

**ROOSEVELT MIDDLE
SCHOOL ADMINISTRATION**

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Mr. James Brumbaugh, Assistant Principal
Mrs. Ann Cinquini, Assistant Principal
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CENTRAL ADMINISTRATION

Dr. Mary Louise Francis, Superintendent
Mrs. Heather D. Larkin, Assistant Superintendent/Student Services
Mr. Lawrence W. Oliveira, Chief Administrator/Finance & Operations
Ms. Cheryl A. Costa, Human Resources Manager

**NEW BEDFORD
SCHOOL COMMITTEE**

Mayor Scott W. Lang, Chairman Ex-Officio
Dr. John J. Fletcher, Vice-Chairman
Atty. Thomas R. Clark
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Mr. Joaquim Nobrega
Ms. Marlene Pollock
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Roosevelt Middle School

2010-2011

Welcome!

Dear Parent(s)/Guardian(s):

Welcome to the Roosevelt Middle School Family. We are excited to have you and your child as part of our community. The motto here at Roosevelt is a place “where all children can succeed”. The faculty, staff and administration feel it is our responsibility to partner with you and your child. It is always our goal to cultivate a strong learning community where all children have the opportunity to discover new things, challenge themselves academically, and grow to new heights intellectually.

Our school always strives to be a safe place. This handbook has been developed to ensure that you and your child have a clear understanding of the policies, procedures and behavior expectations for our school. It also outlines the consequences a child will face if he/she does not follow the code of discipline. I hope that you and your child will take some time to read through this handbook together. If you have any questions or concerns after reading the handbook, we encourage you to contact your child’s Guidance Counselor.

Sincerely,

Darcy Fernandes

Principal

Mission Statement, Vision Statement, & Belief Statements

MISSION STATEMENT

We are committed to developing a community of learners who are academically proficient, demonstrate strong character, and exhibit self confidence.

VISION STATEMENT

We, at Roosevelt Middle School, “Where ALL Kids Succeed!” envision that, in partnership with our school-community, we will provide all students with a middle school program which meets the unique needs of preadolescents. We will emphasize academics and cognitive development, while recognizing and addressing the social-emotional and physiological characteristics of our developing preadolescent students.

BELIEF STATEMENTS

Following are some of the beliefs held by the Roosevelt faculty, staff, students, and community:

1. We, at Roosevelt, believe that all students can learn and produce quality work.
2. We, at Roosevelt, believe that a positive, safe, and healthy school climate is necessary and must be honored by all members of the Roosevelt community to ensure success for all.
3. We, at Roosevelt, believe that parents are a child’s first teacher and that a school-community partnership, focused upon the best interests of children, enhances a child’s middle school education.
4. We, at Roosevelt, believe and recognize that cultural diversity is a strength and an asset to our school.
5. We, at Roosevelt, believe that all children and adults have a right to be respected, to be treated with dignity and equity, and to be encouraged to develop their talents and abilities.

Non-Discrimination Notice

The New Bedford Public Schools provides equal education and employment opportunity without regard to race, color, national origin, religion, sex, disability, or sexual orientation.

The New Bedford Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The New Bedford Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding educational activities, contact the District's Title IX and Section 504 Coordinator: Dr. Mary Louise Francis, 455 County Street, Room 141, New Bedford, Massachusetts, (508) 997-4511 X3201. For compliance issues regarding employment activities, contact: Dr. Ronald F. Souza, 455 County Street, New Bedford, Massachusetts, (508) 997-4511. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

McKinney-Vento Homeless Education Assistance Program Policy

POLICY STATEMENT

It is the policy of the New Bedford Public Schools to comply with the advisory criteria of the McKinney-Vento Homeless Education Assistance Act. The New Bedford Public Schools shall ensure that every effort is made to comply with this legislation and to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public pre-school education as provided to other children and youths.

PROCEDURES

The New Bedford Public Schools will:

1. Designate a staff person(s) to serve as the Homeless Education Liaison(s) whose role it is to assist homeless students enroll in school, and to ensure that they receive the educational services for which they are eligible. The New Bedford Public Schools will designate the Director of Pupil Personnel Services and Supervisor of School Nurses as the district's liaisons.
2. Immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical/immunization records or proof of residency.
3. Ensure that transportation is provided, at the request of the parent, area shelters, agencies and other school districts, guardian or unaccompanied youth, to and from the school of origin.
4. Afford homeless pre-schoolers the same opportunity to enroll, attend and succeed in re-school as non-homeless pre-schoolers, thereby minimizing their educational disruption due to homelessness.

5. Collaborate with the Department of Social Services and other area agencies to identify and service (1) unaccompanied youth (youth who are homeless and not in the physical custody of a parent/guardian; and not in the custody of a state agency); and (2) children and youth in state care or custody (foster children) who have been placed out of their homes into temporary, transitional, or emergency living placements and are therefore considered homeless.
6. Adapt the Department of Education's dispute resolution procedures and forms. In the event of a school selection or enrollment dispute, the students shall immediately be enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The NBPS' Homeless Liaison will carry out dispute resolution as provided by state law.

Adopted: 6/11/07

Educational Amendments Act, Title IX, 1972

In order to comply with the requirement of Title IX of the 1972 Educational Amendments Acts, the Middle Schools guarantee that no student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any of the school's programs or activities. This assurance extends to all aspects of the operation of the school affecting students, such as admissions, counseling, classroom procedures, academic and educational programs, athletics, and funding of activities.

Chapter 622/Title IX Grievance Procedure

Complaints regarding sex discrimination/sexual harassment may be brought under both Chapter 622 and Title IX. Complaints regarding discrimination on the basis of sex, race, color, religion, national origin, disability or sexual orientation must be brought under Chapter 622. Only affected students may file Title IX grievances. Students may lodge Chapter 622 complaints even when they are not directly affected. Report forms are available from the Principal's Office.

HARASSMENT

The New Bedford Public Schools is committed to the principle of diversity in its community and seeks to create an environment in which all people can thrive. It is essential that all individuals recognize certain guidelines for appropriate behavior — that which allows each person the freedom to learn and work without fear of intimidation or humiliation. Behavior that disregards the rights of others is unacceptable and the person engaging in such behavior will be subject to disciplinary action including, but not limited to, suspension or expulsion from school. In addition, anyone who retaliates against an individual who has brought a complaint of harassment to the attention of the school or who has cooperated in an investigation of a complaint of harassment will also be subject to disciplinary action.

An individual, who believes he/she has been harassed or who has witnessed or learned of the harassment of another person in the school environment, should inform the Principal. If the individual does not wish to speak to the Principal or if the Principal does not address the problem in an effective manner, the individual should contact the Director of Special Education or the Superintendent of the New Bedford Public Schools, 455 County Street, New Bedford, Massachusetts, (508) 997-4511.

The New Bedford Public Schools will promptly investigate complaints of harassment. Confidentiality will be maintained to the extent consistent with the school district's obligations under law and under applicable collective bargaining agreements. The school district will comply with legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate law enforcement authorities. When an investigation has been completed, school personnel will inform the complainant of the results and will file a report with the district's appropriate compliance officer.

State Law Relevant to Child and School Safety

“An act relative to the Crime of Criminal Harassment,” G.L. c. 265 sec. 43A, makes it a crime to willfully and maliciously engage in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.

Conduct or acts may include, but are not limited to, those made by using any telephonic or telecommunication device such as email or internet communications.

The crime is punishable by imprisonment in the house of correction for up to two and one half years, a \$1000 fine, or imprisonment and fine. A second or subsequent offense carries a potential penalty of ten years in state prison.

Massachusetts does not have an anti-bullying statute. However, this criminal harassment statute may apply in instances of serious and persistent bullying.

HARASSMENT / DISCRIMINATION GRIEVANCE PROCEDURE

1. As soon as possible following the occurrence of a act alleging a violation of Section 504, the ADA, c.151B, c.151C, Title IX, G.L. c.76 §5, the aggrieved party shall submit, in writing, to his/her Principal a statement describing the circumstances and specifying the nature of the alleged discrimination. The Principal will send a copy of the grievance to either the Student Affairs Officer or Personnel Officer. Within a reasonable time, not to exceed ten (10) days, the Principal shall investigate the circumstances and reply in writing to the aggrieved.
2. If the grievance has not been satisfactorily addressed at that level, the aggrieved party may submit the matter in writing to the Student Affairs Officer or Personnel Officer who will meet with the parties involved to review all facts in the case. Within ten (10) days following this meeting, the Student Affairs Officer or Personnel Officer shall submit a written answer to the aggrieved party.
3. If the matter is still not resolved, the aggrieved party shall submit in writing, the circumstances of the grievance to the appropriate Assistant Superintendent. The Assistant Superintendent will conduct a hearing at a time convenient to all parties as soon as possible. The Assistant Superintendent will give a written response to the matter ten (10) days following this hearing.
4. If the case has still not been resolved satisfactorily, then the matter may be submitted in writing to the Superintendent who will give written notice of the action to the aggrieved within ten (10) days following a meeting at which the grievance is considered.
5. At any time during the process, a hearing may be requested at the Bureau of Special Education Appeals (BSEA) for a matter regarding a student, or a complaint filed with the Office of Civil Rights (OCR) for matters regarding either students or employees.

JFCK-SEXUAL HARASSMENT POLICY AND PROCEDURES FOR STUDENTS

Sexual harassment is a form of behavior which adversely affects the learning experience. It is prohibited by State and Federal law. The New Bedford School Department also condemns and prohibits sexual harassment by any student or employee.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the student, which is personally offensive to him or her, and/or which undermines morale and/or interferes with the ability of the student to learn effectively. It is, therefore, against the policies of the New Bedford School Department for any employee or student, male or female, to harass another student sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of obtaining an education;
2. Submission to, or rejection of, such conduct by a student is made the basis for educational decision affecting the student;
3. Such conduct has the purpose or effect of interfering with a student's educational performance;
4. Retaliation is threatened or undertaken against a student who complains that such conduct is interfering with his or her education; or
5. A hostile or intimidating learning environment is created for the student. Any student violating this policy will be subject to appropriate discipline, including possible exclusion by the New Bedford School Department.

Any student wishing to file charges should do so through the house office.

Complaint Procedure:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the Principal.
2. The Principal will attempt to resolve the problem in an informal manner through the following process:
 - a. Within two (2) school days, the Principal will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
 - b. The Principal will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - c. The Principal will hold as many meetings with the parties as is necessary to gather facts.
 - d. On the basis of the Principal's perception of the situation he or she may:
 - i. Attempt to resolve the matter informally through reconciliation; or
 - ii. Report the incident and transfer the record to the Assistant Superintendent or his/her designee, and so notify the parties by certified mail.

The Principal may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the School Committee for termination or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Parental Notification Law

General Laws Chapter 71, Section 32A

General Laws Chapter 71, Section 32A, sometimes known as the **Parental Notification Law**, required that parents and guardians are notified about any curriculum that primarily involves human sexual education or human sexuality issues, and permits them to exempt their children from any portion of that curriculum without penalty. Schools are to make instructional materials for said curricula reasonably accessible to parents, guardians and others for inspection and review. At the beginning of each school year parents or guardians must be notified that they have the right:

1. To exempt a child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, a parent or guardian must provide **written notification to the school principal**. This should include course, class or school assembly from which the child is to be exempt
2. To inspect and review program instruction materials for these curricula by contacting the principal during regular school hours.

Chapter 282

(An act relative to discrimination against students in public schools on the basis of sexual orientation.)

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 such public school on account of race, color, sex, religion, national origin or sexual orientation.

SERVICES AND ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents or other people in a care-giving or professional position may refer a student to the Special Education Department for an evaluation of the student's eligibility for special education. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Upon receipt of the parent(s)/guardian(s) consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities please contact the school guidance counselor, Principal, or the New Bedford Public Schools' Director of Special Education.

NOTIFICATION TO PARENTS OF TEACHER QUALIFICATION

The Federal *No Child Left Behind Act of 2001* requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the New Bedford Public schools will provide you with this information in a timely manner if you request it. Specifically you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

STUDENT RECORDS

603 CMR 23.00 Student Records

Most Recently Amended by the Board of Education: August 15, 2006

23.01: Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

23.02: Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel shall consist of three groups:

(a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

Eligible student shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team shall mean the team which evaluates school-age children pursuant to M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

Parent shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

School committee shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.

Student shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to that person's employment by the school committee.

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

23.03: Collection of Data: Limitations and Requirements

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or publisher, and date of testing.

23.04: Personal Files of School Employees

The term student record does not include notes, memory aids and other similar information that is maintained in the personal files of a school employee and is not accessible or revealed to authorized school personnel or any third party. Such information may be shared with the student, parent or a temporary substitute of the maker of the record, but if it is released to authorized school personnel it becomes part of the student record subject to all the provisions of 603 CMR 23.00.

23.05: Privacy and Security of Student Records

(1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.

(2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.

(3) The principal and superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

23.06: Destruction of Student Records

(1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

(4) In accordance with M.G.L. c 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

23.07: Access to Student Records

(1) Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

(2) Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

(3) Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

(4) Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

(5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

23.08: Amending the Student Record

(1) The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

(2) The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

23.09: Appeals

(1) In the event that any decision of a principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent, they shall have the right of appeal to the superintendent of schools. Request for such appeal shall be in writing to the superintendent of schools.

(2) The superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

(3) In the event that the decision of the superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Request for such appeal shall be in writing to the chairperson of the school committee.

(4) The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

(a) School officials shall have the burden of proof on issues presented by the appellant.

(b) The appellant shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision within two weeks after the hearing.

(c) If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of his/her own choosing.

(5) Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

23.10: Notification

(1) At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

(2) In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

23.11: Monitoring

The Department of Elementary and Secondary Education may, pursuant to a request by an eligible student or parent or on its own initiative, conduct reviews to insure compliance with 603 CMR 23.00. The school committee and the specific school(s) involved shall cooperate to the fullest extent with such review.

23.12: Severance Clause

The provisions of 603 CMR 23.00 are severable and should any section be found upon judicial review to exceed the authority of the State Board of Education, the remaining sections shall not be affected.

Regulatory Authority:
603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

FERPA

The Family Educational Rights and Privacy Act (2000) ensures that parents and students have access to and an opportunity to challenge the content of a student's record, and that the school will not release information that directly identifies a student to a third party. Schools may, however, release directory information. The directory information for New Bedford Public Schools shall include name, address, telephone numbers, class, date and place of birth, as needed. Parents and/or students at age of majority may opt-out through a signed notification submitted to the school at the beginning of the school year and/or upon entering mid-year.

Additionally, parents and/or students of majority have the following rights afforded to them under FERPA: Right to inspect and review education records, right to request an amendment to the record, right to consent to disclosure of the student's record, and the right to file a complaint with the Family Policy Compliance Office of the Department of Education.

The necessary forms detailing policies and procedures to follow if wishing to opt-out will be distributed at the beginning of each school year and/or made available for those entering mid-year.

PPRA

The Protection of Pupil Rights Amendment of 2001 applies to schools that accept federal funds. PPRA seeks to ensure that instructional materials are made available to parents for inspection if those materials will be used in connection with a survey, analysis, or evaluation in which their children participate, and requires parental permission if the survey, analysis, or evaluation asks children to reveal information related to any one of the following categories: political affiliations or beliefs held by the student's family; psychological issues of the student or the student's family; sexual attitudes or behaviors; anti-social, self-incriminating, or illegal behavior of the student; critical appraisals of other individuals with whom the student has close family relationships; information related to a legal privileged relationship such as attorney/client or doctor/patient; religious practices, affiliations or beliefs held by the student or the student's family; income, where the information is not related to evaluating the student's eligibility for a financial assistance program.

Additionally, for surveys funded by sources other than the Department of Education further policies address these issues of student privacy.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the New Bedford Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the New Bedford Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **your child’s school principal**, who will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Date: On or about mid-January – mid-February *annually*

Grades: Seven and Eight

Activity: Youth Risk Behavior Survey for Middle School

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Opt-out: Contact **your child’s school Principal in writing** no later than **December 1st** if you do **not** want your child to participate in this activity.

Protocol between New Bedford Public Schools (NBPS) and Department of Child and Family (DCF), (formerly DSS) New Bedford Area Office

These protocols are intended to provide guidance to school department personnel, and DCF personnel regarding our shared commitment to insuring children in foster care have the same educational successes as the general population. The protocols are driven by the New Bedford Public Schools’ three year strategic plan and several of the Department of Child and Family core values of child-driven and community-based child welfare practice.

Lead Administrators from NBPS and DCF are committed to these protocols and will meet regularly to review progress.

Initial Contact

7. When a child is placed in foster care the DCF Social Worker will notify the Principal, School Adjustment Counselor (SAC) or Guidance Counselor of the school the child attends.
8. When a child is placed in foster care and needs to change schools DCF Social Worker will request that the school records are forwarded to the new school.

9. DCF Social Worker will insure that when a child is registering in a new school that the Principal/designated staff receives a copy of court mittimus (proof of custody) and all records if available. If records are not available at the time of enrollment;
 - a. The student will be enrolled regardless of lack of records per McKinney Vento;
 - b. DCF will also request that records held by the transferring school (i.e. birth record, transfer card, academic records, IEP, discipline records etc.) be forwarded to the receiving school as soon as possible.
10. DCF Social Worker and Principal or designated School Staff will coordinate a meeting to include the Foster Parent within 5 days to review the students needs and challenges for educational success.
11. School Personnel should contact DCF Social Worker with any concerns regarding the child's foster placement. If they are not able to reach the Social Worker a Supervisor, Area Program Manager or Area Director can be contacted.

Ongoing Communication

1. As part of the joint effort of the NBPS and DCF to enhance the well being of students in foster care, DCF and School Personnel should contact each other regarding any major changes in the student's life that might impact on education such as change in placements, case closing, disciplinary issues etc.
2. NBPS and DCF are in agreement that all students requiring Special Education Services should be maintained in the least restrictive setting based on their educational needs and that DCF will participate in the IEP process.
3. Designees of the NBPS Special Education Department and DCF will maintain monthly ongoing communication regarding shared students.

Data Collection

1. NBPS and DCF are committed to gathering clear and accurate data concerning academic achievement of students in foster care to insure planning for academic success.
2. DCF will insure that educational data is regularly loaded into the electronic system (Family Net) in a manner that will allow DOE interface to track educational outcomes.
3. NBPS and DCF will each designate lead data collection staff to devise and integrate a district wide tracking system for students in foster care. This system will allow tracking from entry to discharge as well as monitor educational outcomes for this group of students.

Instructional Program

The Instructional Program at Roosevelt Middle School is inclusive of academic content areas for all students: English Language Arts/Literacy, Mathematics, Science, and Social Studies. All students are expected to master the standards as identified in the Massachusetts Curriculum Frameworks produced by the Department of Education and presented by classroom teachers. Those students who need extra assistance may stay after school with their teachers. **It is understood that only by being in school every day; making every effort on in class work, homework, and warm-up activities can mastery be achieved.**

Students are supported at all levels in classes that employ differentiated instruction allowing students to soar to high levels of attainment. To support the academic content areas, Roosevelt Middle School has Unified Arts programs that will not only support but also enrich and help students as they make decisions about what they want to focus on in high school and later on at a higher level of learning or in the world of work. It should be noted that there is no subject that is not important – to ensure all students are well rounded and prepared for the next level, all courses must be part of each

students program of studies: Physical Education, Instrumental Music, Chorus, General Music, Art, Technology Education, Health, Math Lab for enrichment and support.

General Student Information

The following information should help you in your everyday activities while in school. If you have any questions not covered in this handbook, please feel free to ask your homeroom teacher for the needed information.

Arrival at School

- Students must enter school building immediately upon arriving at school.
- Students are considered “at school” once a parent, bus, or private van has dropped student off on school grounds or student has walked onto school grounds. School grounds are any sidewalk area around the school building, school field or school parking lot, or once a school official sees student standing on school property.
- Students may only enter the building through assigned entrance:
 - Walkers & Automobile drop off: Cleveland Street entrance
 - School Bus Students: Cleveland Street entrance
- Students are **NOT** to be in the building before 7:15 a.m. without permission
- Once students arrive, they will proceed to their designated area, which will be either the RMS Cafetorium or the Morning Walk which is held in the RMS Gymnasium. Each day the students’ designated area will be posted outside the cafetorium.
- At 7:50 a.m. students will report directly to lockers and then immediately to homeroom.

Inclement Weather

When “EARLY DISMISSAL” is announced the following schedule will be followed:

Students – 10:55 AM; Teachers – 11:25 AM; Paraprofessionals – 11:25 AM.

“DELAYED START TIMES”, when the weather conditions warrant it; and the schedule will be as follows:

Students – 8:50 AM - 2:30 PM (1st dismissal); 2:45 PM (priority period dismissal);
3:15 PM (detention period dismissal); Faculty – 8:45 AM - 2:45 PM.

Information about “CANCELLATIONS”, “EARLY DISMISSALS”, and/or “DELAYED START TIMES” will be posted/broadcasted at the following:

New Bedford Public Schools’ web site: www.newbedfordschools.org

Local Cable Channel 17

Standard-Times’ web site: www.s-t.com

Channel 4 WBZ-TV/1030 AM

Channel 5 WCVB-TV

Channel 7 WHDH-TV

Channel 12 WPRI-TV

Radio Station WRKO-AM

Radio Station WBSM

Channel 6 WLNE

Channel 10 WJAR

FOX 25 WFXT

Radio Station WSAR

Radio Station FUN 107

We will try to make these decisions as early as possible to accommodate our working families.

Attendance

K 8 ATTENDANCE REGULATIONS & PROCEDURES

It is the belief of the faculty and administration of the New Bedford Public Schools that regular and punctual attendance is essential for every student. Active participation in the learning process is an important component to successful achievement, and regular attendance at school will help our students to become productive and responsible citizens. In light of this, the NBPS has instituted a 95% quota on attendance. **All students are expected to meet this quota of no more than nine (9) days absent for the year.**

Absences

Every absence or tardiness shall be called inexcusable unless the cause for it is unavoidable. Students absent for unacceptable reasons or habitually tardy will have to make up the time. Times for make-up will be outlined by school administration.

Written documentation is required from a parent or guardian for any and all absences. The note must list the date(s) of absence(s); the student's full name; and it must clearly state the reason for the absence. The reason must be one of those listed below or the absence will be counted as inexcusable. The student will show each classroom teacher the documentation indicating his/her absence. Homeroom teachers should follow disciplinary procedures to insure that notes are returned in a timely fashion. Teachers and administrators realize that there are reasons for a student's absence from school. Only the following instances, all of which require official written verification or documentation, would constitute an excusable absence/tardy:

- Medical appointments/illness verified in writing by a professional health care provider or the school nurse
- Death of a family member
- Observance of a major religious holiday
- School-related absence (i.e.: dismissals for field trips, suspensions, ASA, sports events, etc.)
- Legal obligation
- Verified post-high school visitation
- Absence approved by the school principal

If a student is absent for one of the above reasons, he/she will provide each classroom teacher with the appropriate notification.

Please note: Family vacations do not constitute an excused absence.

Attendance Requirement

When a student exceeds the following:

Nine (9) inexcusable absences in a class that meets daily

OR

Five (5) inexcusable absences in a class that meets on alternating days

The student will be expected to meet with the Guidance Counselor and/or the house administrator to develop a plan to make up the days within 48 hours of returning to school in order to meet the attendance requirements. Student will have one week from return to make up days unless other arrangements have been made with the assistant principal or principal. The student will be required to make up the work and time to successfully meet the requirements of their scheduled courses.

Dismissal (A student is considered dismissed after 11:15 A.M.)

Early Dismissal

We ask when possible for parents/guardians to send in a note when you are aware that your child will be leaving early so that the office staff can have your child in the office at the designated dismissal time.

Children who are being dismissed can only be dismissed by adults who have been designated on a student's emergency form. This policy is in place to ensure that a parent has given permission for an adult to dismiss their child.

Parents need to go to the main office and sign out their child if they are planning on dismissing them early.

End of day dismissal

Students who take the SARTA bus or a New Bedford Public School bus that is located on Cleveland Street will be dismissed at 2:25 P.M. directly after announcements. All other students will be dismissed at 2:30 P.M. Grade 7 and eight students will use the Cleveland Street stairwell when leaving the building. Grade six students will use the Fredrick Street stairwell.

Tardiness (to school) A student is considered absent if in after 11:15 A.M.

Students are considered tardy if they are not in homeroom by (8:00 am).

Habitual tardiness may result in a conference with the attendance officer.

If a student is not present in his/her classroom/homeroom at the 8:00 a.m. bell, the student is marked tardy; a student attending less than half a day is marked absent. A written excuse (as described above) is required. The first five occurrences of tardiness will result in an after school 8th period. An Office Detention will be assigned for all subsequent tardiness. **If a student is tardy more that (5) times, a conference will be held with the parent or guardian and the assistant principal.** Three instances of significant tardiness (approximately one third of the class missed in each case) will count as one absence.

Leaving School Grounds/Truancy

Failure to report to school without parental knowledge and/or leaving the school grounds unauthorized may result in disciplinary consequences. Students who leave the school building unauthorized, during school hours, will be subject to serious disciplinary consequences i.e. Office Detention, Extended Detention, Saturday School, suspension, etc. In addition, the student, depending upon the frequency of offenses, may be referred to the police, courts, etc. A parent(s)/Guardian(s) will be notified and expected to meet with a school administrator in the case of a student leaving the school building unauthorized or identified as being truant. The student will be also referred to the attendance office for possible further action.

Bicycles and Skateboards

Students who ride bicycles to school may secure the bicycle in an area to be designated early in the school year. The student will be expected to follow all bicycle safety rules and is responsible to secure his/her bicycle with a lock. Bicycles must be "walked" on school property and abutting sidewalks. **No skateboards, roller blades, sneaker skates, or any means of roller or motorized transportation are allowed on school property.**

Books, Supplies and Equipment

The school loans students textbooks and supplies; students are responsible for these items. Parents/Guardians/Students are expected to make reimbursement for lost school texts and materials. Payment required will be on a pro-rated basis as determined by school administration. All debts must be paid by the last day of school. If students fail to pay debt, their report card will be held and the debt will roll over to the following year. Once the student enters the next grade, they will not be able to participate in any extracurricular activities until debt is paid in full. An extra activity includes dances, semi-formal, yearbook signing, field trips, after school activities, sports, and the Celebration of Success Ceremony. Remember, be considerate of school equipment. **BOOKS MUST BE COVERED AT ALL TIMES.**

Students should have sufficient (minimum of two each) black or blue pens and pencils. A notebook for each class is a personal preference for organization purposes. Individual teams will notify parents of any additional supplies needed.

Building Notes

Help us keep the building and grounds clean. For the safety of all students, please report any broken or damaged fixtures or equipment to your teachers. In order to promote and maintain a safe and positive school atmosphere, students are to immediately report any dangerous situation to staff and the administration, i.e.: weapons, strangers, threats, etc.

Bus Transportation (Tremblay Bus Co. Tel. No. 508-999-6436)

By vote of the School Committee, students living two miles or more from the school are eligible for free bus transportation. Students living less than two miles from the school are responsible for providing their own transportation. General rules for students riding school buses:

1. The driver is in full charge of the bus and students. All students must obey the driver promptly. Safe behavior, doing the right thing is a priority.
2. Loud talking and laughing or unnecessary confusion diverts the driver's attention and may be the cause of a serious accident.
3. No student shall at any time extend hands, head or arms out of the windows whether the bus is in motion or standing still; safe behavior is expected.
4. Students referred to the administration for unbecoming conduct may forfeit the privilege of riding that school bus.
5. Be on time at the designated school bus stop—keep the bus on schedule. If the bus is on time and a student is not at the designated bus stop, the driver will not wait.
6. Students are to remain seated while the bus is in motion. Students are not to get off the bus until the bus has come to a complete stop.
7. All school rules apply on a school bus.

Cafeteria

Breakfast and lunch are available to students.

Students must maintain a calm atmosphere in the cafetorium during lunch and observe the following rules:

- Students are to enter the cafetorium and take a seat as assigned.
- Lunch lines will be single file and orderly, no cutting.
- Proper manners, respect and courtesy are expected and required. *Do the Right Thing!*
- Each student is responsible for cleaning his/her own place at the tables and returning all utensils, trays, dishes and paper trash to the designated areas. *Be Considerate!*

- Each student must remain seated in the cafeteria until dismissed by the school official in the cafeteria.
- Students are not expected to run, yell, fight or throw anything in the cafeteria.
- **Students are not allowed to chew gum in the school which includes the cafeteria.**

Any student disrupting the cafeteria during the lunch period(s) will be subject to serious disciplinary action to include but not be limited to assigned seating, alternative lunch assignment, office detention/ Saturday school, parent conference, suspension, police notification, and/or filing charges of disruption of a school assembly.

CD Players, Cell Phones, Electronic Games, Cards, Cameras, Etc.

Students are not to bring any items to school that would normally distract the educational process. CD players of all types, iPods, MP3 players, and all types of electronic communication devices are not allowed in the school building or on the grounds during the school day. If these items are found in the student's possession, the items will be confiscated, held in the office, and returned to the student, parent or guardian. Items left after three months will be considered abandoned and will be donated to a school designated agency. An administrator may grant exceptions for medical or extenuating circumstances. *Students may have cellular telephones **without cameras** that must be turned off and kept in their lockers. In special cases, arrangements can be made for an adult to hold the phone. Administration has the right to search cell phones. Please be aware if an item is confiscated, the school is not responsible for replacing it if it is lost or stolen while in the school's possession.*

Cheating Policy

If a teacher has determined that a student has cheated/plagiarized on any test, class work or homework assignment, he/she will assign a zero and contact the parent and/or guardian. The consequence may be applied to any other student who has participated in the cheating by providing answers or allowing his work to be copied.

Computer Usage Policy

All users of computing resources are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations for their use as set forth in the New Bedford Public Schools' Technology Acceptable Usage Policy. (See Pg. 52)

Corridor Pass

Students are not allowed out of the classroom during class time without a pass from their classroom teacher. Students must be prepared to show their pass to any staff member who may ask for it. Any student in the corridor or any unauthorized area without permission will be subject to serious disciplinary action.

Dress - Safety, Security, Appropriate Dress (Dress for Success)

Students' dress reflects the quality of the school, of your conduct, and of your school work. The expectations for our students are that students shall wear neat, clean and responsible dress which reflects a businesslike manner in the opinion of the Principal. Clothing or accessories that disrupt the normal learning environment will not be permitted. Clarifications of items not acceptable in school include but are not limited to:

Safety

Footwear
Studded belts
Chains
Sports headbands
Outer (jackets, coats, gloves, hats)

Security

Heavy Hooded Sweatshirts
Hats
Bandanas
Attire that may be construed to be gang related

Appropriate Dress (Dress for Success)

Halters
Short half shirts (that expose the midriff)
Tank tops (basketball jerseys)
Pajamas

When an individual's behavior, actions, and/or attire are detrimental or undermine the learning environment, action will be taken by school authorities to correct the problem. In the final analysis, the Principal has the right to interpret that which negates a reasonable standard of conduct and appearance, keeping in mind the health and safety of the individual.

(Roosevelt Middle School will allow parents/guardians/students to choose footwear. However, for safety, students are NOT allowed to wear sandals, flip-flops, and slippers etc. Sandals worn with socks will not be allowed as they pose a safety hazard.)

Elevators

Elevators are located in the office and the cafetorium areas. Only individuals providing medical documentation and unable to use the stairs will be assigned an elevator pass. No one is to use the elevator without prior permission. Short-term permission to use the elevator can be granted for medical reasons by the school nurse. Any unauthorized use of the elevator will result in serious disciplinary consequences.

Extra Curricular Activities

All extras curricular activities and school functions are considered privilege events. The principal may choose not to allow any student(s) to attend or participate in any extra curricular activity, club, or event at Roosevelt. All school rules and regulations apply to all extracurricular clubs, events and activities.

Students are reminded that while attending any school function, event or activity, proper manners, respect and safe and considerate behavior are required. Improper attitude and/or behavior could result in being kept after school or not being allowed to attend school functions in the future. Students must attend school the day of the function, event or activity. All extracurricular activities and school functions are considered privilege events. The principal/designee may restrict or suspend a student's privileges for a period of up to (1) year to ensure the safety, order and discipline at school. School activities may include, but not be limited to:

Band	School newspaper	Yearbook Committee	Art Club
Chorus	Student Council	Yearbook Signing Party	Computer Club
Field Trips	Intramural Sports	Student Appreciation Days	Dances
Science Club	Morning Walking Club	Cooking Club	Technology Club
Writing Club	Chess Club	Yoga Club	Clean-Up Green-Up Club
Book Club			

Field Trips Policy

The School Committee recognizes the educational value of field trips, tours and excursions, when an adjunct to an approved program and designed to attain specific program objectives. The School Committee feels that field trips are a privilege and not an entitlement. To the extent that budgetary resources permit, the Committee encourages and sanctions student trips and other out-of-district

school activities, including participation in community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

All field trips require both the Principal and the Superintendent's administrative approval. Requests for overnight trips must be approved by the Superintendent or designee, with attention paid to the specific instructional objectives and the overall educational value of the trip. All out of state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fund-raising activities for such trips shall be subject to approval by the Superintendent. All Committee policies and administrative regulations concerning students will be in effect for all approved field trips, excursions and travel experiences.

Adopted: 8/10/09
New Bedford Public Schools, New Bedford, MA

All students going on a field trip will be required to have a parent permission form signed and returned to the school. All field trips are curriculum related. Students who have discipline issues within the building may be excluded from a field trip. All chaperones must have a Criminal Offense Record Information (C.O.R.I.) and Department of Social Services check through the New Bedford School system prior to attending any field trip.

Fire Drills/Emergencies

Passing during fire drills will be done quickly and silently according to directions given in each classroom. Any student misbehaving or causing a disruption during a fire drill or evacuation will be subject to serious disciplinary consequences to include but not be limited to alternative silent lunch assignment, Office Detention/Saturday School, parental conference, suspension, police notification and/or filing charges of disruption of a school assembly. Remember: *Be safe, Considerate and Do the Right Thing!*

Free/Reduced Breakfast and Lunch

An application for free/reduced lunch will be given to each student at the start of the school year. It is to be completed and signed by a parent/guardian and returned to the homeroom teacher. The applications will then be processed and students who have qualified for a free or reduced lunch will be notified. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

Guidance

Students having an emergency who wish to see their Guidance Counselor may do so by asking their teacher for a pass. The teacher will then call the Guidance Counselor to see if they are available to speak with the student. If the Guidance Counselor is available, the teacher will issue a pass to the student. If they are not, the Guidance Counselor will seek out the child as soon as they are available.

Students who are not in crisis but would like to see their Guidance Counselor should request to see their Guidance Counselor during homeroom. The homeroom teacher will contact the Guidance Counselor and the Guidance Counselor will send a pass to the student with a designated time to see them. The Guidance Counselors will help by providing you information on grades, schedules or subjects. Students are expected to make up all class work and/or instructional time which they may miss from class due to the Guidance Office visit. **Students may not see a Guidance Counselor without a pass.**

Guidance Counselors at Roosevelt Middle School are:

Green House: Mrs. Linda Pina	Room 113
Purple House: Mrs. Birdilyn Ogagan	Room 263
Blue House: Mrs. Patricia Benner	Room 385

Homeroom

Attendance will be taken during homeroom in the morning. All students will remain in the homeroom unless excused by the homeroom teacher. All students will remain seated during this time and plan mentally for their day ahead.

Homework Policy

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the content area and how to study in school before he/she is given assignments to complete at home. There is, therefore, a progressive increase in the amount of homework expected of students from the elementary grades through high school.

Purposeful homework benefits students. Homework should be an extension of the class lesson, be clearly understood by students, be well planned and meaningful. Homework can be evaluated in multiple ways through review, classroom or small group discussion, and/or direct assessment. Completion of homework will count towards students' cumulative grade for the content area.

The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills
2. Extend classroom learning
3. Stimulate and further interests
4. Reinforce independent study skills
5. Develop initiative, responsibility, and self-direction/reflection
6. Stimulate use of leisure time that increases understanding and love of learning
7. Acquaint parents with the content/concepts studied in school

Homework assignments shall be planned in accordance with the following principles:

1. If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student.
2. Students should understand not only what to do, but also how to do it.
3. Homework should grow from classroom discussions, problems, projects, and concerns.
4. The student's age, need for play time, and out-of-school responsibilities must be considered when deciding upon length of any assignment. The student must bear responsibility for

managing his/her time in a way that homework can be completed and submitted on time.

5. Assignments should make use of a variety of skills and prior knowledge.
6. Every homework assignment must be properly corrected and/or evaluated in keeping with the purpose of the assignment. To the extent possible, such corrections/evaluations shall be shared with the students involved in a timely fashion.
7. When a student's grade or learning expectation are being adversely affected by poor homework performance or non-completion of assignments, the teacher shall communicate orally, or in writing, in a timely fashion with parents/guardians concerning the problem.
8. All homework assigned will be reflected in the child's cumulative grade or learning expectation at the end of the term.

The School Committee encourages the administration to assist teachers in planning homework assignments in keeping with the above guidelines. Additionally:

1. the Committee expects that Principals (or directors/instructional supervisors where appropriate) will monitor the implementation of this homework policy through various approaches such as review of lesson plans, observation of classes, conferences with teachers, examination of student papers and/or other related activities.
2. The Committee expects that each content Director will clearly define the homework policy of his/her department. All such departmental policies must keep with this School Committee homework policy.
3. The Committee expects parents to provide a suitable place for students to do their homework and to monitor their children by questioning them upon the completion of their assignments.

Level	Average Time (minutes per week)
K	(45 minutes)
1-3	(150 minutes)
4-5	(175 minutes)
6-7-8	(300 minutes)
9-12	(600 minutes)

Adopted: 8/10/09
New Bedford Public Schools, New Bedford, MA

A minimum of 15 minutes of homework per core academic subject will be assigned daily. All students attending Roosevelt Middle School have homework assignments to do every night of the week. It is very important for each student and parent to realize the importance of these homework assignments. They should be done faithfully every night, and done in a place as free as possible from interruption and distraction. Most students find it helpful to set aside the same hour every day for working on assignments; speak with your child. Students should also be encouraged to read 30 minutes every night.

IEP

Individual Education Program (IEP) is a written statement, developed and approved in accordance with federal special education law in a form established by the Department of Education, that identifies a student's special education needs and describes the services a school district shall provide to meet those needs.

A student suspected of having a disability may be referred for an evaluation by a parent or any person in a care giving or professional position concerned with the student's development.

Individual Student Success Plan

The Department of Education requires that each school district maintain a District-wide Curriculum Accommodation Plan (DCAP) to ensure that each student has the help to master competencies and knowledge required for competency determination in line with the Massachusetts Comprehensive System exam. Each school is required to maintain its own Curriculum Accommodation Plan (CAP) from which a team of teachers and guidance counselors meet to ensure that an Individual Student Success Plan (ISSP) is developed to improve instructional support during the school day and when appropriate during extended year programs.

Library

The library has a large variety of books and magazines to enrich your classroom work as well as encourage reading just for fun. Materials are checked out for two-week periods and may be renewed. They must be kept in good condition and returned when due. Reference books do not leave the library.

- Students must pay for or replace lost or damaged books.
- Students coming to the library must have a pass.
- Students should remember that the library is a place for project work and study. *Good behavior and consideration for others are important.*
- Any student abusing the library privilege will be assigned the appropriate consequence.
- Book bags, coats, etc. are not allowed in the library.
- A computer area is located in the library; guidelines for student use are posted.

Lockers

All students will be issued a locker. Lockers are the property of the school system and may be inspected by the school administration when reasonable information necessitates their action.

- Students must use the lockers that have been assigned to them.
- Lockers are not to be shared with other students.
- The school assumes no responsibility for the loss of any items.
- Lockers will be neat, clean and organized. No pictures or posters will be attached to the locker inside or outside.
- Hats, coats and jackets must be kept in the lockers for the school day.
- Report to lockers quietly and at designated times only.
- Lockers must shut completely with no objects sticking out.
- Designated times are:
 - Before school or after school
 - As their team teacher allows
 - At the end of the school day
- Students are to retrieve appropriate materials and return to class promptly.

Lost and Found

Any articles found by students are to be taken to the area left of the stage in the Cafetorium. Students who lose an article should first check with homeroom and subject related teachers.

Mandatory Academic Support Sessions

In an effort to ensure the success of all students, academic teams may require students to attend “Mandatory Academic Support Sessions”. These sessions will be held after school during the eighth period (2:32pm – 2:45pm). *Teachers may require students to remain until 3:15 pm (parent(s)/guardian(s) will be notified)*. Mandatory Academic Support Sessions will take priority over all other school programs, activities. Any student who does not attend an assigned Mandatory Academic Support Session will be subject to more serious disciplinary consequences i.e. Office Detention/ Saturday School, parent-student conference, suspension, etc.

Medication Policy

State regulations governing the administration of prescription medication in school ensure the health and safety of children needing medication during the school day. These regulations require that the following forms must be on file in your child’s health record before any medication can be given in school. Please be aware that any student who does not fully comply with and produce documentation of state immunization requirements will be excluded from school.

1. ***Signed consent by the parent or legal guardian*** to give the medication.
2. ***Signed medication order***. Written medication order form should be taken to your child’s licensed physician, nurse practitioner, dentist, etc. for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container by the ***parent or a responsible adult*** designated by the parent. No more than a thirty-day supply should be delivered to the school along with a note stating the number of pills sent in to the school.

No ***over the counter medication***, including aspirin will be given in school without the required, signed medication forms. No student should be in possession of over the counter drugs, including aspirin, while in school. Cough drops are considered candy and are not under the jurisdiction of the school nurse.

School Immunization Requirements for Seventh Grade Students for Entry in School Year:

Hepatitis B	T/D Booster	Polio	MMR	Varicella
3 doses	Proof of booster within 5 years	3 or more doses	2 doses-measles 1 dose-mumps 1 dose-rubella	1 dose or 2 if 1 st is given after age13

Open House

Once each year, typically in the fall, an open house is held for any parents/guardians who wish to visit the school. However, parents and guardians should feel free to make appointments for teacher conferences when the need arises. It is usually best to make arrangements through the student’s Guidance Counselor.

Progress Reports/Warning Cards

Progress Reports are issued in the middle of each marking period to all students. These Progress Reports must be signed by a parent/guardian and returned to the homeroom teacher within two school days. (At Roosevelt Middle School, additional warning notices may be issued at a point when a student's grades decline.)

Report Cards

Report cards are issued four (4) times a year or approximately every ten weeks. A student receives the report card at the end of each marking period. The report card must be signed by a parent/guardian and returned to the student's homeroom teacher within two school days. Students and parents that have questions/concerns regarding report cards will have the opportunity to request a meeting within five school days of issuance of the report card. The meeting will include a parent or guardian, the student, classroom teacher(s), counselor and the assistant principal (when appropriate). The parent or guardian may appeal the decision to the principal.

Retention/Promotion Policy

The school principal will have the authority to make final grade placement for any/all students in grades 6, 7, and 8. The school principal, in consultation with the high school principal, will make grade placement/assignment for any grade 8 student who has completed a full year in grade 8 and may not have met the academic standards and/or attendance requirements for promotion.

Promotion/Retention Criteria in Grades 6, 7, 8

At the conclusion of each school year, the academic achievement and status of each student will be reviewed by the principal/administration, subject to the following conditions:

1. All students are expected to meet high expectations and high academic standards in all subject areas offered at the middle school.
2. All students must meet the high academic standards in mathematics and English Language Arts, as indicated by grade of D or better.
3. Any student who has not met grade level standards in mathematics and/or English Language Arts will be assigned to a mandatory extended school year/summer program by the principal.
4. Any student who has not met grade level standards (as indicated by a grade of C or better in all subject areas may be assigned to a mandatory extended school year/summer program* by the principal.
5. Any student who has not met the New Bedford Public Schools attendance Requirement will be assigned by the principal to a mandatory extended school year/summer program.

*It is the purpose of the extended school year/summer program to assist students to complete their academic work and to complete their efforts to meet the grade level standards in subjects in which they have not yet attained the academic standard and learned the material. Any student assigned by the principal to attend the extended school year/summer program must attend each day and complete the program successfully. At the conclusion of the extended school year/summer program, the principal will again review the student's academic status and a grade placement/assignment for the

subsequent school year will be finalized. Upon review of all student academic performance data i.e. grades, academic projects/portfolio, attendance, extended school year information, etc., the principal will make the final determination whether the student has met the academic standard in all subject area(s).

Safekeeping of Money or Other Articles

Large sums of money or expensive personal articles are not to be brought to school. *The school will not be responsible for personal losses.*

School Bus

All students that ride a school bus to school must carry a blue bus ticket provided to them from the administrative office on their floor. These tickets will be passed out during the first week of school. Replacements can only be obtained at the end of the school day between 2:30 – 3:00 p.m. in the student's designated house office.

School Insurance

Optional School Insurance is available to all students. It is offered at the beginning of the school year for a nominal fee. Students are expected to bring information home.

School Nurse

A student who is ill is to report to the nurse's office with the consent of the classroom teacher. Excluding emergencies, no student is allowed to visit the nurse's office without a pass (yellow slip) from a teacher. All students are expected and responsible to make up all class work and/or instructional time missed from class.

SRTA Bus Tickets

Those students that live within two miles from the school and for whom no school bus is provided are able to purchase a SRTA bus ticket at a cost of \$6.00. Tickets may be purchased in their designated house/floor office.

These bus tickets are to be used as transportation to and from school only. They are not transferable and no student should allow another student to use their bus ticket.

Student Planner (Agenda Book)

In order to provide an effective means of teacher-parent-student communication, an agenda planner will be issued to each student. Students are required to bring their planner to class each day. This is an organizational tool that will allow students to record their assignments and appointments. **Any lost planner must be replaced by the student at a cost of \$5.00.**

Telephone Calls

Students are to ask for approval from the administrator on the floor to use an office telephone before or after school. Office telephones are not to be used without administrative approval. Students will

not be excused from class to use a telephone. Parents are asked to restrict student messages to serious or emergency matters. Students will not be interrupted during class time without administrative approval. Students will be called to the telephone only in cases of emergency (after administrator-parent consultation).

Cell telephones and other electronic communication devices are considered disruptive to the educational process and students are not to be using such devices at school; they must remain off and in lockers. The principal may grant permission for extraordinary circumstances.

Please understand that we will relay only emergency messages to students. We will make every effort to reach the student but we cannot guarantee that all messages will be delivered. (Teachers at Roosevelt Middle School may grant a student permission to use the classroom telephone for emergency reasons only. All calls must be monitored by the adult granting permission.)

Traffic in Halls and Stairways

- Always stay to the right of the hallway and travel by two. *Be Considerate!*
- Walk directly and quietly to your class ~ ARRIVE ON TIME
- Keep your hands, feet, and other objects to yourself. (Hands by your side ~ Keep a *safe* distance between you and the person in front of you.)
- Be courteous; apologize if you accidentally bump someone
- Students are reminded to use inside voices when traveling in the hallways. *Do the Right Thing!*

Visitors

All visitors must report to the main office for a visitor pass. Students are not allowed to bring visitors to school. Parents/guardians are always welcome, but must first report to the office. All visitors must record their visit into the school administrative office log and wear a visitor's badge while in the building.

Volunteers

Parents are welcome to volunteer. Volunteers are utilized as chaperones, in the School Store and in the administrative offices. All volunteers must have a Criminal Offender Record Information check (C.O.R.I.) prior to becoming a volunteer which takes three-four weeks to process.

DISCIPLINARY DUE PROCESS

Types of Disciplinary Action

Disciplinary actions may result if a student is either in violation of the law or school policy on any New Bedford School property.

Building Based Support Team

If a student is involved in chronic or serious classroom or school misconduct, any staff member may request a Building Based Support Team. This team may include adult(s) who may be involved with

the student. The student will also be involved as deemed appropriate. The goal of the building based support team will be to develop a comprehensive written plan for the student's success and to monitor this plan. The assistant principal on the students designated floor will form the team, work with the team to develop a behavior plan for the child and then monitor the plan to ensure it is being followed by all parties.

Classroom Teacher

It will be a primary role of the classroom teacher to employ classroom management strategies. A teacher may utilize any effective classroom management strategies i.e. establishing routines, preferential seating, granting privileges, positive reinforcement, and private conversation.

Eighth Period

This is the last regular scheduled class of the day. Every student must remain in school until 2:45 PM unless he/she has received no eighth period assignments from any teacher. The eighth period is also an opportunity for extra help and completing make-up work. Good, safe, considerate behavior, good effort and attitude, and acceptable academic performance allow a student to leave school following the seventh period. The student must obtain a yellow slip from the teacher he/she stayed with to show the other teacher(s) with whom he/she has an eighth. It is the student's responsibility to present signed yellow slips when he/she has missed an eighth period to stay with another teacher.

Office Detention

Students are assigned to administrative detention by an administrator because they have been issued an office referral or repeatedly violated a school rule. The assigning of an administrative detention is a serious matter. Therefore, if a student leaves school without permission of the principal or assistant principal and fails to report to the detention, he/she may be suspended for two days. The administrative detention period is held from 2:30 p.m. - 3:15 p.m. Every attempt will be made to contact the parent and give (24) hours notice.

Suspension (Out of School)

Suspensions may be issued by an administrator for serious infractions of school rules including unsafe behavior. The administrator will hold a hearing to allow that student his/her due process rights. The administrator will make every attempt to contact parent/guardian at the time of the infraction. By the laws of the Commonwealth, a student will not be allowed to enter the building or permitted on school grounds at any time while under suspension nor will that student be allowed to attend any after school activities regardless of where they may take place. A student who has been suspended cannot return to school unless a parental conference has been held. No academic penalties will be imposed upon a student while on suspension. However, it is the student's responsibility to complete all assignments and tests given during the suspension.

Emergency Suspension

A student may be given an emergency suspension by the Assistant Principal/Principal if there is reasonable cause to believe that:

1. The physical safety of the student or of others is substantially endangered and will continue to be endangered; or
2. The student is causing and will continue to cause substantial interference with classroom instruction.

As soon as practical following the imposition of an Emergency Suspension, the student shall be provided with an opportunity to respond to the charge on which the suspension is based.

Short Term Disciplinary Sanctions

Except where an Emergency Suspension is warranted, a student and parent will be given notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

Massachusetts General Laws. c.71 §37H

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

(b) Any student, who assaults a principal, assistant principal, teacher, teacher's 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 his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Massachusetts General Laws c.71 §37H1/2

(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 Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or Principal if said principal or Principal 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 his 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 Principal, 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 Principal of a school in which the student is enrolled may expel said student if such principal or Principal 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 (3) 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 Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) 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.

Students with Disabilities

Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

DISCIPLINE AND STUDENTS WITH DISABILITIES

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

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building

administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (4) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

LIST OF OFFENSES AND THEIR RESULTING CONSEQUENCES

Alcohol (Possession) New District Policy Being Developed

A student will not knowingly possess, use, transmit or be under the influence of alcohol:

1. On the school grounds during and immediately before or after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event.

Use of an alcohol authorized by a medical prescription from a registered physician will be considered a violation of this rule unless it is given to the school nurse who will administer it according to the prescription during the school day. Parents and the appropriate legal authorities will be notified.

(Mass. Gen. Laws 272 Section #40A) The Controlled Substance Act provides that persons convicted of possession of a controlled substance within 1,000 feet of a school, whether in session or not, shall be punished by a minimum of two years in prison.

Consequence - A suspension of 1-3 days and appropriate authorities will be notified.

Assault/Battery (On Staff)

The Mass. Education Reform Bill according to Section 36 covers all assaults on staff members by students. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored and school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Consequence - Emergency suspension pending referral for Superintendent's hearing. Appropriate authorities will be notified. Any student who assaults a staff member on school premises or at school related events might be subjected to expulsion from school.

Assault/Battery (On Student)

For the purpose of this student assault policy, an assault is to be defined as an aggressive, belligerent act initiated and sustained by an individual or group upon another in a willful attempt to inflict harm, pain, or injury. Mere verbal challenge or insult while objectionable on other grounds, shall NOT be considered an assault for purposes of this policy. The prior statement shall be true UNLESS, in the opinion on AN OBSERVING STAFF MEMBER, a physical assault is clearly eminent and would certainly occur without intervention.

Refer to the assault policy statement of purpose for further clarification.

Assaults

1. All assaults will be reported to the Principal of the school
2. A police report will be filed by the Principal
3. The parent will be advised to sign a legal complaint
4. An emergency suspension, as provided by the Mass. Education Reform Bill according to Section 36, shall be implemented by the school Principal
5. A student accused of assault and battery shall not be allowed to attend class while awaiting a hearing
6. The Principal will report all assaults to the Superintendent

Consequence - After following the procedures stated for an assault, the following disciplinary actions will take place:

1ST OFFENSE — PRINCIPAL'S HEARING WITH A FIVE DAY SUSPENSION

2ND OFFENSE—PRINCIPAL'S HEARING—FIVE TO TEN DAY SUSPENSION

3RD OFFENSE—SUPERINTENDENT'S HEARING

Depending on both the seriousness of the assault and the student's record, the student may be referred directly to the Superintendent.

Back Talk, Disrespectful or Insolent to Staff

Students are responsible for showing respect for the knowledge and authority of teachers. Students must use only acceptable and courteous language. *Be Considerate!*

Consequence – Eighth period, detention, extended detention, Saturday School, suspension, depending on the circumstances and frequency.

Being in the Boys' or Girls' Room Without Permission

No student is permitted in the boys' or girls' room without written permission from a staff member unless it is during the approved times as stated in September.

Consequence – Eighth period, detention, extended detention, Saturday School or suspension depending on the circumstances and frequency.

Being in the Building Prior to or After School (Unauthorized Entry)

A student may not enter the building prior to 7:30 am (unless they are having school sponsored breakfast) and must leave the building immediately upon dismissal. A student who is in the building before or after school hours without permission from a teacher, counselor, aide or administrator may receive a detention or a suspension.

Students who enter the school building or are on any school grounds while on suspension are trespassing. (Trespassing is the wrongful entry on real property.) Such student is in violation of the law (MGL 266, s123, 272, ss 39). The appropriate legal authorities will be notified.

Consequence - Eighth period, detention, extended detention, Saturday School, or suspension, depending on the circumstances and frequency.

Cafeteria Offense

Any violation of normal cafeteria procedures will result in disciplinary action. Throwing food, skipping in line, removing food from the cafeteria, misuse of equipment, refusal to clean up mess, are all violations. *Remember; Do the Right Thing!*

Consequence – Assigned lunch, 8th period, detention, extended detention, Saturday School or suspension, depending on the circumstances and frequency.

Cut Class/Eighth Period

Students are expected to fulfill their scheduled commitments. Repeated skipping of classes will result in the student's name being turned over to the school attendance office. Saying you are ill and in the boys' or girls' room, is not an accepted excuse. If you are ill, you belong in the nurse's office. All work missed for cutting a class is graded as a zero.

Consequence - First offense is a detention; second extended detention, third Saturday School, subsequent offenses may result in suspension.

Cut Detention

The Principal or Assistant Principal personally informs each student assigned to a detention and written notification is handed to each student.

Consequence - Student may receive two detentions, extended detention, Saturday School, suspension.

Dismissal from Detention Room

Poor behavior in detention will not be tolerated. Students must remain quiet. *Do the Right Thing!*

Consequence - Additional detention, extended detention or Saturday School/Suspension depending on circumstances.

Disobedient/Defiance of Authority

Administrators, teachers, counselors and other authorized staff members have the authority to enforce school policy and correct a student. Students who are defiant and/or insubordinate to authorized school personnel will be subject to disciplinary consequences. Students are expected to follow directions of school personnel and they may appropriately question directions by meeting with the assistant principal. Further questions may be brought by the student(s) to the attention of the principal.

Consequence - Eighth period, office detention, extended detention, Saturday School or suspension, depending on the circumstances and frequency.

Disruption (Classroom)

Actions which disrupt the educational process are never acceptable. Continuous talking, making noises, throwing objects, defacing or marring classroom materials, excessive use of bathroom privileges during class time, and general disobedience will be consequenced. *Be Considerate!*

Consequence - Eighth period, detention, extended detention, Saturday School or suspension, depending on the circumstances and frequency.

Disruption (School-Wide)

A student will not engage in conduct, nor urge other students to engage in conduct, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Any student intentionally causing such disruption may be suspended and/or reported to legal authorities.

The following illustrate some of the offenses:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, room or corridor.
- Setting fire to or substantially damaging any school building or property.
- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
- Prevention of or attempting to prevent, by physical act, the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus.
- Preventing students from attending a class or school activity.
- Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus.

- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher’s ability to conduct his/her class.(Mass. Gen. Laws Chapter 272, Section 40)

Consequence - Eighth period, detention, extended detention, Saturday School, suspension or expulsion depending on the circumstances and frequency.

Drugs

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, cocaine, and heroin, is in violation of both the law and school regulations.

Consequence - Student may be subject to suspension or expulsion from the school or school district by the principal.

Excessive Roughness

Any student who is participating in horse play (any hands on activity with another and/or pushing, shoving, oneself and/or another) during the school day or on school property, including riding the bus, that is interpreted by a school official as a danger to themselves or peers, will receive one of the following consequences depending on the severity of the situation.

Consequence - Student may be subject to detention, assigned lunch, or suspension of no more than three days.

Extortion

Extortion is the act of obtaining money or other property from a person by use of force, coercion, or threats of bodily harm. In order to protect students from possible extortion, any passing of money, for whatever reason, between students will be considered a violation of this rule, and may result in suspension at the discretion of the principal. Please note: If a student is approached by another student and asked for money or other property under threat of physical harm, the student should report the incident immediately to the nearest teacher, counselor, aide, or administrator.

Consequence - A suspension of one to three days will result and the appropriate authorities will be notified. This could result in a referral to Youth Court or Third District Court.

Failure to Return Forms/Notes

During the course of the year, all students will be required to return various forms/notes (report cards, warning blanks, signed tests, absence notes, etc.). Failure to do so within a reasonable time will result in disciplinary action.

Consequence - Eighth period, detention, extended detention, Saturday School, or suspension, depending on the circumstances and frequency.

False Fire Alarm

“Whoever without reasonable cause, by outcry or the ringing of bell, or otherwise makes or circulates or causes to be made or circulated a false alarm of fire shall be punished by a fine of not more than two hundred dollars, or by imprisonment in a jail or house of correction for not more than one year.” (MGL, Chapter 269, Section 13)

Consequence - Minimum suspension of three days, referral to the appropriate authorities. This could result in a referral to Youth Court or Third District Court.

Fighting (On School Property)

Students involved in fighting, wrestling, punching or in any other way behaving rowdy are subject to consequence. Unless it can be determined that one party was clearly acting in self-defense, both students involved in the fight will be punished. *Be Safe!*

Consequence - Suspension of 1 to 3 days depending on the circumstances and frequency.

Firecrackers (Possession)

The laws of the state prohibit firecrackers entering the state for individual use. *Be Safe!*

Consequence - A suspension of 1 to 3 days and the Fire Prevention Bureau will be notified.

Forgery (Parent or Staff Signature)

Forgery is the act of signing another name falsely in order to deceive. Forgery is forbidden by law.

Consequence - Detention or suspension depending on the circumstances and frequency.

Bullying and Cyber Bullying

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying”, 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, instant messages 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 creates 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 of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

If a student notifies a teacher that they have been bullied, the teacher will immediately respond to the child’s concern by contacting the child’s parents within 24 hours to inform the parent of the action they will take to investigate and resolve the situation. The teacher will inform the assistant principal on their floor in writing of what was reported to them and the action they took to resolve the issue. If the bullying continues, the teacher may then refer the matter to the assistant principal for further investigation.

If the Assistant Principal receives a referral regarding the bullying incident, the Assistant Principal will work with the Guidance Counselor to conduct an investigation to determine the validity of the referral. The student (s) will be asked to sign a detailed statement, including the perceived bullying incident, the time/location and the alleged perpetrator. However, if a student decides to file an anonymous complaint, the school cannot take action against the alleged perpetrator(s) with the evidence alone.

If the written statement meets bullying designation under Massachusetts General Law, the assistant principal will immediately contact the parents of the student (s) being victimized and the perpetrator (s) to inform them of the situation and of the investigation process.

If the assistant principal or principal determines that a student has been participating in bullying in the school building, or on school property, including riding the bus to and from school, actions may be taken. The actions can include, but are not limited to, assigning the consequences listed below, arranging counseling sessions with the Guidance Counselor or Adjustment Counselor to focus on understanding bullying and developing appropriate social behaviors, and setting up a meeting with School Resource Officer to file charges.

Any student, who is deemed to be a co-conspirator either through hindering the process of reporting bullying incidents or intimidating a victim, may also be subject to the consequences below as well.

Consequence – Detention, suspension, charges filed with local police officials.

Hazing

The practice of “Hazing” is the New Bedford Public Schools shall be outlawed. “Hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or 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 brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

- A. Any organization guilty of said practice will be disbanded for the remainder of the school year and for the following school year.
- B. Whoever knows that another person is the victim of hazing as defined above 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 official as soon as reasonably possible (advisor) with an official reprimand from the Superintendent and/or called before the School Committee (advisor and/or student) for possible dismissal, suspension or expulsion.

Consequence - Suspension and referral to the Superintendent.

Opening Outside Door/Admitting People into the Building

Any student who opens an outside door without permission from an authorized person for the purpose of admitting someone makes the student himself or herself liable for suspension. Following the 7:55 am bell, anyone entering the building must do so through the Main Office door only. *Be Safe and Considerate!*

Consequence - Detention or suspension depending on the circumstances and frequency.

Profanity/Vulgarity

Vulgar language, swearing, racial epithets, or derogatory remarks which are intended to ridicule or demean another student or staff member will not be tolerated. This includes verbal expression, written notes, and obscene gestures. Vulgarity directed at staff may result in suspension. ***Be Considerate!***

Consequence - Detention, extended detention, Saturday School, or suspension depending on the circumstances, letter of apology.

Safety Hazard

Any activity which endangers another student or staff member will result in disciplinary action.

Consequence - Detention, Saturday School, or suspension depending on the circumstances, letter of apology including statement of no intent to harm.

Smoking

The Education Reform Act of 1993, Section 37H, states that tobacco use by anyone on school grounds or buses is prohibited.

Smoking, lighting matches, and/or lighting a lighter is prohibited:

- Inside the school building
- On the school grounds during and immediately before or immediately after school hours
- On the school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function, or event.

Any student reported smoking, lighting matches, and/or lighting a lighter is liable for suspension. Since smoking is prohibited, there is no reason to carry cigarettes to school. *Safe behavior expected!*

Consequence - Student may receive a three day suspension.

Theft

The taking of personal or school property by any student. *Be Considerate!*

Consequence – Detention, extended detention, Saturday School, or suspension depending on the circumstances. Restitution required.

Throwing Objects

Because of the danger of causing injury to another person, either on purpose or accidentally, any student reported for throwing any object capable of causing injury is liable for a suspension. Paper airplanes are considered to be capable of causing injury to an individual or causing permanent eye damage. Therefore, any student reported throwing paper airplanes is liable for a suspension. *Be Safe!*

Consequence – May be up to a three day suspension; police action may be warranted.

Throwing Snowballs

Throwing snowballs is prohibited:

- On the school grounds during and immediately before or immediately after school hours
- On the school grounds at any time when the school is being used by a school group

- Off the school grounds at a school activity, function or event
- Throwing snowballs at school buses while walking to or from school.

Any student reported throwing snowballs is liable for a suspension. *Be Safe!*

Consequence - Students may receive a three day suspension; police action may be warranted.

Unprepared for Physical Education

Unless a student has a written excuse from a doctor, state law requires that each student participate in physical education classes.

Consequence - Eighth period for the second, third and fourth times and an office referral each time after per half year. Parents will be contacted by the student's teacher after the third missed class. Grade 8 students are required to make-up all classes beyond the third miss in order to participate in the promotion ceremony. (A made up class does not necessarily bring you to having met all standards as are required by the state – students are graded on their knowledge and skills related to the standards. Remember, all students must pass all subjects.)

Vandalism

The marking of walls, desks, books, and the damaging or destruction of property is vandalism. *Be Considerate!*

Consequence - Eighth period, detention, extended detention, Saturday School, detention, or suspension, depending on the circumstances and restitution.

Weapons and Dangerous Instruments

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.

Consequence - May be subject to suspension or expulsion from the school or school district by the principal.

Please note that in order to carry out his/her responsibility to maintain the safety, order, and discipline in the Middle School, the principal has the authority to modify any item in this Parent/Student Handbook.

NEW BEDFORD PUBLIC SCHOOLS’ TECHNOLOGY ACCEPTABLE USAGE POLICY

All users of New Bedford Public Schools’ technology resources are expected to act in a spirit of mutual respect and cooperation, while following the regulations for their use as described in this policy. Any violation may result in loss of access, as well as other disciplinary or legal action. Users are subject to all local, state, and federal laws.

District technology resources are provided to all students and employees to conduct research, enhance productivity, and to communicate with others for professional and educational purposes. Use of these resources is open to those who agree to abide by the terms of this policy and to act in a considerate and responsible manner. Any abuse or violation of the policy may result in a suspension or cancellation of user privileges, as well as other disciplinary or legal action. The appropriate district and/or school administrator will determine the consequences of any inappropriate use as defined by student handbook and/or district disciplinary policies. Usage is a privilege, not a right.

New Bedford Public Schools reserves the right to monitor, under appropriate conditions, all computer usage and electronic information transmitted using its computer/network resources. The purpose of any monitoring would be to protect the integrity of the district’s equipment and networked information systems and to ensure compliance with the policies, rules, and regulations governing the use of these resources. Users do not have an expectation of privacy, since e-mail messages are public communication. Monitoring includes access to non-district commercial Web-based e-mail accounts via the equipment and network resources of New Bedford Public Schools.

Responsibilities as a User of New Bedford Public School’s Technology Resources:

Regarding Access

1. Students are required to have teacher permission and a curriculum related activity to use any of New Bedford Public School’s technology or network resources. Students may use only those resources that they have been specifically allowed to use. Students and employees are to use these resources for purposes that support the educational mission of New Bedford Public Schools.
2. Instructional research and computing, including assigned work, research projects and other subject-related activities have priority over all other activities. Employees are expected to utilize these resources for professional and educational purposes.
3. Computing is accessible to all students and employees in the New Bedford Public Schools. Students are not permitted to check personal e-mail, however, students may, with direct supervision and permission of a teacher, use personal e-mail to attach a file to send or get an attached file that has been uploaded from home when related to an assignment.

The district expects its employees to utilize district e-mail accounts for all professional communications. If you are provided with any type of school/district account (e-mail, Web, administrative), it is your responsibility to take all necessary precautions to protect access to the account by not sharing your password(s) with others. As increasingly more data is collected to guide decision-making, employees with access to any confidential information must make every effort to keep this information secure. Students and employees are also warned about the dangers of giving out any personal information online such as a home address or telephone number for themselves or others.

Regarding Network and Equipment Resources

4. Users may not intentionally circumvent network or computer security safeguards.

5. Electronic tampering with technology resources is not permitted. Users may not by any means intentionally attempt to disrupt the district's computer systems, corrupt system performance, or destroy information contained within these systems, including the spreading of computer viruses.
6. Users may not engage in unauthorized duplication, installation, alteration, or destruction of data, programs, or software. Users may not send or disclose data, programs, or software belonging to others. This includes, but is not limited to, any attempt to access files belonging to other users without their permission. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
7. Users may not engage in abusive or improper use of technology resources, which includes, but is not limited to, misuse of computer or network access privileges, tampering with equipment and unauthorized removal of equipment components.

Regarding Information Resources

8. Users are expected to follow generally accepted rules of network etiquette and conduct oneself in a responsible and ethical manner while on-line. Users are not permitted to send, receive, submit or publish any defamatory, inaccurate, racist, abusive, obscene, profane, sexually harassing, threatening, bullying, offensive, or illegal material within or outside of New Bedford Public Schools using the district's network facilities.
9. Users are not permitted to use New Bedford Public Schools' technology resources for private and/or commercial purposes that include, but are not limited to, buying and selling merchandise, product advertising, political lobbying, political campaigning, gambling, or any profit-making or illegal purposes.
10. Filtering software is in place to help block Web sites and materials from being received that are obscene, pornographic, harmful to minors, and inappropriate in an educational setting. However, no filtering system is 100% effective at blocking inappropriate material. Every effort will be made to supervise students and to direct them to suitable informational resources while using the Internet. Still, it is impossible to preview the content of all materials available online, and a user may discover controversial information unintentionally. If any user mistakenly accesses inappropriate material, it is their responsibility to report this to a teacher or administrator immediately.

Limitation of Liability

Users assume all risk and New Bedford Public Schools makes no guarantee that the functions or the services provided by or through the district's network information systems will be error-free or without defect. The district specifically denies any responsibility for any damage you may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through or stored on its system. The district will not be held responsible for financial or legal obligations arising from the authorized or unauthorized use of its network information systems.

Penalties for Inappropriate Use

The appropriate district and/or school administrators will determine the consequences of any inappropriate use by a student or employee. All users will be afforded due process. Disciplinary actions will be appropriate to meet specific concerns related to the violation, and when applicable, refer to student handbook and/or district disciplinary policies. Any abuse or violation of this policy will result in a range of disciplinary actions that might include suspension or cancellation of user privileges, as well as other disciplinary or legal action. All users are subject to all local, state, and federal laws.

Roosevelt Middle School

“Where ALL Kids Succeed!”

Student’s Name _____ Homeroom _____
Please Print

Address _____
Please Print

Telephone Number _____

Daytime Emergency Number _____

Email Address _____

Please provide at least three emergency contact persons.

Emergency contact person _____ Phone number _____

Emergency contact person _____ Phone number _____

Emergency contact person _____ Phone number _____

Please notify the principal’s office as soon as possible if you change your address, telephone number or emergency contact person at any time this school year. Thank you.

Please sign your name on the line below as an indication that you have received and read the Student Handbook.

I have received and read the Roosevelt Middle School Student Handbook

Parent’s Signature

Student’s Signature

Date

THIS SHEET MUST BE RETURNED TO YOUR CHILD’S HOMEROOM TEACHER NO LATER THAN THREE (3) SCHOOL DAYS AFTER RECEIVING THE ROOSEVELT MIDDLE SCHOOL STUDENT HANDBOOK.

