations adopted by the Uxbridge School Committee.
2. Failure to abide by the rules set forth in this handbook or the appropriate Student Handbook may lead to suspension or dismissal from the team. A student dismissed from a team may not participate in another sport during the same season, and may be suspended from the program for a full school year.
3. Suspension from the team may be made by the Coach, the school Principal, Assistant Principal or the Athletic Director with the exception of suspension under section dealing with Chemical Health.
4. An athlete who quits or is cut from a team may only participate in another sport during the same season with the permission of the Coach and the Athletic Director.
5. Team members must be on the bench during a game. There will be no wandering. When different teams travel together, the team not competing should sit together. No one is permitted on the bench unless he/she is a team member or associated with the team. There will be no derogatory verbal exchanges from the bench or on the playing surface, directed at opponents, fans or official before, during or after a contest. After the game all players should meet and shake hands.
6. No team will be allowed to practice unless under the direct supervision of the Coach.
7. All athletes are reminded that when visiting other schools to compete in interscholastic athletic events, McCloskey is the guest of that school. The district expects that McCloskey athletes will act in a responsible and courteous manner. This includes respecting the facilities and equipment of the host school. Any malicious destruction of property will result in dismissal from the team and assessment of damages.
8. Athletes should expect that there will be practice or a game on every school day during a sport season. Occasionally there may be a need for a weekend practice.
9. Each athlete is responsible for the equipment personally issued to him/her. Each athlete is financially responsible for all equipment not turned in at the end of the sport season. Athletes will be charged the current replacement price for any lost item. All financial

responsibilities from a previous season must be paid before a student may try out for a team.

10. All uniform clothing will be kept laundered and clean for all competitions and practices as designated by the coach.
11. Game uniforms are not to be worn for practice or any time the athlete is not representing the McCloskey School team. Game uniforms are to be worn only by the athlete to whom it is issued.
12. Players must ride to and from “**out of town**” games on school owned or charter buses. Players may not travel to an away athletic contest in private transportation and participate without the express permission of the Principal.
13. Attendance is mandatory for everyone at the interscholastic team level unless an athlete is excused for medical or other valid reasons. The athlete, who has a conference with a teacher or stays after school for any reason, shall speak to the Coach prior to the detention and explain he/she will be delayed.
14. Athletes are under the supervision of the Coach for that sport and must comply with any additional requirements or regulations put forth by that coach.

### **CLEARANCE FOR ATHLETIC TEAM PARTICIPATION**

- All athletes and their parents must complete the Clearance for Athletic Team Participation Form (orange card) with all appropriate signatures, before participating in any tryout, practice or game.
- All athletes must have an up to date physical, on file with the school nurse, before participating in any tryout, practice or game. **Physicals are valid for 13 weeks from that date. If an athlete is medically eligible to start the season, and then has his/her physical expires, they may complete that season before they must update their physical.**

### **INSURANCE**

- All students participating in the Interscholastic Athletic program will be provided with accident insurance paid for by the district.
- Student/Athletes must report all accidents/injuries to the Coach immediately, and complete the necessary accident report form as soon as possible.
- Students must provide a signed medical release, from a physician, if a game or day of practice has been missed due to injury.

### **ACADEMIC ELIGIBILITY**

1. Students are not permitted to participate on an interscholastic team if previous quarter report card grades do not average to **“C”** or if the student has an **“F”**. The fall season is based on a student’s final average the end of the previous school year.
  - No student will be allowed to try out for a team or participate in practice sessions unless they are academically eligible at the beginning of the season.
  - If a student becomes ineligible during the season, i.e., grades came out in the middle of the season and he/she does not have a **“C” average**, the student is not allowed to practice or play until the next marking term.
  - If a student is ineligible at the start of the season and cannot try out and then becomes eligible during that season, that student could join the team provided:
    1. He/she does not displace an academically eligible student who was cut from the team.
    2. The coach feels it is in the best interest of the student and team for he/she to join the team once that season has begun.

## **ELIGIBILITY – GENERAL**

1. Only one sport per season
  - A student-athlete shall participate in only one sport in any defined MIAA sport season. [Fall, Winter, Spring]
  - This applies to tournaments and championships in that season.
2. If a student turns 16 before September 1, he/she is no longer eligible.
3. **LOYALTY TO THE MIDDLE SCHOOL TEAM: Bona Fide Team Member**
  - A bona fide team member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions.
  - Bona fide members of a school team are precluded from missing a middle school practice or competition in order to practice or compete with an out-of-school team.
  - **Any student who violates this standard is ineligible for the next two contests or two weeks [whichever is greater] immediately upon confirmation of the violation.**
  - **If the penalty is not served it will carry over to the next season at the middle or high school level.**

## **A COACH DOES NOT HAVE THE RIGHT TO EXCUSE A TEAM MEMBER FROM PRACTICE OR A GAME SO THAT HE/SHE MAY PLAY OR PRACTICE FOR ANOTHER TEAM.**

## **CHEMICAL HEALTH**

During the season of practice or play, a student shall not, regardless of the quantity, consume, use, possess, buy/sell or give away any beverage containing alcohol, any tobacco products, marijuana, steroids or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Medications must be stored in the health office and cannot be taken without the written authorization from the prescribing physician. [*McCloskey School Student/Parent Handbook – "Health Room Services and Procedures".*]

1. **FIRST VIOLATION:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next two [2] consecutive interscholastic events, totaling 25% of all interscholastic events in that sport. No exception is permitted for a student who becomes a participant in a treatment program. He/she may practice during this period for the purpose of rehabilitation, if not serving an out of school or in-house suspension as determined by the principal.
2. **SECOND AND SUBSEQUENT VIOLATIONS:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the consecutive interscholastic



events totaling 60% of all events in that sport, whichever is greater, in which the student is a participant.

- If after the second or subsequent violations, the student on his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum 40% of events provided the student was fully engaged in the program throughout the penalty period. The middle school principal in collaboration with the chemical dependency program or treatment program must certify that the student is attending or issue a certificate of completion. If the student does not complete a program, penalty reverts back to 60% of the season. (Table of # of events can be viewed at [www.miaa.net/gen/miaa\\_generated.../MIAAHandbook1113.pdf](http://www.miaa.net/gen/miaa_generated.../MIAAHandbook1113.pdf))
- Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual
- participation, which may affect the eligibility status of the student during the next academic year.
- This action is taken in addition to disciplinary action taken under the McCloskey School Student/Parent Handbook.

### **TRYOUTS**

All necessary decisions about limiting teams to certain numbers will be done in as fair and professional manner as possible. Questions concerning such decisions should be directed to the athletic director.

We do not like to limit participation on any of our teams. In fact, it is the most difficult decision any coach has to make, but in some instances it has to be made.

- Students should understand that participation in athletics is a privilege.
- All students will be given ample opportunity to demonstrate their abilities prior to the start of game contests.
- Not all students trying out for a team will make the team due to some of the following circumstances:
  - Type of sport and number of players that can play at a given time
  - Coach/player ratio
  - Facilities
  - Roles to be played on the team
  - Judgment of the coach

\*Students who plan to be absent for an extended period of time due to vacation or a planned extended absence should discuss this situation with the coach **prior to tryouts.**

### **PLAYING TIME**

Playing time is a very emotional part of a student athlete's being involved in middle school athletics.

## **FACTORS THAT MAY AFFECT PLAYING TIME:**

- Nature of the sport
- Attendance
- Attitude
- Commitment
- Athletic skill

Coaches make many decisions on a regular basis. It is the coach who decides which athletes start a game, which should play, what position they should play and how long each athlete should play.

These coaching decisions are made only by the coaching staff and are approached very seriously by the coaches. These decisions are made after having observed the athletes in practice sessions, game like situations, scrimmages and actual game competitions.

## **TEAM CAPTAINS**

It is a coaching decision as to how team captains are selected. They may be elected by the team or appointed by the coach or a combination of the two. Captains may also be selected or appointed on a game by game basis.

It is expected that team captains be leaders of their team and should be ready to assume duties as outlined by the coach. They are expected to be more aware of team rules and student athlete responsibilities. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members.

## **SPORTSMANSHIP**

It is expected that all student/athletes set a proper example at all times whether they are participating in their chosen sport or as a spectator at another sport. Improper behavior will result in suspension from your team and or exclusion to future athletic contests.

The athletic fields and courts are an extension of the classroom and good sportsmanship needs to be of the highest priority at all times.

Athletes need to remember that they are not only representing McCloskey Middle School but also, themselves, their parents, the Uxbridge School District and the Town of Uxbridge.

All athletes are expected to display the highest possible level of sportsmanship before, during and after the competition. Opponents, game officials and visiting spectators need to be treated with respect at all times.

All McCloskey Middle School athletes, teams and coaches are expected to compete and play with class while representing the Uxbridge Athletic Community.

## MCCLOSKEY MIDDLE SCHOOL

### COMMUNICATION POLICY FOR PARENTS AND COACHES

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team. We hope this athletic guide will assist everyone involved with athletics to provide the best opportunities for the student athletes.

#### PARENT'S CREED

As parents, you are an invaluable part of your child's educational and athletic development. Your attitudes and actions have the most impact upon the outcome of your child's learning in the athletic arena. Therefore, it is important that you see athletics for what it can do; to help your child's development. The Parent Creed is:

*I will be the positive role model my child needs to become a successful adult. In victory, I will be gracious, humble and thankful. In defeat, I will be strong, honest and accepting.*

#### KEY GUIDELINES FOR PARENTS OF ATHLETES

- I will make sure my child knows I love them in the thrill of the victorious moment and the period of agony brought on by defeat
- I will accept my child's strengths and weaknesses as they are, and focus on helping them to do their best.
- I will let the coach coach – my role is to support, encourage and motivate progress on a daily, weekly, monthly and yearly basis.
- I will teach my child to enjoy the thrill of competition – the fulfillment of just being part of it all, and the satisfaction of having done their very best.
- I will not re-live my athletic career through my children in any way.
- I will not compete with the coach – together we will be a team to work toward the improvement of my child as a person, student, athlete and team player.
- I will never compare any contrast the skills, courage or attitude of my child with that of their teammates or opponents in a negative manner.
- I will temper my reactions towards my child's tales of woe or heroism – we all tend to inflate reality to make it kinder to our personal standing.
- I will take the time to know my child's coach in a way that allows me to understand their philosophy, ethics, knowledge, goals, aspirations and responsibilities.
- I will prioritize the agenda that drives my interest in the athletic program or any individual sport: The team agenda comes first – my personal agenda follows.
- I will **NOT** allow the sport or game my child is part of take on a life of its own.



## **PARENTS AND SPORTSMANSHIP**

The following are just a few reminders of the important role parents play in modeling behaviors when involved in athletic programs:

1. You are a fan and spectator – that’s your role – play it well.
2. You are not the coach – so don’t coach.
3. You are not an official – so don’t referee.
4. You are the host for all visiting teams – treat them with respect and dignity.
5. Cheer for your team – not against the opponent.

***Remember – you are a role model for your child and others who are part of the team and overall program – how do you want to be remembered?***

## **COMMON vs. PERSONAL AGENDAS**

McCloskey Middle athletics offers many opportunities to grow and develop in ways that are beneficial to the group as a whole and as individuals. It is important to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page – which means to have a **common agenda**.

A team that works together to reach a common goal is the most successful. Teams that are unsuccessful – **even though they may be winning** – are those that have **personal agendas** prioritized ahead of the team agenda.

Every athlete should have personal goals and aspirations. However, they must be secondary to the **common agenda set for the team**. If you are worried about statistics, position or playing time instead of the team – we are no longer a team. What we have is a group of individuals – no one ever wins for long under these circumstances, no matter how good they are as individuals.

**Common agendas** lead to team success – **personal agendas** that are within the framework of the team agenda will lead to team success.

## **COMMUNICATION POLICY BETWEEN PARENTS AND COACHES**

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD’S COACH**

1. Philosophy of the coach
2. Expectations and rules the coach has for your child, as well as, all the players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. practices, special equipment, conditioning.
5. Procedure to be followed should your child be injured during participation.
6. Discipline that may result in the denial of your child’s participation.

## COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts, **well in advance**.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. *Coaches are professionals*. They make judgment decisions based on what they believe to be the best for **ALL** students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

## **INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. Playing time
2. Team strategy
3. Other student – athletes

**PLEASE DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A GAME OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR BOTH THE PARENT AND COACH. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.**

**If there is an issue or concern, parents should follow the following athletic department three step process:**

1. If appropriate, talk with you son or daughter about your question. What is the student – athlete's perspective? Can he/she solve the problem on his/her own?
2. Set up a meeting with the coach if you still have questions. This should be an informal meeting where you ask questions, listen and have a discussion. Remember that the coach makes decisions for the good of the team based on practice, ability and team chemistry.
3. If questions remain, set up a meeting with the athletic director, coach and yourself.

**If a meeting is to occur, the following guidelines should be adhered to:**

1. Conversation must be in a professional manner with regard to both language and conduct.
2. Everyone gets a chance to talk, but everyone must listen as well.
3. Emotional control by all parties is imperative.
4. Meetings cannot occur on game days, but by appointment only.

## **UXBRIDGE SCHOOLS WELLNESS POLICY**

### **Policy Intent/Rationale:**

The Uxbridge School District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

### **A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.

### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

### **C. Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, in accordance with the Massachusetts Health Curriculum Framework and the National Standards for Physical Education (NASPE), as well as co-curricular activities, and recess.

### **D. The Uxbridge School District is committed to improve academic performance in high-risk groups so that no child is left behind.**



Educators, administrators, parents, health practitioners and communities must consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

**E. Establish and maintain a district-wide Wellness Team with the purposes of:**

- Developing guidance to explicate this policy
- Monitoring the implementation of this policy
- Evaluating policy progress
- Serving as a resource to school sites, (e.g. providing lists of healthy incentives, snacks, birthdays, etc.)
- Revising policy as necessary

It is recommended that a district-wide Wellness Team would meet a minimum of four times annually with membership including, but not limited to:

- District Food Service Director/manager
- Dietitian
- Local health practitioner (e.g., pediatrician, dentist, or other appropriate, certified medical professional)
- School Nurse-Teacher(s)
- Parent representation
- Student representation
- Staff representation
- School Committee member
- District Administrative Representative, Co-Chair
- Physical Education and Health Program Leader, Co-Chair
- Family & Consumer Sciences Teacher
- Local Community Partners

Responsibilities of the Wellness Team may include, but not be limited to, oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity
- Pursuance of contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of minimal nutritional value.
- Consistent healthful choices among all school venues that involve the sale of food.

The Wellness Team will be responsible for preparing a report twice annually that may include, but not limited to, the following information:

- Monthly district menus and meal counts

- Listing of all a la carte, vending, and competitive foods sold by school food service
- Listing of all other sales of foods throughout the district including vending machines, school stores, special education programs, in-school and in-class fundraisers, etc.
- Listing of physical activity programs and opportunities for students throughout the school year

Addendum Section

File: KEB

### **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

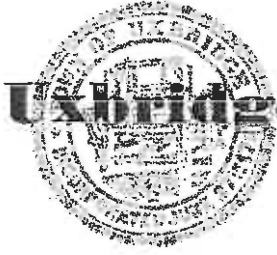
Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REFS.: 603 CMR 26.09 and 26.10

CROSS REF.: BEC, Executive Sessions



# Uxbridge Public Schools

Office of the Superintendent  
21 South Main Street • Uxbridge, MA 01569  
Telephone (508) 278-8648 • Fax (508) 278-8612

Kevin M. Carney  
Superintendent of Schools

## Acceptable Use Policy for Students, Parents, Faculty, and District Personnel

Uxbridge Public Schools (UPS) provides student users and staff access to the district's electronic network. The District's Acceptable Use Policy ("AUP") are the rules and procedures for the acceptable use of the Uxbridge Public Schools electronic network and the Children's Internet Protection Act ("CIPA") requirements. The "user" includes anyone using the computers, Internet, email or equipment provided by the District. **Only current students or employees are authorized to use the network.**

Where possible, UPS takes precautions to restrict access to objectionable material using a filtering and blocking software. This software blocks most visual depictions that are obscene, pornographic, and harmful to minors over the Internet. The District has the right to look at any data, email, files or online activities of users and to access, review, copy, and store or delete any files and disclose them to others as it deems necessary. Users should not expect privacy regarding their use of District property, network and/or Internet access or files, including email.

### Acceptable Uses of the UPS Computer Network or the Internet

Schools must have a signed page acknowledging this policy from each student. Parents or guardians of students under the age of 18 must sign this page and schools must keep it on file. Once signed, the AUP remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer an UPS student. Employees and other users are required to sign the AUP and follow this policy. Without a signed AUP, users will be denied use of the UPS network. Access to the network is provided primarily for education and District business. Staff may use the Internet, for personal use only during duty-free time. If a user has a question about what is permissible use on the network, they should ask a teacher, administrator, or the Technology Director. **By using the network, users have agreed to this policy.**

### Unacceptable Uses of the Computer Network or Internet

Below are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that make security and/or safety issues for the users, schools, network or computer resources, or (2) that use District resources for non-educational purposes, or (3) other activities as determined by District as inappropriate. All the rules for students of UPS apply when you are on the network.

- Violating any state or federal law, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, users confidential information;
- Plagiarizing the works of others, disrespect copyrighted materials and to not properly credit all works cited from Internet resources;
- Criminal activities that can be punished under law; such as selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses; game playing;
- Causing harm to others or damage to their property, such as:
  1. Using disrespectful, insulting, or impolite language; bullying, threatening, or making harmful or false statements about others;
  2. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

*The Uxbridge Public Schools believe in equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, national origin or sex in compliance with Title VI and Title IX or disability, in compliance with section 504/ADA or sexual orientation in compliance with G.L. c 151 and 157c.*

3. Defacement of other users email and data; such as deleting, copying, changing, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  4. Vandalism includes, but is not limited to, the altering of workstation operating system files, intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs;
  5. Using any District computer to pursue hacking;
  6. Using any proxy websites to bypass filtering
- **Sharing account information that may lead to inappropriate use of network**
    1. Sharing users private passwords;
    2. Allowing other users to use your account; or
  - **Using the UPS network for commercial gain:**
    1. Using the Internet to offer, provide, or purchase products or services for financial gain

**Student Internet Safety**

1. Users will not share personal contact information or photos of themselves or other people. Such as: name address, phone number, school information, or work information
2. Users must be polite; do not use abusive or inappropriate language;
3. Users will not agree to meet with someone they have met online; and
4. Users will promptly disclose to a teacher or adult any message received that is inappropriate

**Penalties for Improper Use**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Under appropriate circumstances, law enforcement officials may be notified.

**Disclaimer**

Inappropriate behavior on the part of the user while accessing the UPS network may result in the loss of Internet access privileges. Under appropriate circumstances, law enforcement officials may be notified. The UPS system, along with any other persons or organizations associated with the school Internet link-up, will not be liable for the actions of anyone connecting to the Internet through the school. All users shall assume full liability, legal, financial or otherwise, for their actions while connected to the Network. The District also takes no responsibility for any information or materials accessed or transferred from the Internet. Parents, guardians or users agree to accept financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal activity while using the UPS Internet access.

The UPS system makes no guarantee, implied or otherwise, regarding the validity of information accessed on the Internet, nor does it guarantee protection against corruption of electronic files when information is downloaded. The UPS system reserves the right to modify these guidelines at any time.



# Uxbridge Public Schools

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Telephone (508) 278-8648 • Fax (508) 278-8612

Kevin M. Carney  
Superintendent of Schools

Donald R. Sawyer  
Business Manager

## Acceptable Use Policy for Students, Parents, and Staff

### Student/Staff:

I have read, understand, and will abide by the attached Acceptable Use Policy for use of the Uxbridge Public Schools electronic network. I further understand that any violation of the attached regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action will be taken.

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Use Policy for users of the Uxbridge Public Schools electronic network. I understand that this access is designed for educational purposes. The Uxbridge Public Schools will make every reasonable effort to ensure the Internet is used in a responsible way. Every effort will be made to control access to inappropriate material. I recognize it is impossible for UPS to restrict access to all controversial matter and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ELECTRONIC COMMUNICATION GUIDELINES

Uxbridge High School (UHS) recognizes the rapid transformation that has taken place with regards to electronic forms of communication. When used appropriately, electronic forms of communication can be beneficial in enhancing communication between parents/guardians, students, faculty, coaches, and administrators. When used inappropriately, electronic communication can lead to negative consequences for those individuals found to be at fault. In order to protect students, staff, and the District from inappropriate use of electronic forms of communication, all members of the UHS community (faculty, staff, administrators, coaches, volunteers, students and parents/guardians) must adhere to the following expectations:

1. All electronic communication should be just, courteous, and professional. Nothing is more important than one's integrity and professional ethics and these principles apply to how members of the UHS community communicate with others. Employees and volunteers should be aware that word choice, tone, grammar and subject matter should model the standards and integrity of a District professional.
2. All electronic communication between employees and students should be transparent. Whenever possible, District email or other District sponsored communication vehicle should be used.
3. UHS employees/volunteers may only use social networking sites with students if they have setup a professional account, or use privacy settings that accomplish the same goal. There must be a clear understanding of the appropriate boundaries in an educational setting and the behaviors of employees/volunteers should be consistent with the educational mission of our schools. Some examples of inappropriate communication on social networking sites include: posting items of a sexual nature, exhibiting or advocating drug or alcohol use, illegal behavior, or other unbecoming conduct. It is the responsibility of employees/volunteers to monitor and filter social networking sites that they use in order to make sure that the content upholds and reflects appropriate conduct.
4. All UHS employees must comply with privacy laws and preserve the confidentiality of student and employee information.
5. All members of the UHS community should report any inappropriate contact via electronic means immediately to the building principal or other district administrator.
6. These guidelines are in addition to, and not as a substitute for, the District's Acceptable Use Policy that governs the use of the District's technology resources.
7. Penalties can result from the inappropriate and/or unprofessional use of electronic forms of communication.