

KING PHILIP MIDDLE SCHOOL

HANDBOOK

2017-2018



KING PHILIP MIDDLE SCHOOL

SCHOOL COMMITTEE

Patrick Francomano - Chair
Michael Gee – Vice-Chair

Jeff Chalmers
Samad A. Khan
Kenneth Dow
Erin DeStefano

Jim Killion
Charlene McEntee
Trevor Knott

ADMINISTRATION

Dr. Elizabeth Zielinski, Superintendent
Dr. Susan J. Gilson, Assistant Superintendent/Principal
Mrs. Nancy Fischer, Assistant Principal

CHAIN OF COMMUNICATION

Level 1- Contact your child's teacher
Level 2- Contact Guidance
Level 3- Contact Mrs. Fischer or Dr. Gilson

Main Office Hours
7:15 a.m.-3:15 p.m.

Telephone: 508-541-7324 or 800-293-7325
Fax: 508-541-3467
Web: www.kingphilip.org

A decorative banner with a black border and a white background. The banner has a slightly curved top and bottom edge. In the center, the words "PRINCIPAL'S MESSAGE" are written in a bold, black, sans-serif font. On either side of the text, there is a small, stylized graphic element resembling a lens or a decorative dot.

PRINCIPAL'S MESSAGE

Welcome

2017-2018 School Year

Welcome to the wonderful world of middle school. As a middle school, we strive to provide every student with enriching and rewarding academic, athletic, musical, and social learning opportunities. We encourage every student and family to get involved in our community.

This handbook has been designed as a valuable resource that will provide you with a variety of information about King Philip Middle School policies and procedures. . We believe that your experiences at King Philip Middle School will provide a strong foundation for all that you can become as we grow together and move into the future.

We look forward to working with you. We wish you the best as you become a part of our school.

Sincerely,

Dr. Susan J. Gilson
Principal



Mission Statement

The mission of King Philip Middle School is to unite students from three (3) towns into a cohesive educational community which fosters the social, emotional, physical, and academic development of young adolescents in a safe environment. In doing so, we will ensure equality and respect for human differences in order to emphasize individuality and citizenship. We will equip our students with the skills and confidence to accept and meet the challenges of an ever changing world.

Section 504 Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the King Philip Regional School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age, disability, homeless status, religion, sexual orientation, gender identity, or ancestry in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the King Philip Regional School District's compliance with the regulation implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the Superintendent of Schools who has been designated by the King Philip Regional School District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

-The King Philip Regional School District Committee

Title I Coordinator	Dr. Susan Gilson (Assistant Superintendent/ Principal-KPMS)
Title II, ADA Coordinator	Dr.. Lisa Mobley(Principal-KPRHS)
Title IV, Civil Rights Coordinator	Dr. Elizabeth Zielinski (Superintendent of Schools)
Title IX Coordinator (for employees)	Dr. Elizabeth Zielinski (Superintendent of Schools)
Title IX Coordinator (for students)	Dr. Susan Gilson
ELL Coordinator	Shelby Russell KPMS & Roseanne Costello KPHS
Homeless Education Coordinator	Lawrence Azer (Business Administrator)

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School Schedule

Doors will be open at 7:30 A.M for students to go to lockers to plan for the day. Students are to be in their homerooms by 7:35 A.M. All students are dismissed at 2:15 P.M. unless they are staying for detention, extra-help, library, or student activities. All students must be under the supervision of a teacher. There is to be no wandering within the building or on the school grounds. The bells are reminders of the time. A class will not be dismissed until the teacher feels it is prepared to depart.

School Schedule

	DAY- A,C,E (7th) DAY-B,D,F (8th)	DAY- A,C,E (8th) DAY-B,D,F (7th)
HR	7:35-7:40	7:35-7:40
Period 1	7:43-8:32	7:43-8:32
Period 2	8:35-9:24	8:35-9:24
Period 3	9:27-10:16	9:27-10:16
Period 4	10:19-11:08	10:19-11:08
Period 5	11:11-11:34 11:38-12:01 12:05-12:28	11:11-12:01
Period 6	12:32-1:22	12:05-12:28 12:32-12:55 12:59-1:22
Period 7	1:25-2:15	1:25-2:15

Schedule Rotation

DAY A	DAY B	DAY C	DAY D	DAY E	DAY F
1	7	4	3	2	1
2	1	7	4	3	2
3	2	1	7	4	3
4	3	2	1	7	4
5	6	5	6	5	6
6	5	6	5	6	5
7	4	3	2	1	7

Note: F Day is not an exact repeat of A DAY. Changes occur in Physical Education, Instrumental and Vocal Music, and Special Education
 2:20 – 2:50 - Extra help, make-up, detention
 2:20 - 4:20 - Student activities

School Cancellation/School Delay

Notification of the cancellation or delay of classes because of inclement weather or other conditions will be made on the following radio and television stations:

Radio:

1030 - WBZ - BOSTON
680 - WRKO - BOSTON

Television:

WBZ - CHANNEL 4
WCVB - CHANNEL 5
WHDH - CHANNEL 7

In addition, parent/guardian return of the Connect- ED contact form will enable us to use your emergency contact numbers to personally communicate with you about emergency situations, school events, and important issues impacting your child. The KP Website (www.kingphilip.org) will also indicate cancellation and delay information.

Should it become necessary to dismiss school before the normal release time, announcements will be made over the same radio and television stations along with our usage of Connect-ED for those who have returned the Connect- ED contact form.

Communication

Contacting Teachers

Phone: (508) 541-7324

E-mail uses the format of Last Name, First Initial @kingphilip.org.

For example, if you are trying to reach Dr. Gilson, you would use

gilsons@kingphilip.org.

School Information and Monthly Calendar

King Philip Middle School information and Monthly Calendar are available through our website www.kingphilip.org. Our website keeps parents informed of school wide information as well as department news. Please take the time to read our website.

The Parent E-Mail List

In addition to the monthly newsletter, the school communicates on a regular basis with those parents who wish to be on the "Parent Email List". Those daily announcements that are read over the PA and important notifications that are sent home with the students are electronically sent to those parents on the Parent Email List. Parents who are interested in being on the Parent Email List should send their email address to: gossj@kingphilip.org stating that you want to be added to the list. Please include your name and the name and grade of your child.

Publications

King Philip Regional Middle School maintains a website for our school. This along with opportunities to showcase student performances in the media serves as a means to provide information to the community and increase public relations. From time-to-time King Philip Regional may wish to publish examples of student projects, photographs of students, and other work on its website through other forms of media for these reasons. All student pictures will be anonymous. Should you wish to opt your student out of these opportunities please provide our main office with your written request that includes your signature, your child's name, and the date on which you are making this request.

Attendance Policy

All children within the mandatory ages of school attendance are required by law to be in attendance at school whenever school is in session. The law allows a pupil to be absent in case of sickness or emergency conditions; otherwise, non-attendance is considered truancy.

The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of the educational structure. Time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas. Excessive absences will result in incomplete and unsatisfactory work affecting course grades. Students who are unavoidably absent from school (i.e., illness, family emergency, etc.) must do the following:

- Have a parent or legal guardian call the school office (508-541-7324), or for Plainville (1-800-293-7325), between 7:20 A.M. and 8:20 A.M.
- Students, whose absence was not reported by telephone on the day of the absence, must on reentry, present a note at the main office. If a student fails to bring a note, the parent/guardian will be called to verify the nature of the absence. Office detentions will be assigned to students who do not present a note.

- Students absent more than five consecutive days will be required to submit a physician's written explanation to gain re-admission.

The following will be considered excused absences: medical care verified by a healthcare provider's written statement, school sponsored field trips, funeral-bereavement absences, legal/court obligations, religious observances, or extenuating circumstances approved by the principal.

Proactive Attendance Plan

The attendance team will consist of the Guidance Department, Principal/Assistant Principal, and School Resource Officer/Attendance Officer. Other individuals will be included when they have information to share regarding the case, including teachers, nurses, etc. The team will meet when progress reports and report cards have been issued. The team will discuss all students who have an average of 9 or more absences in each term. The discussion will include how many absences the student has had, the reasons for the absences, and what steps have already been taken to mitigate future absences. The team will then determine next steps based on the individual needs of each student, which may include guidance staff meeting with the student, contact with the parents, a pre-CRA (CRA- Child Requiring Assistance) meeting at the school, filing a CRA in Juvenile Court, or filing a 51A with DCF,

The following steps will be taken to discourage truancy:

Step 1 – When 9 absences or more have occurred in a term, a letter will be sent to parents from the principal/assistant principal.

Step 2 – If truancy persists, at the discretion of the administration, the School Resource Officer/Attendance Officer will do a home visit.

Step 3 – Continued absences will result in a Pre-CRA meeting at the school with principal/ assistant principal, parents, student, a guidance department member, and School Resource Officer/Attendance Officer and if available, the MA Juvenile Probation Officer for Dedham Juvenile Court.

Step 4 – Once again, if truancy persists, at the discretion of the Principal/Assistant Principal, a 51A and/or a CRA (Child Requiring Assistance) will be filed with the MA Juvenile Court.

RELIGIOUS HOLIDAYS/EXCUSAL FROM ACTIVITY

The King Philip Regional School District will make every reasonable effort to accommodate the religious beliefs of students.

Any student in the King Philip Regional School District who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement, shall be provided with an opportunity to make up such examination, study, or work requirement provided, however, that such makeup examination of work shall not create an unreasonable burden upon the King Philip Regional School District. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of this policy.

Further, any student shall be excused from a study activity if the student, parent, or guardian feels the program is inappropriate to his or her religious beliefs. The request to be excused shall not in any manner be considered negatively toward the student. It is a legitimate request to be honored by the principal without comment or concern.

DISMISSALS

Any student wishing to be excused from school must present a note from his parent or guardian to the principal's office before school in order to obtain this privilege. The note should contain the desired date, time, and reason for the dismissal.

TARDY POLICY

All students are to be in homeroom by 7:35 A.M. Any student late to school is required to report to the main office and bring a note at the time of arrival to school. Failure to present a note will result in an office detention. Any student arriving after 7:35 A.M. is required to be accompanied by a parent or guardian for admittance to school. Tardiness to school requires a note of explanation from the parent/guardian.

- The following steps will be taken for students who are frequently tardy:
 - Step 1 – When 10 tardies or more have occurred in a term, a letter will be sent to parents from the principal/assistant principal.
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 - Step 2 – If tardiness persists, at the discretion of the administration, the School Resource Officer/Attendance Officer will do a home visit.
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 - Step 3 – Continued tardiness will result in a Pre-CRA meeting at the school with principal/ assistant principal, parents, student, a guidance department member, and School Resource Officer/Attendance Officer.

- Step 4 – Once again, if tardiness persists, at the discretion of the Principal/Assistant Principal, a 51A and/or a CRA (Child Requiring Assistance) will be filed with the MA Juvenile Court.

TARDY TO CLASS

A student tardy to class without an excuse will be admitted, but he or she will be given a teacher detention.

General Information

Visitors

As a matter of courtesy and safety, all guests, visitors, and parents must ring the doorbell at the main entrance, then report to the office where they will sign in, be provided with a visitor's badge and escorted to the office/individual they are visiting. Visitors in the building must wear Visitor Badges while they are in our building. Students from other schools will not be accepted as classroom guests during the school day. Extenuating circumstances will be evaluated by the building principal.

Passes

Corridor passes are necessary for any passing within the building during class time.

Telephone

We have one phone available for student use located in the main office. The phones in the office should be only used in an emergency.

We will not accept telephone messages for students, unless it is an emergency.

Daily Announcements

Students should listen to the morning and afternoon announcements. Announcements are made over the school's intercom system at the start and end of school each day.

Professional Development Days

Periodically school will be released at the half day in order to allow the faculty time to participate in special workshops directed toward departmental curriculum reviews, improvement of our regional programs, and cooperative programs with the elementary schools.

Books

Students are responsible for the books and other instructional materials provided by the King Philip Regional School District. Students are required to cover all textbooks. Students will be charged for lost or damaged books.

Cafeteria

A monthly cafeteria menu is posted on the King Philip website. Students may purchase the entire lunch or milk only. Students are expected to proceed to and from the cafeteria in an orderly manner. Students are not to go to their lockers on the way to lunch to pick up money or lunches. It is expected that all students will behave properly in the cafeteria lines and at the lunch tables and keep their areas clean.

All lunches are to be consumed in the cafeteria. Students cannot leave without permission. "Table hopping" is not permitted. Students sit in groups of up to seven or eight at the tables. Lunch money is to be placed on your tray to facilitate movement of the lines. Improper behavior may result in not being allowed to eat in the cafeteria, detention, or possible suspension.

Lost and Found

The lost and found departments will be maintained at the main office, gymnasium, and the nurse's office throughout the school year. Articles found should be brought there immediately so that owners may claim their property. Please do not bring valuables or large sums of money to school. If it is necessary, please leave valuables in the main office until school is dismissed.

Fire Drill/Lockdown/Other Emergency Responses:

The King Philip Regional School District Emergency Protocol Plan addresses a variety of emergency incidents and the required actions to be taken by the school district. Throughout the school year, practice incidents are planned and implemented for the safety of the students and staff. Fire drill instructions are posted in every room. Pupils are expected to read them, and proceed rapidly (without running) and silently to the designated area.

Class Changes

Any change in a pupil's program must be approved by his or her guidance counselor, a parent/guardian, and the principal. For changes to be considered within the same level, there must be evidence that significant communication has taken place between student, parent, and the teacher. The student also should have made every attempt to attend extra help sessions offered by the teacher.

Changes must be submitted for approval no later than September 30. After this time, extenuating circumstances will be considered by the building principal.

Media Center

Your school media center is open every day from 7:50 A.M. to 2:50 P.M., and students are always welcome to use the media center for reference work, homework, or leisure reading. There are computers available, as well as a basic collection of books, magazines, and other related materials. Students are responsible for all materials borrowed from the media center. If materials are lost or damaged, the student will be charged for replacement or repair.

Insurance

King Philip Middle School offers a student insurance plan which covers a student in all school activities. The plan is available for those wishing to participate. It is recommended that all students be covered by some type of health or accident insurance.

School Lockers and Desks

Each student is assigned a hallway locker and a gymnasium locker. These lockers are for the student's convenience. However, the lockers are school property, and the administration reserves the right to inspect the contents of lockers and desks. Locker checks will be made during the course of the school year to ensure cleanliness and to inspect the contents.

Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost or taken from any locker. Students should not share lockers or give locker combinations to others. Students will be held responsible for damage caused to lockers. Students are not allowed to share lockers with other students.

1. Students are responsible for the general care of their classroom desks and lockers. Desk and locker cleaning periods will be scheduled throughout the year. Books are to be neatly arranged, excess papers removed, and surfaces kept clean.
2. Master keys and copies of combinations for lockers are retained by the school administration.
3. In the event that any illegal substances, weapons, tobacco products, or other contraband is found in the locker assigned to a student, that student shall be presumed to possess that contraband and shall be subject to immediate and appropriate discipline. Students have no right to privacy in the lockers assigned to them, or in the belongings that students store in those lockers.

4. The School Administration retains the right to conduct periodic locker and desk searches at any time. (See Search and Seizure policy p. 41).

5. All students should be aware that the school administration will permit specially trained “search dogs” to patrol the hallways upon occasion, under the supervision of law enforcement officials, and completely at the discretion of the administration. The administration shall cooperate completely with all law enforcement officials relative to the results of any searches that may be performed by such dog patrols, including, without limitation, delivering any contraband discovered to said officials.

Marking System

King Philip Middle School uses a letter system for grading students in academic areas. Each letter covers a range on the numerical scale with a minimum of 60% necessary for passing. The following outlines the numeral equivalents of the letter grades. Earning the following grades represent:

Excellent achievement. Outstanding accomplishment that shows mastery of subject and the ability to apply principles.

A+ 100 – 97

A 96 – 94

A- 93 – 90

Very good. Honor work, above average but not showing mastery or originality, characteristic of superior achievement.

B+ 89 – 87

B 86 – 84

B- 83 – 80

Average accomplishment; an average working knowledge of the subject, showing ability to apply the material learned.

C+ 79 – 77

C 76 – 74

C- 73 – 70

Poor; a low passing mark showing some accomplishment, should be considered unsatisfactory.

D+ 69 – 67

D 66 – 64

D- 63 – 60

Failure: very poor accomplishment or failure to do work required.

F 59 – 0

Report Cards

Report cards are available for viewing through IParent. The district sends out notification, through the district-wide email system, indicating that they have been published

Progress Reports

Progress Reports are available at midterm each quarter through IParent. The district sends out notification, through the district-wide email system, indicating that they have been published.

Promotion

In order for a student to be promoted at King Philip Middle School, he/she shall have met the following criteria:

- Students must pass all major subjects – language arts, mathematics, science, and social studies.
- If a student fails one major subject, he/she may be required to attend summer school for the subject. If the student receives a passing grade, he/she will receive credit for the course or be tutored in the area of that subject by a certified educator..
- If a student fails two subjects, he/she will be required to attend summer school for both subjects. If the student receives a passing grade after attending summer school or be tutored by a certified educator, he/she will receive credit for the course.
- Students failing three or more subjects may be retained.

Failure to attend or failure to complete the requirements of summer school will result in retention.

Exceptions to this policy are at the sole discretion of the building principal.

Honor Roll

In order for a student to receive recognition as an honor student, certain high standards of achievement must be set each marking period.

- A student will be placed on the “Highest Honor Roll” for outstanding achievement if he/she receives all A’s in the major subject areas, which include language arts, science, mathematics, and social studies.
- A student will be placed on the “High Honor Roll” if he/she receives all A’s and B’s in the major subject areas.
- A student will receive recognition on the “Honor Roll” by earning all B’s in the four major subject areas. In addition, all students must receive a minimum of a B- in all other areas.

Academic Awards Qualifications

At the end of each school year, recognition ceremonies are held to honor those students who have achieved academic excellence. To qualify for an award, a student must earn an A or a B in all subjects every term. No grade can be lower than a B-.

Additionally, the following awards are presented to students meeting the criteria at the celebration:

- Highest Honors All Four Terms
- Honor Roll All Four Terms
- Perfect Attendance

Cheating

Communication of any sort during quizzes or tests will be interpreted as cheating, and the student will receive a “Zero” for the assignment. Students found to be copying homework, or having it done for them, will also be considered to be cheating and will receive no credit for those assignments. In the latter case, other work may be assigned (at the teacher’s discretion) in lieu of a no credit mark. Parents will be notified by the teacher in the event that cheating occurs.

Incomplete Work and Grades

Work that has not been turned in, or was partially completed when submitted, is considered to be incomplete. Students will not be excused from incomplete work.

Incomplete work due to illness or other just cause as determined by the teacher can be made up within a reasonable time. Failure to make up the work within the allotted time will result in a failing grade.

Reasonable time is defined as follows:

1. For an absence of one or two days, the maximum make-up allowance will be four school days.
2. For an absence of more than two consecutive days, the maximum allowance will be eight school days.
3. When a test or quiz is missed due to an early dismissal, the student will be expected to take the test/quiz on the day of return.
4. When a test or quiz is missed due to a one-day absence, the student will be expected to take the test/quiz on the day of return or by arrangement with the teacher. The maximum make-up allowance for a test/quiz is 5 school days that begins the day of return to school after absence.
5. Additional time may be granted only in extenuating circumstances.

Students receiving an incomplete grade on their report card have one month from the date report cards are issued to complete the work.

Any extenuating circumstances would be subject to review by the principal.

Vacations

Due to the importance of daily instruction, family vacations are not considered a valid reason for absence. While your teachers will let you make up missed assignments, tests, and quizzes, they are not required to prepare work in advance for a vacation related absence. Likewise, teachers are not required to re-teach work or to tutor you when you return from vacation. It is the student's responsibility make-up work missed when absent due to family vacation.

Make-Up Work

It is the student's responsibility to check with each of his/her teachers about missing work immediately upon his/her return to school after an absence. Students who are sent from class for disciplinary reasons or are suspended from school are also required to make-up all work.

Homework

All of our teachers will assign homework. Some assignments will be in written form while others may require reading, studying, or review.

We expect our students to:

1. Record assignments daily in their Agenda.
2. Spend 1-2 hours of quality time each night on homework.
3. Attempt all homework assignments with effective effort
4. Hand in homework on time
5. Be responsible for any missed assignments due to class absence.
6. Be able to explain how homework effects their total grade.
7. Call a classmate for assignments when absent.

Study Tips

Effective study time must be planned. Here are a few hints to help you develop good study habits.

1. Be organized. Do your work on time.
2. Have a definite time and place to study (avoid distraction).
3. Be sure you are comfortable.
4. Have all needed materials together before starting to study.
5. Start the toughest assignments first.
6. Stay on the job.
7. After completing each assignment, review material studied. See if you can write a brief summary of it and save notes for future review and reference.

After School Help

Teachers are available after school for extra help. It is the student's responsibility to make arrangements in advance for extra help.

Field Trips

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. All out-of state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contest, must have advance approval of the school committee.

Field trips are a privilege and not a right. Students who have demonstrated uncooperative and/or inappropriate behavior may not be allowed to participate on the trip.

The following regulations are in affect for all field trips:

- All school behavior guidelines are followed on trip.
- All students have submitted parental permission slips.
- All trips contribute to the educational programs at KPMS.
- All bus rules and regulations apply.
- Prior to any field trip, students must be in good standing academically, behaviorally and have an acceptable attendance record as determined by this handbook and the school administration.

School Guidance Program

Guidance Program

The guidance program at King Philip Middle School is designed to meet the needs of the individual student. It recognizes the uniqueness of each student and attempts to provide the services which will give students the fullest opportunity to mature and develop at their natural rate. Every effort is made for counseling and support services to be readily available to all students.

Under routine circumstances all counseling contacts are scheduled on an appointment basis. Appointment request slips are available at the guidance office. Students may stop by and fill out a request slip before school or during the day with teacher permission. Students should request an appointment for those periods in their daily class schedules which are set aside for student assistance time. Counselors will send out passes to students for appointments requested. Counselors will also schedule appointments with students when they feel there is a need to see a student. Counselors are always available in any emergency situation.

The counselors are available throughout the school year for conferences with parents as well as students. Frequently, it is as important to meet with the parents as it is to talk with the students. Conferences are also held periodically with the King Philip Middle School staff and, as the need arises, with referral personnel.

During the year, the counselors will conduct group and class meetings with students to discuss guidance services, educational and career opportunities, and academic concerns. Related materials are available and are located in the guidance office. Dates for meetings and activities can be found in the King Philip Regional School District Guidance Services brochure, the King Philip Middle School monthly newsletter and at the King Philip Middle School Guidance web page.

In addition to the above, the school district provides the services of a psychologist. The psychologist is available during the school year and carries out the individual evaluations for the district and, in addition, provides crisis intervention expertise and individual therapy as the need arises.

Student Records – Chapter 71 section 34D and 34E, and 34 H of the General Laws.

The regulations of Chapter 71 section 34D, 34E, and 34H of the General Laws are promulgated to insure parents' and students' rights of confidentiality, inspection, and amendment of student records.

(a) Privacy

The regulations apply to all public elementary and secondary schools in the Commonwealth. Basically, the regulations allow parents and students, once they reach the age of 14 or the ninth grade, whichever comes first, to inspect, receive a copy of, or request deletion or amendment to the student's school record in such a way that the student may be individually identified. Parents and eligible students must be allowed access to the student record within two consecutive weekdays after their request.

Furthermore, with few exceptions, the state regulations forbid the dissemination of information about the student from the records to any third party without the informed written consent of the parent or the eligible student. A "third party" under the regulations is any person or agency, except for the parent, the eligible student, or authorized school personnel employed by the school committee.

(b) Privacy

The temporary record of any student shall be destroyed no earlier than seven years after the student transfers, graduates, or withdraws from the school system. The temporary record includes such information as standardized test results, class rank, and the student's extracurricular activities.

The student's transcript will be maintained by the school department and may only be destroyed sixty years following the student's graduation, transfer, or withdrawal from the school system. The transcript shall include the student's

name, address, telephone number, birth date, course titles, marks received, course credits, highest grade level achieved, and the year in which the student departed from the school system.

c) Non-Custodial Parents

A non-custodial parent is eligible to obtain access to their children's student records unless the school or district has been given documentation that:

1. The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. The non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order of any subsequent court order specifically allows access to student record information.

Chapter 622: Acts of 1971

In 1971, the Massachusetts legislature enacted Chapter 622, which guarantees access to all public schools and public school programs, courses, advantages, and privileges without regard to race, color, sex, religion, or national origin. Specifically, the law states that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, or national origin". (Chapter 622 of the Acts of 1971)

Since this applies throughout the curriculum, it should afford each student every possible opportunity to participate in those areas most beneficial to him or her. The benefits to be accrued from this legislation will depend in large measure upon the willingness and good common sense of students and parents alike to select those courses and activities most appropriate for the pupil's interest and aptitude. Everyone is encouraged to review his/her child's program and where adjustments might be appropriate, one should call the school and discuss the matter.

<h2>Special Education</h2>

Special Education – Chapter 71B of the General Laws (Chapter 766 of the Acts of 1972)

The Massachusetts Comprehensive Special Education Act, commonly called "Chapter 766" requires local school systems to:

1. Find and evaluate children with special needs and problems.
2. Develop individual programs for each child with special needs.

3. Provide the required services for children with special needs within the school system, if possible. If not, then the services will be provided by another institution or special program.

Under Chapter 766 parents have certain rights and responsibilities. Among those is the right to request an evaluation of their child if it seems necessary, to share in the evaluation process, to ask for further evaluation including an outside opinion, and to be explained the results of the evaluation and the proposed individual education plan.

Pamphlets concerning the details, as well as the entire law, are located at both the King Philip Middle School and King Philip High School and are available upon request.

The federal special needs legislation PL94-142 and the National Rehabilitation Act of 1973 Section 504 for the handicapped have content similar to Chapter 766 and are implemented within the District.

Health Office Information

1. Emergency Procedure Cards

Every parent must complete an emergency information card to be filed with the school at the beginning of the school year. Please note that the reverse side of the card is to be signed by a parent or guardian. Please notify the school of any change in address, telephone number, or work number which may occur during the school year. Also, list any allergies or other conditions of which the school should be aware.

2. Health Conditions

If your child uses an inhaler please make sure you send a doctor's order, **Asthma Action Plan**, peak flow meter and the inhaler. If you and your child's doctor agree that he/she can carry the inhaler this must be noted with parent/guardian and physician signatures.

If your child has a potentially life threatening allergy, please download or request an Emergency Action Plan which must be filled out by a physician. If your child has an epi-pen prescribed, the nurse will need the doctor's order and an epi-pen. Please make note of the expiration date as they will most likely expire before the end of the school year.

If your child has diabetes, seizures disorder or other health issues that may require emergency treatment, please download or request a Medical Emergency Protocol form which must be filled out by a physician. Any medications or supplies, i.e. glucagon, diastat to treat the emergency must also be sent with physician's instructions.

If your child has migraines, GI, bladder problems, or any other issue that may require visits to the nurse or bathroom during class time, please inform the school nurse so his/her teachers' will be made aware. Also, send any specific brand (liquid or chewable) over the counter medications that work best for your child and a parent /guardian permission form.

FORMS ARE AVAILABLE ON THE KING PHILIP MIDDLE SCHOOL HEALTH INFORMATION WEB PAGE OR THROUGH THE SCHOOL NURSE.

3. Immunizations/Physical Exam

All new students entering King Philip must present proof of immunizations to the school nurse at the time of registering for school, and these must meet the state requirements. Notices will be sent home during the school year for any needed update of immunizations. A reasonable time will be allowed for the student to

receive the appropriate immunizations. A current physical is required for 7th grade. A list of required immunizations can be found on the King Philip Middle School Health Information web page. Failure to meet the requirements of the immunization laws will result in the exclusion of the student from school.

4. Religious Exclusion

If parents have any objections on the basis of their religion to routine physical examinations, and/or immunizations first aid in emergencies, or other medical procedures that might occur in the school, it is important that they contact the school nurse in writing so that the information may be recorded.

5. Health Room Visits

The nurse will be in her office from 7:40 A.M. to 2:30 and will care for students needing medical aid during school hours. Except in emergency situations, students must obtain a pass from their teacher before reporting to the school nurse.

6. Return to School After Illness and Accidents

A student returning to school after a communicable disease must present a doctor's certificate stating that the student is free from the disease in its communicable form.

A student returning to school after an accident, operation, or serious illness must present a doctor's certificate stating that he may resume a full program including athletics, or a certificate stating that he/she requires a modification of his/her school program to meet his physical needs. Examples of restrictions would be: no use of stairs, no physical education, special seating, etc. **Any student absent five days requires a doctor's certificate.**

7. Medications

Forms are available from the school nurse if any medications are to be administered during the school day. No medication will be administered without the authorization of a medical doctor. Students are not to administer any medications themselves. All medications whether prescription or non-prescription must be left with the school nurse when the student arrives at school.

8. Vision and Hearing Screening Program

Vision and hearing screenings are performed yearly in 7th grade. Parents are requested to follow up failure notices of either hearing or vision tests and notify the school of any recommendations made by the physician. A form is sent to the parents for the physician's significant findings and diagnosis. The school needs to know of any educational adjustments advised for the child by the doctor.

9. Postural Screening Program

Postural screening will be done during the school year for 7th and 8th graders. The initial screening will be done in the physical education classes. Rechecks will be done by the school nurse.

10. BMI Screening Program

BMI measurements are required by the state, and will be performed in grade 7. The purpose of the new regulation is to provide parents with important information on the health status of their child and to help parents work with health care providers on ways to promote healthier eating and exercise habits for children. Each child's BMI result will be provided to parents along with background information to help them understand how to interpret those results. Parents will also get tips on how they can help their child eat healthier and get more physical activity. The information will be mailed or otherwise directly communicated to parents in writing, and will not be shared with the child. Parents who do not want their child screened can opt out of the process at any time by making the request to the school nurse in writing.

General Information

Energy Drinks

Due to the high amounts of sugar and caffeine in energy drinks, we are requesting that students **not** bring these drinks into the school building or non-sponsored activities.

Sex Education

All parents/guardians of students in our school are notified by means of this handbook of the courses and curriculum we offer that primarily involve human sexual education of human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of the fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues.

Science

Health

Under Massachusetts law and School Committee policy, you may:

1. Exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the students, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the principal.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for a student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent will review the issue and give the parent/guardian a timely written decision. A parent/guardian, who is dissatisfied with the Superintendent's decision, may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision.

We look forward to working with parents/guardians to ensure that our students have a positive and educationally enriching experience.

Student Activities

There are many activities available to you if you desire to participate. Band and Chorus is offered during the school day to any students who want to participate.

Intramural Programs

By providing individual and team sports of a competitive nature for boys and girls, the intramural program is designed to stimulate and encourage sportsmanship and physical and educational development. Transportation must be provided by the students. Students must remember that school work comes first; therefore, it is expected that all students who wish to participate in intramurals will maintain satisfactory academic achievement in all subjects. Detention and extra-help take precedence over intramurals.

It is recommended that participants in intramural activities be covered by some type of health or accident insurance.

Students must have an intramural parental permission form signed by a parent in order to participate in intramural sports. A fee is also charged for each program.

The following student activities may be offered:

Art Club	Tumbling
Basketball	Chess Club
Robotics	Spanish Club
Cross Country	Student Council
Drama	Track
Field Hockey	Volleyball
Floor Hockey	Open Gym
Homework Center	Yearbook
Math League	

Additional activities will be considered based on requests from students, parents, or staff members. Requests will be made directly to the Assistant Principal. Once a decision about offering the activity is reached, a search will be conducted for a faculty advisor. When a faculty advisor is assigned, notice about the activity will be advertised to our students.

Prohibited Activities and Penalties

King Philip subscribes to a zero tolerance policy regarding the use of alcohol, drugs, or any controlled substances by its students. The following actions by a student, either in or out of school, are prohibited. The identified penalties will be observed following an infraction of the corresponding regulation after a conference between the advisor and an administrator.

Any alleged violation of this rule shall be supported by reliable, independent observation as may be determined at the principal's discretion. In the event the allegation is reported by a federal, state, or local agency/department (including but not limited to the local police), then a written report shall be required which at the principal's discretion provides sufficient detail to substantiate a violation.

Level #1

1. Possessing, using, selling, dispensing, or exchanging of controlled substances, including alcohol, and also including drug-related paraphernalia (including cigarette rolling papers), or being under the influence of controlled substances.

Any student who voluntarily remains at a place where he/she knows or should know that alcoholic beverage(s), marijuana, steroids, or any controlled substance is being illegally consumed, possessed, bought, sold, or given away, shall be considered to be in violation of this policy.

2. Hazing (see pages 46-47)

Offenses

1st offense:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will lose eligibility to participate for a period of six consecutive weeks. If the activity involves performances or competitions that are preceded by practices, the students will be allowed to practice with the group and attend the performances or competitions during that

time, but the student will not be allowed to participate in any performances or competitions. If that student participates in an alcohol/drug education program (at the student's expense) approved by the Principal and submits proof of completion, that student may be reinstated after four consecutive weeks.

2nd offense:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will lose eligibility to participate for a period of twelve consecutive weeks. If the activity involves performances or competitions that are preceded by practices, the students will be allowed to practice with the group and attend the performances or competitions during that time, but the student will not be allowed to participate in any performances or competitions. If after the second or subsequent violations, the student of his/her own volition becomes a participant in a chemical dependency program or treatment program (at the student's expense) approved by the Principal, the student may be certified for reinstatement in activities after eight consecutive weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

Non-Participants in Activities or Athletics

All King Philip students have a responsibility to their school community. All students must adhere to the regulations regarding drugs and alcohol. Any alleged violation of this rule shall be supported by reliable, independent observation as may be determined at the principal's discretion. In the event the allegation is reported by a federal, state, or local agency/department (including but not limited to the local police), then a written report shall be required which at the principal's discretion provides sufficient detail to substantiate a violation. If a student who is not involved in either activities or athletics violates the chemical health policies, the following penalties will be observed:

1st offense:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will lose eligibility to participate in any school function, game, or event for a period of six consecutive weeks, although he/she may attend such functions as a spectator during the period of ineligibility. If that student participates in an alcohol/drug education program (at the student's expense) approved by the Principal and submits proof of completion, that student may be allowed to attend after four consecutive weeks.

2nd offense:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will lose eligibility to participate for a period of twelve consecutive weeks, although he/she may attend such functions as a spectator during the period of ineligibility. If after the second or subsequent violations, the student of his/her own volition becomes a participant in a chemical dependency program or treatment program (at the student's expense) approved by the Principal, the student may be allowed to attend or participate in activities after eight consecutive weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

Rules of Behavior and Discipline of Students

All members of the school community have the responsibility to conduct themselves with respect for individuals, their rights, and their property in school and during all school-sponsored activities, both on and off campus, including those times when they are riding school buses or other school-provided vehicles. Therefore, the behavior of students shall be regulated during all of the aforementioned activities. It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property and that bus drivers are considered school personnel. Students are expected to behave in accordance with these rules and regulations and to remove themselves from situations that involve illegal activity, the possession or use of , tobacco, illegal drugs, alcohol or weapons, or the violation of these rules and regulations. Every effort will be made by school officials to help students solve problems or behavior, without interrupting daily program of studies. However, certain types of behavior, identified below, are unacceptable and may, in some instances, result in disciplinary action, including, but not limited to: detention, suspension, loss of privileges to participate in class trips, and expulsion.

In addition to the disciplinary action, violation of the Rules of Behavior may result in police notification pursuant to state statute and/or the Memorandum of Understanding, which exists between the King Philip School District, the Norfolk, Plainville, Wrentham Police Departments, and the Norfolk County District Attorney's Office. In certain instances, the Rules of Behavior note when police notification may occur. However, students should also consult the section of this handbook, which describes the Memorandum of Understanding more fully. (See page 43)

Recreational Devices/ Electronic Equipment

Students may bring cell phones to school, but they must be turned off. Their use is at the discretion of the individual classroom teacher; however these devices cannot be used at any other time during the school day, including passing time as well as class time, and after school activity time which ends at 3:00 p.m. **In the event that cell phones are believed to have been used improperly, phones will be checked to ensure that they were not used for purposes of sending answers to tests/quizzes, home/class work or used to send inappropriate messages. This includes text messaging.**

Electronic readers and electronic devices such as iPods will be permitted in school for educational purposes; however their use is at the discretion of the

individual classroom teacher. Additionally, their use is **NOT** permitted in the hallways.

When any electronic device is used for taking pictures or filming at school the same above policy is in effect and students must follow the following guidelines:

- While filming at school, you must ask everyone's permission to be in your video-students, adults, **EVERYONE**.
- You may not post your video online without written permission from all who appear in your video.

The school is not responsible for any personal items of this nature that are brought into the building by students. Improper use will result in disciplinary action which could include detention and/or suspensions assessed as appropriate.

Dress Code

Students are required to dress in good taste. The school atmosphere should be conducive to accomplishing the important goals of education. Attire or grooming that is disruptive to the educational environment will result in disciplinary action. The final decision regarding dress that interrupts the educational process rests with the school administration.

Guidelines to help parents and students make good decisions about what is appropriate to wear to school are as follows:

Jeans and pants should be clean, worn with a belt at the waist if they are baggy. Jeans, pants, and shorts are to be worn in an appropriate and non-offensive manner. Leggings are not considered pants and should not be worn as such.

Tops spaghetti straps, halter tops, halter dresses, tube tops are not permitted. All tops should have sleeves that reach the edge of the shoulders or have capped sleeves.

Shorts and skirts should be appropriate for the school environment even when one is seated. Guideline: Skirts must be no shorter than to measure five inches from the center of the knee to the hem. Shorts must be no shorter than to measure 8 inches from the center of the knee to the hem.

Underclothing should be covered at all times. Revealing necklines are not acceptable.

Bare midriffs are not acceptable. Tops and bottoms must meet.

Attire or accessories depicting references to alcohol, drugs, sex, tobacco products, or violence are not to be worn.

Footwear - any type of footwear determined to be destructive to the floors or hazardous are unacceptable. While flip flops and athletic sandals are allowed, it is recognized that they are not the safest choice for walking throughout the halls or outside our building.

Head coverings of any kind including, but not limited to, scarves, bandannas, masks, athletic headbands, hats, caps or hoods are not to be worn in the building unless they are for religious or medical purposes.

Articles of outdoor clothing are not to be worn in the building during school.

Chains such as spikes, heavy rope bands, dog collars, or other potentially dangerous articles of any type are not to be worn in school.

Sleepwear/Pajamas/Pants with writing on the buttocks are not appropriate for the school setting.

Backpacks, purses, messenger bags, or bags of any kind may not be carried by students during the school day without the express permission of the nurse or school administrators.

Social Behavior

School related activity held on or off the premises is not an appropriate environment for the display of certain types of affection that might include kissing, caressing, or embracing. Students will initially be warned. Additional reprimands will result in referral to the office for appropriate discipline and parental notification.

General Rules for Students Riding School Buses

The following list of policies has been compiled in the interest of school safety, care, and organization. Through conscientious observance of these policies, the students will be helping our school function as a safe, orderly, and enjoyable place of which students and parents can be proud.

- There will be no bus changes on half days except in an emergency situation. If an emergency situation arises, students must bring in a note to the office that has been signed by a parent/guardian at the start of the school day. A parent/guardian must also make a phone call to the school to verify the note.
- Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation on a school transportation vehicle by the school principal/assistant principal.
- Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school authorities and/or the driver.
- Students are not to leave their seats until the bus has come to a complete stop and the driver has opened the door.
- Students should remain seated at all times in an appropriate manner to insure safety at all times.
- No food of any kind is to be eaten on the bus, including gum and candy or beverages.
- Use of bluetooth speakers are not allowed to be used on the bus.

- Students must use earbuds or ear phones if they choose to listen to music on the bus.
- No pupil shall at any time extend his or her head or arms out of the windows whether the school bus is in motion or standing still. Pupils must also refrain from throwing anything out of windows.
- No cigarette lighters or matches should be on the bus.
- Nicotine and nicotine products are not allowed on the school bus.
- Possession of alcoholic beverages and/or controlled substances (“drugs”) is prohibited on the school bus with action taken in accordance with the KPRS District Alcohol/Drug Policy.
- Possession of weapons is prohibited on the school bus with action taken in accordance with the KPRS District policies.
- Physical engagement of any kind between students is not allowed.
- Listen carefully and obey any directions issued by the driver.
- Failure to comply with these regulations and the reasonable request of drivers and school authorities can result in denial of the permission to ride for a period of time or permanently. School principals or their designees administer punishments when rule infractions are reported.

The following penalties apply for violation of bus behavioral guidelines:

- First offense – Suspension of bus privileges for 20 school days.
- Second offense – Suspension of bus privileges for the remainder of the school year

It is not the intention of the school to enforce rules that are arbitrary or repressive. It is the responsibility of the school, however, to insure the safety of each student to the extent possible, while being transported. To achieve this goal, all pupils must behave appropriately as passengers in a school bus. Clearly understood and well-enforced rules are necessary for the safety of all pupils who ride the school buses.

Late Bus

No student is allowed to stay after school and take the late bus unless they are staying with a teacher.

Bullying and Cyber bullying

The King Philip Middle School is committed to creating a safe, comfortable and respectful school learning environment for all students. Bullying, harassment and intimidation have a negative impact on the school climate and can be a major distraction from learning. Bullying behavior by anyone is prohibited and bullying by a student will constitute a violation of the School Behavior Code.

“Bullying” means the severe or 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 another student that has the effect of:

- Causing physical or emotional harm to the other student
- Damage to the other victim’s property
- Placing the victim in reasonable fear of harm to himself or of damage to his property
- Creating a hostile environment at school for the victim
- Infringing on the rights of the victim at school
- Materially and substantially disrupting the education process or the orderly operation of a school

“Cyber bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to electronic mail, internet communications, social networking sites, instant messages, texting or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation created any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means if a communication to more than one person or the posting of material on an electronic medium that may be assessed by one or more persons., if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

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

While this list is not intended to be exhaustive, it must be clear that bullying behavior by students is prohibited and will be considered unacceptable behavior within the meaning of the behavior codes.

ADMINISTRATIVE PROCEDURES AND GUIDELINES ON PREVENTION OF BULLYING

I. Prohibitions on Bullying

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored activity, function or program whether on or off school grounds, at the 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 and (ii) 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 a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of a victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

II. Reporting Complaints of Bullying/Retaliation

If any student or parent/guardian of a student believes that a student has been subjected to bullying/retaliation, he or she should bring the matter to the attention of the school administration or a staff member of the school. Any staff member of the King Philip Middle School who witnesses acts of bullying/retaliation or receive student reports of bullying shall notify school administrators immediately, and in no event later than the following school day.

III. Complaint Investigation

When a staff member receives a complaint of bullying/ retaliation, he/she will immediately report the matter to the school administration, and in no event later than the following school day. Each allegation will be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may include an interview with the student or parent/guardian filing the complaint, the student(s) alleged to be a victim of bullying, the student(s) alleged to have committed the bullying/ retaliation, witnesses to any alleged incidents or other individuals.

VI. Action

Bullying/ retaliation behavior can take many forms and can vary dramatically in its seriousness, and its impact on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying/ retaliation. While conduct that rises to the level of "bullying" or "retaliation" may warrant disciplinary action against the perpetrator in accordance with the School Behavior Code, whether and to what extent to impose disciplinary action is a matter for the sound discretion of the school administration. The following actions steps are in place to address issues of bullying/ retaliation:

- Educational discussion with the alleged bully and bystanders including an explanation of consequences.
- Creation of a safety and comfort plan for the victim.
- Inform all adults who have contact with the students in the school building (relevant adults). In addition, when appropriate, the principal shall immediately report bullying incidents, consistent with state regulations, to the local law enforcement agency.

- Follow up with all parents/guardians.

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

School Expectations for Student Behavior

King Philip Middle School holds high expectations for behavior so that learning can be both positive and productive. Respectful and responsible behaviors are expected of our students. For every choice, there is a resulting consequence. In general, the following behaviors are not allowed:

- Wandering in the corridors and lavatories
- Littering corridors and/or school grounds
- Dumping another student's books
- Gum chewing and eating candy or food outside of the cafeteria
- Being late to class
- Inappropriate behavior in the cafeteria
- Verbal and Physical Fighting
- Put-downs
- Profanity to adults or to one another
- Chronic lack of academic effort
- "Just Fooling Around"- such as when a student is poking, pushing, tripping, and/or jostling another student. King Philip students are expected to follow a hands-off policy.

School Expectations for Cafeteria Behavior

- Quiet hallway travel to and from the cafeteria
- Table hopping is not permitted; students must remain in the seat they chose for the entire lunch period
- Trash must be thrown in the trash receptacles; all members of a table are responsible for cleaning the area
- Permission must be obtained to leave the cafeteria for any reason from the lunch supervisor
- Areas must be cleaned in order for the table to be dismissed
- The use of electronic devices of any kind are not allowed in the cafeteria.

Books, notebooks, art materials, pencils, pens or school supplies of any kind are not allowed in the cafeteria during lunch.

It is recognized that this list does not cover every situation that could occur in school. Students are expected to be respectful and responsible at all times.

Detention

Detentions are assigned for minor infractions of school rules. Failure to report for detention is a serious matter and will be subject to disciplinary action.

Lunch detentions are assigned for minor infractions, by teacher and/or school administration. Failure to report for a lunch detention may result in further disciplinary action.

Teacher Detention

Minor infractions of school rules (see above) may lead to a detention assigned and supervised by the teacher.

1st Offense:

- A. 1 teacher detention.
- B. Teacher must notify parent.

2nd Offense:

- A. 2 teacher detentions.
- B. Teacher must notify parent.

3rd Offense:

- A. Teacher will refer behavior to Assistant Principal.
- B. Teacher must notify parent.

Failure to Report for a Teacher

Failing to report to an assigned teacher detention may result in the following:

1st Offense

- A. 2 office detentions.
- B. Teacher reports name(s) to Assistant Principal.
- C. Assistant Principal notifies parent.

2nd Offense

- A. 3 office detentions.
- B. Teacher reports name(s) to Assistant Principal.
- C. Above

3rd Offense

- A. 1 day in-school suspension.
- B. Teacher reports name(s) to Assistant Principal.
- C. Above

Office Detentions

Office detentions are assigned by the administration for being sent out of class, not serving a teacher's detention, continuous tardy to class, and/or any other violation of school policy. Office detentions may also be assigned for other discipline issues.

Any student who accumulates 8 office detentions may be suspended from school for one day. The Assistant Principal will contact the parents.

1st Offense

- A. Teacher must notify office immediately.
- B. Teacher's written description of offense sent to office.
- C. Teacher must notify parent. Notification to parent may occur through written, email or verbal communication
- D. Student receives 2 office detentions.

2nd Offense

- A. Above
- B. Above
- C. Assistant Principal will contact parent.
- D. If same teacher - conference may be set up.
- E. 3 office detentions.

3rd Offense

- A. Above
- B. Above
- C. 1-day suspension - Assistant Principal contacts parent.
- D. Re-entry with parent conference.

4th Offense

- A. Above
- B. Above
- C. 2-day suspension - Assistant Principal contacts parent.
- D. Re-entry with parent conference.

Failure to Report for Office Detention

1st Offense

- A. Assistant Principal will notify parents.
- B. An additional office detention.

2nd Offense

- A. 2 additional office detentions will be added.
- B. Assistant Principal will notify parent
Student and parents will be told
that next offense will result in suspension.

3rd Offense

- A. 1-day suspension.
- B. Re-entry with parent conference.

4th Offense

- A. 2-day suspension
- B. Re-entry with parent conference.

Excuses for Missing Detention

Only written excuses or phone calls from a parent to the Assistant Principal will be accepted as an excuse for missing detention.

Suspensions

1. Purpose and Rationale:

- a. The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense, or when, in the opinion of the Principal or Assistant Principal, a continuum of offenses makes it necessary to use this kind of action.
- b. Suspension and expulsion are utilized to modify student behavior. They are an interruption in the student's education, less in severity, only to permanent expulsion by the Principal.
- c. The suspension or expulsion of special needs students must be consistent with state and federal regulations regarding IEP's.
- d. It is impossible for the district to identify in this handbook the full set of behaviors that might result in a student's suspension and/or expulsion from school.

In accordance with the student's right to due process as defined in the section on due process, King Philip School District shall suspend a student for any of the following behaviors:

Mandatory minimum 5 day suspension from school, school-sponsored activities and bus privileges, and possible expulsion from the school or school district by the principal:

- M1.* Possession of firearms (mandatory police notification).
- M2. Striking a teacher or other school personnel (mandatory police notification).
- M3. Possession, sale, distribution, use or manufacture of illegal drugs or alcohol (mandatory police notification).
- M4. Setting fires (mandatory police notification).

- M5. Use of, or threatened use of, a knife, including a pocket knife, as a weapon (mandatory police notification),
- M6. Possession of a dangerous weapon, or use of, or threatened use of any object as a weapon (mandatory police notification).
- M7. Actions taken resulting in lockdown or evacuation of the building (mandatory police notification).

Mandatory minimum 3 day suspension from school, school-sponsored activities and bus privileges:

- M8. The unauthorized sounding of a fire alarm
- M9. Possession of fireworks, matches, and/or lighters
- M10. Hazing, violence, intimidation or extortion, or threat of hazing, violence, intimidation or extortion, directed toward another student or school personnel (possible police notification).
- M11. Being under the influence of illegal drugs or alcoholic beverages, or in possession of any drug paraphernalia, or nicotine products (mandatory police notification for possession of drug paraphernalia).
- M12. Smoking in any school building or bus or on school grounds.
- M13. Fighting or any assault or act of violence committed against another student or school personnel (possible police notification).
- M14. Violation of any school law of the Commonwealth of Massachusetts, including, but not limited to, gambling or stalking, not already covered by these rules(possible police notification).

Mandatory minimum 1 day suspension from school, school-sponsored activities and bus privileges:

- M15. Failure to truthfully identify one's self upon request of any school personnel
- M16. Harassment of another student or school personnel on the basis of, but not limited to, race, color, sex; national origin, religion, handicap or sexual orientation (possible police notification).
- M17. Stealing and/or willful destruction of school or personal property (possible police notification).

The following behaviors may serve as grounds for suspension or other disciplinary action, which may include, but not be limited to, suspension from school-sponsored activities and/ or office detention:

- D1.* Violation of any King Philip School District Policy, including, but not limited to, the Drug/Alcohol and Acceptable Use Policy for Technology.
- D2. Persistent or excessive truancy and/or tardiness to class and class cutting. Gambling
- D3. Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity.
- D4. A pattern of defiant behavior towards any school personnel or policy.

- D5. Behavior which endangers persons or property or substantially disrupts the educational process or school activity, including, but not limited, to giving off a strong odor of alcohol or marijuana (possible police notification).
- D6. Presence in unauthorized area.
- D7. Leaving school building or grounds without permission.
- D8. Forging of parent/guardian name
- D9. Bullying/ retaliation behavior

Truancy:

- 1st Offense - 5 detentions - notify parents.
- 2nd Offense - 2 day suspension - Parental conference required.
- 3rd Offense - 3 day suspension - Parental conference required, letter to superintendent.
- 4th Offense - 5 day suspension - Parental conference required, letter to superintendent.

*The designation of "M" and "D" serves to distinguish between rules for which the penalty is mandatory suspension and rules for which the penalty is at the discretion of the student's principal.

Note: The term "dangerous weapon" shall include, but not be limited to, any type of firearm, knife or martial arts equipment, explosive devices including fireworks, or a replica of a dangerous weapon. Any dangerous weapon in the possession of a student shall be removed from the student's custody, and any illegal weapon shall be turned over to the Norfolk, Plainville, and Wrentham Police Departments. All other weapons shall be returned to the student or parent at the discretion of the principal or his/her designee. There shall be notification of the possession of a weapon to parents before the weapon is returned.

The term "illegal drugs" shall include all controlled substances as defined in G.L. c. 94C, including, but not limited to, marijuana and cocaine or prescription drugs for which the student does not have a valid prescription.

The term "Bullying behavior" is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, written or electronic interactions.

Discipline For Students With Disabilities

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special

needs and whose individualized program is described in an Individualized Educational Plan (IEP).

- Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended in excess of ten (10) cumulative days, as fully outlined under M.G.L. c. 71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
- Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.

2. The IDEA and M.G.L. c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA and M.G. L. c. 71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.

4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's IEP? And

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the TEAM finds that the misconduct was a manifestation of the student's disability, then the school may still be able to implement an IAES (see #2 and 3 above). If the IAES is not possible, then the student will remain in his/her current placement, and the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.

The Principal (or designee) will notify the Special Education Office of the suspendible offenses of a special needs student and a record will be kept of such notices.

Students identified as having a disability and provided with a Section 504 Plan

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's 504 plan?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Director of Special Education at (781) 326-7500, Ext. 346.

Protections for Children Not Yet Eligible for Special Education and Related Services

- A. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the school or district, may assert any of the protections provided for if the school or district had knowledge (as determined in accordance with this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
- B. The school district shall be deemed to have knowledge that a child is a child with a disability if:
 - 1. The parent of the child has expressed concern in writing (unless the parent is illiterate or has a disability that prevents compliance with the requirements contained in this clause) to school or district personnel that the child is in need of special education and related services;
 - 2. The behavior or performance of the child demonstrates the need for such services;
 - 3. The parent of the child has requested an evaluation of the child pursuant to U.S. Code Title 20, Ch. 33, Subchapter II, Section 1414; or
 - 4. The teacher of the child, or other personnel of the school or district, has expressed concern about the behavior or performance of the child to the Director of Special Education of the district or to other personnel of the school or district.
- C. If the school or district does not have knowledge that a child is a child with a disability (in accordance with paragraph B, prior to taking disciplinary measures against the child):
 - 1. The child may be subjected to the same disciplinary measures as measures applied to children without disabilities who engaged in comparable behaviors consistent with those indicated in the “Special Education Discipline Policy”, subject to the limitations indicated below.
 - 2. Limitations: If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under the “Special Education Discipline Policy”, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the district and information provided by the parents, the district shall provide special education and related services in accordance with the provisions of U.S. Code Title 20, Ch. 33, Subchapter II, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by district and/or school authorities.

Process for Drug/Alcohol Violations by a Student on a 504 Plan

A student who is currently engaged in the illegal use of drugs/alcohol is not considered a student with a disability. A student with a history of drug/alcohol abuse who has been successfully rehabilitated, or is participating in a drug rehabilitation program and is not currently engaging in the illegal use of drugs, is

covered by Section 504. **Section 504 allows school districts to take disciplinary action pertaining to the use of possession of illegal drugs/alcohol against a 504 student who is currently engaging in the illegal use of drugs/alcohol to the same extent such discipline is taken against non-disabled students.**

504 Procedural Safeguards and Parent/Student Rights

- A parent/guardian **must receive prior notice** of a Section 504 eligibility meeting. Parent consent is not required to conduct an eligibility determination. However, parent consent must be obtained before administering any individualized standardized testing. **The Parent Notice: Section 504 Evaluation** form explains the evaluation process.
- Schools should include parents in the evaluation process. However, Section 504 does not require the parent's participation or consent to conduct a 504 eligibility meeting. The school principal should consult with the District 504 Coordinator regarding unique parent concerns.
- The King Philip Regional School District is required to establish and implement procedural safeguards that include:
 - * Notice to the parent explaining any evaluation or placement decisions.
 - * An opportunity for parents to review relevant records.
 - * An impartial hearing with opportunity for participation by the student's parent or guardian with representation by counsel
 - * An appeal procedure to review the hearing decision.

These procedural safeguards have been addressed by creating Section 504 evaluation procedures and a set of forms that guide the evaluation team through the eligibility determination and placement process.

A notice concerning Parent's Rights and Safeguards under Section 504 must be included with the Parent Notice: Section 504 Evaluation form given to the parent/guardian prior to the 504 evaluation meeting. Likewise, the Parent's Rights and Safeguards under Section 504 must be included with the Parent Notice: Section 504 Eligibility or Non-Eligibility Determination.

Due Process

The legal term "due process" comes from the Fifth and Fourteenth Amendments to the United States Constitution. The Fifth Amendment provides in part: ". . . nor

shall any person be ... deprived of life, liberty, or property without due process of law." The Fourteenth Amendment reads as follows:

Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States, nor shall any state deprive any person of life, liberty, or property, without due process of law, nor deny to any person within its jurisdiction the equal protection of the laws.

In January 1975, the United States Supreme Court ruled that public school students facing suspension are protected by the Due Process Clause of the Fourteenth Amendment.

Because state statutes require school districts to maintain schools and require students to attend them, the Court stated that public education is a property interest. Deprivation of education (through suspension) without minimum procedural protections is thus a violation of the property interest protection of the Due Process Clause of the Fourteenth Amendment.

Students facing suspension also have liberty interest. Because suspension may damage the reputation of the student and hamper his or her future opportunities (employment, college, etc.), lack of minimum procedural protections is contrary to the Fourteenth Amendment's prohibition against arbitrary deprivation of liberty.

Suspension

The following procedures shall apply to all instances of suspension:

- A. Whenever a suspension is contemplated, the student and his/her parents or guardians, (if the student is under the age of eighteen), shall be given notice by the Principal or his designee of the allegations against him/her, and an opportunity to present the student's own view of the incident and/or evidence as to the facts.
- B. The notice and opportunity to be heard informally, as described in paragraph (A), above, shall be given prior to the imposition of any suspension unless, in the opinion of the Principal, the student's continued presence in the building constitutes a reasonable, apparent threat to the health, safety or welfare of other students and/or staff, in which case notice and the opportunity informally shall be given within one school day of the imposition of a suspension.
- C. Whenever practicable, parents should be given an opportunity to participate in this process prior to the imposition of any suspension.
- D. If suspended for 10 days or less, in or out of school, a student shall have the opportunity to academic progress during the suspension, to make up

assignments and tests missed, and to earn credits missed during a period of suspension. The initiative in making such arrangements rests with the student.

E. If suspended for more than 10 consecutive days, in or out of school, the Principal must create a school-wide educational service plan, students must be allowed to make academic progress. Service plans may include but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. Students must be provided with a list of alternative educational services.

Suspensions of Less than 10 Days:

The school must provide to the suspended student and parent: a letter indicating the charges and reasons for the suspension or expulsion in English and the home language of the student and provide an opportunity for the student to meet with the Principal/designee to discuss the charges. The parent/guardian must be present for this meeting, unless the parent/guardian is not reachable after reasonable efforts are made to locate the parent/guardian.

Suspensions Exceeding 10 School Days for One Infraction or 10 Cumulative days for multiple infractions

The school must send a letter indicating right to appeal current suspension to the Superintendent. The student/parent is responsible for initiating this appeal by submitting a letter to the Superintendent requesting an appeal. Within 3 days of receipt of the appeal, the Superintendent/ Designee must hold a hearing unless the parent requests an extension of up to seven (7) calendar days. At the hearing, the student may bring counsel, present oral and written testimony, and cross-examine witnesses. Final decision of the district is to be issued within five (5) calendar days of this hearing.

Expulsion

Students may be expelled by the principal consistent with the terms of **G.L. chapter 71, section 37H** (set out below) or **section 37H ½** (which pertains to felony convictions). For other serious offenses which are not contained in **Chapter 71, sections 37H or 37H ½, the Principal, under Section 37H ¾ (which is suspension or expulsion on grounds other than those set forth in Section 37H and 37H1/2) , may not expel a student for more than 90 days in a school year and consider ways to re-engage students in the learning process** (Also note the provision of **37H ½** as found in Appendix A) The provisions of **Section 37H** are as follows:

- a. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to,

marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

Chapter 71, Section 37H ½

Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of

this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

Physical Restraint

The King Philip Regional School District complies with the provisions of 603CMR Section 46.00 dealing with restraint of students in the public schools. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the King Philip Regional School district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medication restraint, and seclusion is prohibited. The use of prone restraint except as permitted under 603 CMR 46.03, or of any physical restraint in a manner inconsistent with the regulations at 603 CMR 46.00, is also prohibited.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate. The parent(s) and or guardian of any student who has been restrained will be notified as soon as is possible and no later than twenty-four hours after a restraint has occurred.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
 - Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training requirements, follow-up procedures, and procedures to comply with reporting requirements including, but not limited to, making reasonable efforts to orally notify a parent of the use of

- restraint on a student within 24 hours of its imposition and sending written notice to the parent within three school working days;
- Procedures for receiving and investigating complaints regarding restraint practices;
 - Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
 - Procedures for conducting periodic review of data and documentation on the use of restraint as required by the regulations; and
 - The use of time-out as a behavioral support strategy, including a process for obtaining approval from the Principal or his/her designee for a time-out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated, as previously documented by a licensed physician.

The use of time-out procedures during which staff continuously observe and remain immediately available to the student shall not be considered seclusion restraint.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

Alcohol/Drug Policy

The abuse of alcohol and drugs is clearly against the law and clearly in opposition to school regulations. Equally serious are the detrimental physical and emotional effects caused by alcohol and drug abuse.

Students who possess, use, sell, dispense, exchange, are under the influence of controlled substances, including alcohol, and also including drug-related paraphernalia (including cigarette rolling papers) during the school day, on school grounds, or while attending any school-sponsored function will be subject to immediate out-of-school suspension and/or possible expulsion from school. Further, involvement with the local police department will occur leading to possible court action. The principal will be notified of every infraction of this policy prior to disciplinary action being taken.

Any student who voluntarily remains at a place where he/she knows or should know that alcoholic beverage(s), marijuana, steroids, or any controlled substance is being illegally consumed, possessed, bought, sold, or given away, shall be considered to be in violation of this policy.

Breathalyzer Testing Procedure

Breathalyzers will be available at each event. Ideally, two will be in use, operated by a school administrator or his/her designee, with one for backup/confirmation. Students may be tested at any time throughout event, and/or students who show any signs of having consumed alcohol will be tested. These tests will be done in such a manner as to not embarrass the student, or draw attention to the testing. It will be done by asking the students to go to a separate space and be tested by an administrator, with a chaperone present.

If a Breathalyzer test is offered, the details will be documented and placed in the student's file (see below).

If a positive result:

1. Parent will be called and the student will be released to their custody. If we are unable to contact the parent, the student may be released into the custody of a person listed on the emergency response card. If administration or their designee (chaperone) is unable to contact a person listed on the emergency response card, Norfolk Police will be contacted, and the student placed into their custody for safety purposes.
2. A meeting will be scheduled for the next school day as per the discipline protocol.
3. **If the test is negative**, the student will be allowed to enter or return to the event.

If a student refuses to be tested:

1. The parent will be called and the student will be released to their custody.
2. A meeting will be scheduled for the next school day as per discipline protocol.

Administrators may determine that a student is under the influence of alcohol without the aid of a breath alcohol-testing device by observing one or more of the following indicators:

- Slurred speech
- Unsteady gait
- Impaired motor control

- Flushed face
- Smell of intoxicating liquor on breath
- Vomiting

The following are some options that will be utilized by school administrators in dealing with alcohol/drug violations:

Option One:

- Parental notification
- Notification of local police
- Out-of-school suspension for three to five days

Option Two:

- Parental notification
- Notification of local police and their active involvement in investigation
- Out-of-school suspension for five to seven days

Option Three:

- Parental notification
- Notification and active involvement of local police
- Immediate out-of-school suspension for up to ten days

Option Four:

- Parental notification
- Notification and active involvement of local police
- Immediate out-of-school suspension for up to ten days
- Referral to the principal for possible expulsion from school

Any alleged violation of this rule shall be supported by reliable, independent observation as may be determined at the principal's discretion. In the event the allegation is reported by a federal, state, or local agency/department (including but not limited to the local police), then a written report shall be required which at the principal's discretion provides sufficient detail to substantiate a violation.

The school administration will base its actions on the particular case being investigated. Any option or blend of options may be utilized as the case warrants. Sale or distribution of any drugs will be dealt with most harshly with referral to the principal for possible expulsion (refer to expulsion on Page 40).

Memorandum of Understanding

Preamble

This Memorandum of Understanding (“MOU”) is established between the King Philip Regional Public Schools (“KPS”), Wrentham, Norfolk and Plainville Police Departments (“PD”), and the Norfolk County District Attorney’s Office (“NCDAO”) regarding the establishment of a procedure for the reporting and coordination of response to incidents of violence or other illegal activity occurring in a school facility or at any school related activities. The MOU is intended to foster and ensure an environment in which all students, teachers, parents, and administrators may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a “zero tolerance” policy regarding serious acts of violence, weapons, and illegal drug distribution within KPS. “Zero tolerance” means that such incidents will not be tolerated in the King Philip school system and will be referred for investigation and/or prosecution in an expedited fashion. In addition, this MOU will set forth a procedure for the discretionary reporting of activities and conduct of particular concern or interest to the KPS. Finally, this MOU will establish a procedure to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the KPS with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in any student handbook.

The parties hereby agree that in order to provide a “safe educational zone” for the KPS the following procedures will be established:

I. Official Response to Reports of Serious Acts of Violence, Weapons Distribution or Drug

The KPS, through its principal or his/her designee, shall continue to notify promptly the PD and Chief of Police or his designee of any information regarding any “serious act of violence”. A serious act of violence shall include, but not be limited to, any actual or threatened physical or sexual assault, involving at least one student against another student, teacher, administrator or employee, occurring in a school facility or in connection with a school function which results in bodily harm, involves the possession or use of a weapon, and/or involved civil rights.

The KPS, through its principal or his/her designee, shall continue to notify promptly the PD and Chief of Police or his designee of any instance where

a “weapon” is possessed by or taken from a students on school grounds or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10 and any other object that KPS, in its discretion, feels warrants further attention by PD.

KPS shall promptly inform the PD and Chief of Police or his designee of any information regarding the distribution of drugs occurring in a school facility or in connection with a school function.

The PD shall assign an officer to serve as liaison with the KPS. The PD shall continue to make the liaison officer available to KPS during school hours. The chief of Police shall receive reports from the KPS principal or his/her designee regarding serious acts of violence the possession or use of weapons, or the distribution of drugs occurring in a school facility or in connection with school functions. The PD shall investigate and promptly notify the NCD AO of any reports of weapons, distribution of drugs, or serious acts of violence.

The NCD AO shall coordinate any case involving a child over the age of eleven which involve serious acts of violence, weapons, or drug distribution with the Chief of Police or his designee and the KPS. Such cases will be evaluated by the NCD AO and prioritized for prosecution where appropriate. The NCD AO shall make every effort to consult with the KPS principals or his/her designee and PD liaison regarding appropriate conditions of pre-trial recognizance during the pendency of the juvenile or criminal case. The NCD AO shall consult with the PD and KPS regarding the disposition recommendation of such cases. In any case involving serious acts of violence, weapons, or the distribution of drugs, it shall be the policy of the NCD AO not to recommend a dismissal or pre-trial probation on any such case except for extraordinary circumstances and only after consultation with liaisons of both the KPS and PD.

The NCD AO shall report any felony delinquency complaint or adjudication to the appropriate KPS principal.

II. Discretionary Reporting of Any Illegal Activity

Excluding the mandated reporting in paragraph one of the MOU, the KPS principal or his/her designee may report any illegal conduct by any student occurring in a school facility or at any school related activity to the PD liaison. Such discretionary conduct may include sexual and/or verbal harassment, unlawful trespassing, possession of drugs and/or alcohol, tagging, or any other illegal activity. Under the discretionary reporting procedures, students may be subject to delinquency prosecution in the normal course, but in addition may be eligible to be diverted from prosecution in appropriate circumstances.

III. Roundtable Meeting

The KPS, PD and NCDAO shall establish regularly scheduled meetings to discuss monitor and track events occurring in a school facility or in connection with school functions as well as juvenile offenders. The parties, hereto, may make recommendations for treatment or service programs for such students or juvenile offenders.

Such roundtable meetings shall occur regularly. The parties may also invite other officials (e.g., DYS, Probation) to participate as appropriate.

To the extent permitted by law, the parties shall share information regarding designated students or juvenile offenders. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

Search and Seizure Policy

In regard to the questions of search and seizures, the Supreme Court of the United States of America has ruled:

- A warrant is not required before a teacher or school administrator conducts a search of a pupil suspected of violating a school rule or criminal statute.
- Probable cause is not required before a pupil may be searched; rather before conducting a search, the teacher must have “reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school”.
- The search must be reasonable in its scope as well as its inception.

At King Philip Regional Middle School, administrative team members will be responsible for conducting any such search and seizures.

King Philip Policy on Hazing

The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person.

State law has established that whoever is a principal organizer or participant in the act of hazing will be punished by a fine of not more than one thousand dollars and/or by imprisonment for not more than one hundred days. Further, any individual who knows that another person is the victim of hazing is required to report the act to an appropriate law enforcement official. Failure to report such an incident shall be punished by a fine of not more than five hundred dollars.

MASSACHUSETTS GENERAL LAWS – CHAPTER 269 CRIMES AGAINST PUBLIC PEACE (pg. 34)

Chapter 269, Section 17 – Crime of Hazing, Definition, Penalty

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.

The term “hazing”, as used in this section and in sections eighteen and nineteen, 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 any food, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665

Chapter 269, Section 18 – Duty to Report Hazing

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 or not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c.665

Chapter 269, Section 19 – Hazing Statutes to be Provided, Statement of Compliance, and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every study 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 unaffiliated 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 understand 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 schools, 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 of such reports and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.535; amended by St. 1987, c.665

AHERA Notification

In 1987, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. In compliance with this requirement King Philip regularly inspects each school building.

Accredited asbestos inspectors perform these inspections and all asbestos material in the schools is in good condition. The District will continue to manage this material in place or remove it as part of continuing renovation projects. Eventually all asbestos containing material will be removed. The inspection findings and asbestos management plans are on file in each school administrative office. Mr. Paul Schaefer is the designated asbestos program

coordinator and all inquiries regarding the plans should be directed to him at 508-520-0809.

It is the intention of the District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

Use of Tobacco Products

Smoking or the use of snuff or chewing tobacco by any person will not be permitted in school or anywhere on the school campus, on buses transporting students, or at any school-sponsored event. Included in the definition of smoking are any students found attempting to light a cigarette, cigar, or pipe, or in possession of a lit cigarette, cigar, or pipe, or any students exhaling smoke. Students found in violation of the smoking policy will be subject to suspension.

The penalties will be as follows:

First offense:	<i>one day of school suspension</i>
Second offense:	<i>two days of school suspension</i>
Subsequent offenses:	<i>three days of school suspension with the involvement of the principal prior to readmission</i>

Additionally, possession of cigarettes, cigars, pipes, snuff, or chewing tobacco is not permitted. These items will be confiscated and sent to the office. Students in possession of any of these tobacco products will be subject to suspension.

Any student who voluntarily remains at a place where he/she knows or should know that tobacco products are being used, possessed, bought, sold, or given away, shall be considered to be in violation of this policy.

Harassment and Discrimination Policy

This is an abbreviated description of King Philip Regional School District's Non-Discrimination and Anti-Harassment Procedures. The full procedures can be found here:

[KPRSD Full Policy](#)

The full procedure describes that interim measures may be available to protect the alleged victim and others during the investigation; the circumstances when referral to law enforcement may be appropriate; an assurance of how the District avoids conflicts of interest; the prohibition against retaliation; and the availability of other ways to file a formal complaint with state or federal agencies.

It is the policy of King Philip Regional School District to maintain a learning environment that is free from harassment or discrimination of any kind, including sex-based harassment. It is a violation of this policy for any member of the school community to harass or discriminate against another individual as outlined in this policy. Any allegation of harassment or discrimination will be investigated, School Policy

and, if a violation of this policy is substantiated, disciplinary action will be taken. All reports of harassment or discrimination shall be investigated promptly, impartially and in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances.

Any employee, student or third party who believes that he or she has experienced harassment or discrimination on the basis of his or her actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, homelessness, disability, sexual orientation, gender identity or age or who has witnessed or learns about the harassment of or discrimination against, another person in the school environment, should inform the principal of the relevant school site or appropriate discrimination/harassment complaint official immediately or as soon as possible. The King Philip Regional School District further does not deny equal access to or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society

I. Reporting Responsibilities

Everyone in the school community is responsible for immediately reporting incidents of harassment, discrimination and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or at a school sponsored event or of which they otherwise learn. Failure to cooperate with an investigation of such an incident will result in disciplinary action. Deceptive reporting may also be subject to a disciplinary response.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer the complaint to the principal or the discrimination/harassment complaint official. If a School Guidance or Adjustment Counselor, School Nurse, or any member of the teaching staff is contacted concerning a complaint or possible complaint, he/she should refer the matter to the principal immediately. Staff who observe conduct which violates this policy are to report the conduct to the principal immediately.

If one of the discrimination/harassment complaint officials is the person alleged to be engaged in discrimination/harassment, the complaint may be filed with one of alternate officials or any other school employee the student or employee chooses.

The discrimination/harassment complaint officials for the King Philip Regional School District are the following individuals on a district wide level:

Title II/ Section 504 (disability), Title IX (sex), Age Act, Boy Scouts Act

Dr. Lisa Mobley
Principal-KPRHS
201 Franklin Street
Wrentham, MA 02093
508-384-1000

Title VI (race, color, national origin) and Title VII (employment discrimination based on race, color, religion, sex, national origin)

Dr. Elizabeth Zielinski
Superintendent of Schools
18 King Street
Norfolk, MA 02056
508-520-7991

The school principals will serve as the building level coordinators for these categories.

II. Procedures for Investigating

Retaliation in any form for the filing of a complaint or reporting of harassment or discrimination is prohibited and will result in serious disciplinary action.

When a complaint of harassment or discrimination is received by the District, that allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to the extent consistent with the law and collective bargaining agreements. The grievance officer or discrimination/harassment complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

The specific procedures to be followed in conducting the investigations are set forth more fully below.

1. Any staff member who receives a complaint verbally or in writing concerning harassment or discrimination or observes conduct which he/she believes may constitute harassment or discrimination is required to document the complaint and refer it to the school principal or discrimination/harassment complaint official immediately. Although the King Philip Regional School District encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well. The principal or discrimination/harassment complaint official shall ensure that the report is documented in writing within two (2) days of receiving the complaint. The principal must send copies to the relevant discrimination/harassment complaint official within two (2) school days.

2. A student who has a complaint against another student may, if he or she chooses, use the informal process in order to resolve the complaint on a personal level, unless the complaint involves allegations of sexual assault. An employee who has a complaint against another employee may use the informal process, unless it involves an allegation of sexual assault. A student who has a complaint against an employee may only use the formal process. The King Philip Regional School District will determine within forty-eight (48) hours whether the alleged victim wants to utilize informal procedures.

3. If the alleged victim or the alleged perpetrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure. The informal process is completely voluntary and individuals can opt-out at any time.

4. The informal process will be a voluntary conversation between the alleged victim and the alleged perpetrator, which is facilitated by a school employee or by a designated discrimination/harassment complaint official. If the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator **will** notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment. The results of an informal resolution shall be maintained by the facilitator, in writing.

5. If the alleged victim does not want to deal directly with the alleged perpetrator, or if the matter is not resolved informally, the complainant should immediately notify the school principal or the discrimination/harassment complaint official for formal resolution.

6. For a formal complaint, the alleged victim (or complainant, if not the alleged victim) will be asked to complete the incident form which begins the formal investigation process conducted by the school principal or the discrimination/harassment complaint official. If the alleged victim is not able to complete the form, the principal or discrimination/harassment complaint official will complete it and ask the alleged victim to sign it. If requested, a Guidance / Adjustment Counselor, a School Nurse, or a School Psychologist may assist a student in completing the incident form.

7. During the investigation, the school principal or discrimination/harassment complaint official will:

- Keep the investigation group as small as possible to protect the rights of all parties and to prevent the investigation from becoming overly publicized and to

protect the alleged victim (in addition to the complainant, if not the alleged victim) from retaliation.

- Complete the investigation as soon as possible from the date that it is reported, but no later than thirty (30) work days from the date of the complaint or report, unless impracticable. The investigation will include interviewing the complainant, the alleged victim (if different than the complainant), the alleged perpetrator and such other person(s) named by the complainant, alleged victim (if different than the complainant), or the alleged perpetrator who may have witnessed or have information pertaining to the incident. An opportunity will be provided for all parties to be heard and present witnesses.

- Throughout the investigation the District will maintain on-going contact with the alleged victim. In determining whether the alleged conduct constitutes a violation of this policy, the school principal or discrimination/harassment complaint official shall consider the age and level of understanding of the student(s) involved, surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the District's policy prohibiting discrimination or harassment based on the actual or perceived protected class status of a student, employee or third party, requires a determination based on all of the facts and surrounding circumstances. Given that victims often experience continuing effects of harassment in the educational setting, during the investigative process the District will consider off-campus conduct to determine whether there is a hostile environment on campus.

8. After completing the investigation, the school principal or discrimination/harassment complaint official will conclude whether a violation of the policy has occurred or not; complete the written investigation report form and send copies of the report to the discrimination/harassment complaint official, if the school principal is conducting the investigation, the superintendent, the alleged victim (in addition to the complainant, if not the alleged victim) and the alleged perpetrator. The report shall include:

- a statement of the allegations investigated;
- a summary of the steps taken to investigate the allegations;
- the findings of fact based on a preponderance of the evidence gathered;
- the District's conclusion of whether discrimination or harassment did or did not occur;
- the disposition of the complaint;
- the rationale for the disposition of the complaint; and
- if the District concluded discrimination or harassment occurred, a description of the District's response.

The school principal or the discrimination/harassment complaint official shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred.

If the complaint is supported, the report should recommend what action, if any, is required and will identify what steps the District is going to take to prevent recurrence of any discrimination, or harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

9. Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates that the alleged conduct occurred. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement. The seriousness of the offense, including the nature and degree of harm caused, shall be considered when deciding the appropriate disciplinary action.

- If the person alleged to have violated this policy is a staff member, possible discipline includes, but is not limited to, letters of reprimand, reassignment, and other disciplinary actions, including suspension or job termination.
- If the person alleged to have violated this policy is a student, possible discipline includes reprimand, classes or instruction on appropriate behavior, counseling, class transfer, detention, suspension or expulsion, consistent with the Student Code of Conduct.
- Any discipline of students will focus on changing behavior and ensuring that students learn about the impact of their behaviors and attitudes. Possible remedial action includes:
 - Interventions for the alleged victim, such as counseling, academic support, health services, assigning an escort to allow the student to move safely between classes, and instruction on how to report other incidents of discrimination or harassment.
 - Training or other interventions for the larger school community to ensure that students, staff and parents understand the types of behavior that constitute harassment or discrimination, and how to report it.
 - Interventions for the individual who engaged in the conduct, such as parent notification, counseling, guidance, education about the impact of the conduct, positive behavior support, referral to a student success team, transfer to alternative programs, denial of participation

in extracurricular or co-curricular activities or other privileges, and discipline.

- If it is established that the conduct involves a violation of law, report the matter immediately to the appropriate law enforcement authorities.

10. Appeal Procedure

- The alleged victim (or complainant if different than the alleged victim) or alleged perpetrator has the right to appeal the decision of the Superintendent in writing within two (2) school days after the decision is formally made. The Superintendent of Schools will respond in writing to the alleged victim (or complainant if different than the alleged victim) or alleged perpetrator within ten (10) school days.

4.

Internet and Electronic E-Mail Use Policy

We are pleased to offer students of the King Philip Regional School District access to the district computer network for Electronic Mail and the Internet.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find way to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To this end, King Philip School District support and respect each family's right to decide whether or not students should be able to access web based information. Parents not wishing to have students under the age of 18 access web based information should forward a request in writing to the school's main office.

KING PHILIP ACCEPTABLE TECHNOLOGY USE POLICY

INTRODUCTION

The purpose of this Policy and Agreement is to outline the acceptable use of technology hardware, software, systems, networks, websites, Internet connections and/or other equipment, hereinafter referred to as "technology," belonging to, or in the possession and/or control of, the King Philip Regional School District (KPRSD). This Policy shall apply to all KPRSD employees, officers, volunteers, students, agents or other representatives, hereinafter

School Policy

referred to as “users,” who utilize KPRSD technology. All Users are required to sign this Agreement confirming that he or she has read and understands this Policy, and agrees to abide by this Policy.

Unless otherwise specified herein, the KPRSD shall act through the Superintendent of Schools, serving in his official capacity, or his designee.

KPRSD may make changes in this Policy and Agreement at any time, with or without prior notice to users. Users may be required to review and sign an amended Policy and Agreement at any time, at the sole discretion of KPRSD. Additionally, this Policy and Agreement shall be accessible at all times on the KPRSD website and in the offices of every building Principal and of the Superintendent of Schools. All Users are required, and hereby agree, to remain up-to-date in their knowledge of the Policy and to comply with the Policy as updated at all times.

The use of the Internet, network and all KPRSD technology **is a privilege, not a right**; any failure to comply with this Policy shall constitute misconduct by the user and may result in discipline and/or legal action against the User.

I. PERSONAL RESPONSIBILITY

By signing this contract, the user agrees to follow all rules outlined in the Policy. KPRSD provides users with access to KPRSD’s technology to help them perform their job responsibilities. KPRSD may, acting in its sole discretion, limit or deny that privilege to any user at any time. Each User shall be personally responsible, both legally and financially, for his/her use of KPRSD technology, and shall use KPRSD technology only in conformance with this Policy.

II. ACCEPTABLE USES

A. Educational/Administrative Uses

KPRSD provides access to its computer networks and the Internet primarily for educational and administrative purposes. Approved uses include, but are not limited to, research, communication, and activities that support KPRSD’s educational mission.

B. Permitted Non-School Business Use

Before or after school hours, or at other times as permitted by the KPRSD, users may utilize KPRSD technology for non-school business, including research, browsing, or for the sending and receiving of non-school business e-mail. Users shall not utilize KPRSD technology for non-school business purposes at times when the user is in visual or auditory contact with students.

III. UNACCEPTABLE USES

- A. Using the Internet in a manner that would violate any federal, state, or local statute, regulation, rule or policy.

- B. Using threatening, defamatory, discriminatory, or harassing language or language that constitutes a criminal offense or that is detrimental to or in opposition to the KPRSD's educational mission in any e-mail message or other Internet communication.
- C. Displaying or downloading any kind of sexually explicit offensive image or document. In addition, sexually offensive material may not be archived, stored, distributed, edited, or recorded using KPRSD's network or computing resources.
- D. Knowingly engaging in any activity that could result in damage to KPRSD technology.
- E. Sharing passwords or assigned accounts, without the express authorization of the KPRSD.
- F. Engaging in activities designed to, or that might reasonably be foreseen to, expose KPRSD technology or other computers to computer viruses, other harmful software, or other injury or damage.
- G. E-mailing or instant messaging students who are unrelated to the user for non-school business-related reasons. School business use of instant messaging software or chat rooms for communication with students should only be done with the authorization of the KPRSD.
- H. Downloading, using or distributing pirated, unlicensed software or data and downloading, using or distributing any software that is not authorized by the KPRSD.
- I. Unauthorized copying, downloading, or distributing of copyrighted software or materials. This includes, but is not limited to: e-mail, text files, program files, image files, database files, sound files, music files, and video files.
- J. Providing private and/or confidential information about any individual other than the user, or the user's immediate family, over KPRSD technology for non-school business use.
- K. Using KPRSD technology to transmit or display material confidential to KPRSD to uninvolved parties without the authorization of the KPRSD. This includes material posted in chat rooms, newsgroups, blogs, or other public forums.
- L. Downloading entertainment software or games, except where the user obtains the prior written authorization of the KPRSD.

- M. Installing and/or operating peer-to-peer software.
- N. Attempting to harm, maliciously modify, or destroy data that has been created by another.
- O. Plagiarizing.
- P. Spamming or the unauthorized use of KPRSD distribution lists for e-mails. This includes creating or forwarding chain letters or pyramid schemes of any type.
- Q. Any other use deemed unacceptable by KPRSD.

IV. PRIVACY OF COMMUNICATIONS

All messages, data and information created, sent, or retrieved over KPRSD technology are the property of the KPRSD. The KPRSD reserves the right to monitor, inspect, copy, review, delete, destroy, maintain and/or store at any time without prior notice any and all messages, data and information created, sent, or retrieved over KPRSD technology. No user shall have any expectation of privacy regarding such materials. As public material, all information maintained on KPRSD technology is subject to the Massachusetts Public Records law. This information may be disclosed to law enforcement or other third parties without prior notice to or consent of the user, sender or receiver.

Deleting an e-mail message does not actually 'delete' it. Any e-mail sent through the KPRSD's technology may be kept separate from the user's computer, and is property of the KPRSD.

V. USE OF HARDWARE

All hardware owned, distributed and loaned to the user is the responsibility of that user to return in the same condition as when supplied. It is the responsibility of the user, faculty or staff member to oversee the use of all technology and report abuse immediately to the Technology Staff. All computers and hardware NOT owned by KPRSD must be approved for use with the Technology Department before hand.

VI. LIMITATION OF INTERNET ACCESS

Active Restrictive Measures

The district, either by itself or in combination with the Internet Service Provider (ISP), may utilize filtering or blocking software or other monitoring methodologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, (3) harmful to minors, or (4) deemed by the KPRSD to be inappropriate to the educational mission of the KPRSD.

The term "harmful to minors" is defined by federal statute (47 USC Section 254 [h] [7] [G]), as meaning any picture, image, graphic image file, or other visual depiction that

- (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

VII. FAILURE TO FOLLOW POLICY

Violating any of the guidelines listed above can, in the discretion of the KPRSD, result in:

- A. Restricted technology access.
- B. Loss of technology access.
- C. Disciplinary action against the User, including, without limitation, suspension, expulsion and/or termination of employment.
- D. Referral to law enforcement personnel and/or legal action including, but not limited to, criminal or civil prosecution and/or penalty under appropriate state and federal laws.

VIII. WARRANTIES/INDEMNIFICATION

KPRSD makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided under this Policy. KPRSD shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorneys fees) of any kind suffered or incurred, directly or indirectly, by any User arising from use of KPRSD's technology.

By signing this Policy and Agreement, the User takes full responsibility and agrees to hold harmless and indemnify the KPRSD, its Internet Service Provider (ISP), and all of the KPRSD, its ISP's officers, students, agents, servants, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees (including attorneys fees) of any kind resulting from the User's access to the KPRSD's technology, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user.

All Users hereby agree to cooperate with the KPRSD in the event of KPRSD's initiating or involvement in an investigation of any User's access of

the KPRSD's technology, whether that use is on a KPRSD computer or on another computer outside KPRSD's network.

IX. LIABILITY

KPRSD shall not be liable for any Users' inappropriate use of electronic resources or violations of copyright restrictions, Users' mistakes or negligence, or costs incurred by Users. KPRSD shall not be responsible for ensuring the accuracy, safety, harmlessness, or usability of any information found on the Internet. KPRSD shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorneys fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of KPRSD's technology.

X. PUBLISHING ON THE INTERNET

All publications of school, grade, department, group, or project pages that are displayed on any of the KPRSD's technology shall be created and reviewed in conformance with this Policy and within any additional guidelines established by the KPRSD.

KPRSD's Website

The purposes of any KPRSD website are to encourage and enhance teaching and learning and to provide Users and electronic visitors with accurate and timely information about KPRSD.

1. All web pages will be official publications of the KPRSD.
2. The KPRSD will administer all KPRSD website development and content.
3. KPRSD webmasters will operate and maintain all KPRSD websites. **All users given web posting privileges on the KPRSD website are solely responsible for that posted content.**

Publishing Guidelines

KPRSD has established guidelines for publishing on the KPRSD websites, which include the following:

1. KPRSD's web pages must have common elements of consistent form and quality content. The format must be tested and the content reviewed by the KPRSD prior to posting.
2. Members of the school community are encouraged to have input into the website, but the KPRSD oversees all content.
3. Individual teachers will review their students' material before publication for quality and completeness. All work must follow copyright laws.

Safety Procedures for Publishing on the Internet

1. Students Photographic images, MAY NOT be published on a KPRSD web page without written consent from the parent/guardian.
2. No home addresses, telephone numbers or e-mail addresses of students will be posted.
3. No student shall be identified by his/her full name.

The King Philip Regional School District Acceptable Use Policy (AUP) is posted in the Faculty, Staff and Student Handbooks. The AUP is also available on the district website

<http://www.kingphilip.org/technology/kpaup.pdf>

Model Notification of Rights under FERPA
For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. On exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving

on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

Model Notification of Rights under the Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents certain right regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 28 years old or an emancipated minor under State law.

King Philip Regional School District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. King Philip Regional School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. King Philip Regional School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for parent to opt his or her child out of participation of the specific activity or survey. King Philip Regional School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

**KING PHILIP MIDDLE SCHOOL
2017-2018 SCHOOL CALENDAR**

SEPTEMBER

-	5(A)	6(B)	6(C)	8(D)
11(E)	12(F)	13(A)	14(B)	15(C)
18(D)	19(E)	20(F)	21(A)	22(B)
25(C)	26(D)	27(E)	28(F)	29(A)

FEBRUARY

29(C)	30(D)	31(E)	1(F)	2(A)
5(B)	6(C)	7(D)	8(E)	9(F)
12(A)	13(B)	14(C)	15(D)	16(E)
-	-	-	-	-
26(F)	27(A)	28(B)		

OCTOBER

2(B)	3(C)	4(D)	5(E)	6(F)
-	-	11(A)	12(B)	13(C)
16(D)	17(E)	18(F)	19(A)	20(B)
23(C)	24(D)	25(E)	26(F)	27(A)
30(B)	31(C)			

MARCH

			1(C)	2(D)
5(E)	6(F)	7(A)	8(B)	9(C)
12(D)	13(E)	14(F)	15(A)	16(B)
19(C)	20(D)	21(E)	22(F)	23(A)
26(B)	27(C)	28(D)	29(E)	-

NOVEMBER

		1(D)	2(E)	3(F)
6(A)	7(B)	8(C)	9(D)	-
13(E)	14(F)	15(A)	16(B)	17(C)
20(D)	21(E)	22*(F)	-	-
27(A)	28(B)	29(C)	30(D)	

APRIL

2(F)	3(A)	4(B)	5(C)	6(D)
9(E)	10(F)	11(A)	12(B)	13(C)
-	-	-	-	-
23(D)	24(E)	25(F)	26(A)	27(B)
30(C)				

DECEMBER

				1(E)
4(F)	5(A)	6(B)	7(C)	8(D)
11(E)	12(F)	13(A)	14(B)	15(C)
18(D)	19(E)	20(F)	21(A)	22(B)
-	-	-	-	-

MAY

	1(D)	2(E)	3(F)	4(A)
7(B)	8(C)	9(D)	10(E)	11(F)
14(A)	15(B)	16(C)	17(D)	18(E)
21(F)	22(A)	23(B)	24(C)	25(D)
-	29(E)	30(F)	31(A)	

JANUARY

-	2(C)	3(D)	4(E)	5(F)
8(A)	9(B)	10(C)	11(D)	12(E)
-	16(F)	17(A)	18(B)	19(C)
22(D)	23(E)	24(F)	25(A)	26(B)

JUNE

				1(B)
4(C)	5(D)	6(E)	7(F)	8(A)
11(B)	12(C)	13(D)	14(E)	15(F)**

*Early closing-Wednesday, November 22, 2017(no lunch)

**Last day of school – tentative

SCHOOL CALENDAR 2017-2018

Friday, September 1, 2017	First day for staff
Tuesday, September 5, 2017	First day of school for all students
Friday, September 15, 2017	Picture Day
Thursday, October 5, 2017	Open House Grade 7- 6:00-8:00PM
Friday, October 6, 2017	Grade 8 large group picture
Tuesday, October 10, 2017	No School: Professional Development
Thursday, October 12, 2017	Open House Grade 8 – 6:00-8:00PM
Thursday, January 25, 2018	Parent – Teacher Conferences Grade 7 & 8 – 6:00 – 8:00PM
Friday, June 15, 2018**	Last day of school

** **TENTATIVE****HOLIDAYS/VACATIONS/NO SCHOOL DAYS**

Monday, September 4, 2017	Labor Day – No school
Monday, October 9, 2017	Columbus Day – No school
Tuesday, October 10, 2017	Staff Professional Development NO SCHOOL for students
Friday, November 10, 2017	Veteran’s Day – No school
Wednesday, November 22, 2017	Student Dismissal 11:15AM – NO LUNCH
Thursday, November 23, 2017 to Friday, November 24, 2017	Thanksgiving Break
Monday, December 25, 2017 thru Friday, December 30 2018	Holiday Break
Monday, January 15, 2018	Martin Luther King, Jr. Day
Monday, February 19, 2018 to Friday, February 23, 2018	Winter Break
Friday, March 30, 2018	Good Friday – NO SCHOOL
Monday, April 16, 2018 to Friday, April 20, 2018	Spring Break
Monday, May 28, 2018	Memorial Day – No school

PROFESSIONAL DEVELOPMENT/CURRICULUM REVIEW**PLEASE NOTE:** Early release days for students; dismissal at 11:15 A.M.

Wednesday, September 20, 2017	Thursday, January 25, 2018
Tuesday, October 10, 2017– FULL DAY	Wednesday, February 7, 2018
Thursday, November 9, 2017	Thursday, March 29, 2018
Wednesday, December 13, 2017	Friday, June 1, 2018

Concert Dates

Winter Concert (Band) Tues. December 12, 2017 @ KPHS 7:00pm
Winter Choral Concert Thursday, January 11, 2018 @ KPMS 7:00pm
Spring Band Concert Wednesday, March 14, 2018 @ KPHS 7:00 pm
Spring Choral Concert Thurs. March 14, 2018 @ KPMS 7:00pm
MICCA Prep Concert Tuesday March 20, 2018 @ KPHS 7 pm
MICCA Festival March 23, 24, and 25 @ KPHS
Honors Band Concert Wednesday, April 11, 2018 @ KPHS 7:00 pm
Percussion Night Wednesday, May 2, 2018 @ KPHS 7:00pm
Jazz Night Wednesday, May 9, 2018 @KPMS 7:00pm
Year-End Concert BAND Wednesday, May 23, 2018 @KPMS Fields 6:45pm
Year-End Concert CHORAL Tuesday, May 29, 2018 @KPMS 7:00pm

PROGRESS REPORTS/REPORT CARDS

<u>TERM 1</u>	*	Progress reports published in iParent: October 11-13, 2017 Term 1 ends – November 7, 2017 Report cards published in iParent – November 17, 2017
<u>TERM 2</u>	*	Progress reports published in iParent: December 18-21, 2017 Term 2 ends – January 24, 2018 Report cards published in iParent – February 2, 2018
<u>TERM 3</u>	*	Progress reports published in iParent: March 12-16, 2018 Term 3 ends – April 5, 2018 Report cards published in iParent – April 16, 2018
<u>TERM 4</u>	**	Progress reports published in iParent: May 21-25, 2018 Term 4 ends - June 15, 2018 Report cards published in iParent in June 22, 2018

* **TENTATIVE**** **Subject to change depending upon the last day of the school year**