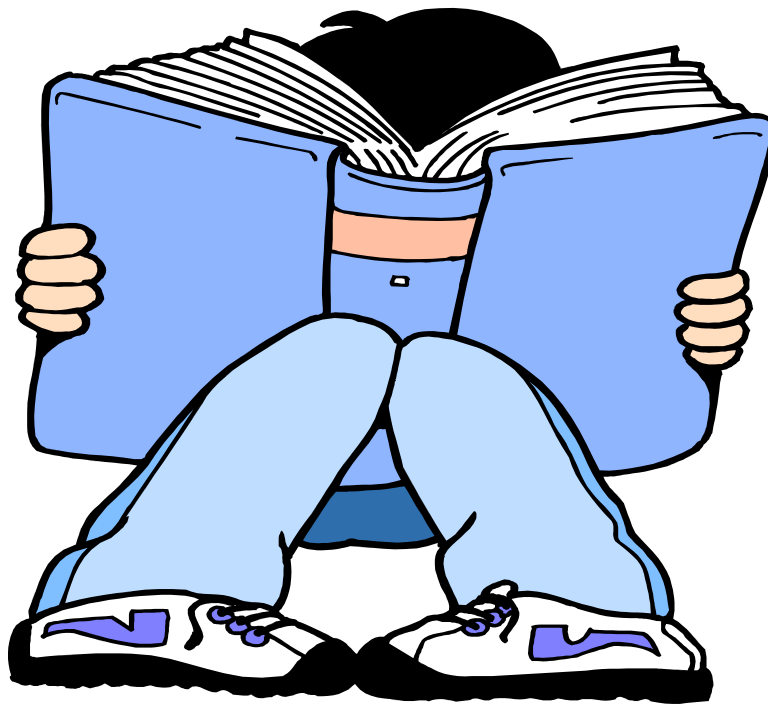


# PIERCE MIDDLE SCHOOL



## STUDENT HANDBOOK 2011-2012

*Principal James F. Jette  
451 Central Avenue  
Milton, MA 02186*

**\*SIGNATURE PAGE MUST BE SIGNED & RETURNED TO GUIDANCE BY 9/09/2011**

## **Residency**

It is our expectation that every child who is enrolled in the Pierce Middle School resides in the Town of Milton. It is the responsibility of every parent/guardian to notify the school of any changes with residency or emergency contact information that may take place throughout the year. The Pierce Middle School will send school notices and student academic information to the address provided from your child's emergency information card which will be completed during the first week of school. This holds true for contacting parents by phone as well.

The Pierce Middle School's Administration is well aware of the fact that there are unforeseen changes in living situations which may occur during the school year. However, all parents/guardians must notify the school of all changes in address or emergency contact information.

If you have moved but still reside in the Town of Milton, you **must** come into the main office and request the necessary paperwork to re-establish residency.

## PIERCE MIDDLE SCHOOL TELEPHONE NUMBERS

Main Office			(617) 696 - 4568
Mr. James Jette	Principal		(617) 696 - 4568
Ms. Anna McReynolds	Asst. Principal	(Gr. 7)	(617) 696 - 4570
Mr. Andrew Boles	Asst. Principal	(Gr. 8)	(617) 696 - 7003
Guidance:	Grade 8	Mrs. Erica Benjamin	(617) 696 - 4568 ext. 1105
	Grade 7	Mrs. Lisa Veldran	(617) 696 - 4568 ext. 1107
	Grade 6	TBD	(617) 696 - 4568 ext. 1106
Nurse:	Mrs. Barbara Perry		(617) 696 - 4575
Pupil Adjustment Counselor:	Mrs. Kelly Dearing		(617) 696 - 4568 ext. 1108
Pupil Adjustment Counselor:	Mrs. Natalie Lang		(617) 696 - 4568 ext. 2206
Special Education Chairperson:	Mrs. Deanna Magill		(617) 696 - 4568 ext. 1110
Transportation Director:	Mrs. Pamela Dorsey		(617) 696- 5040 ext. 5044
	<a href="mailto:pdorsey@miltonps.org">pdorsey@miltonps.org</a>		
Calling your child in sick please dial:			(617) 696 – 4568 ext. 1

\*Personal Messages: Families are asked NOT to call the school to deliver personal messages to students during the school day unless it is of a serious nature/emergency situation.\* Additionally, parents/guardians should NOT contact students on personal cell phone during the school day. Student use of a personal cell phone during the school day is a direct violation of the cell phone policy (see page 8)

## **PIERCE PHILOSOPHY**

Every child is valuable and worthy of respect. These guidelines are meant to help children make good decisions about school behavior and to help them consider the consequences of any poor choices they might make. It is our intent to have our rules and their consequences in place on a progressive basis as noted in this set of school rules.

These are the standards of behavior that are expected to be observed by all Pierce students in school and during all school related activities. If students do not observe the rules, a system has been established that progresses from simple to more serious consequences. We have described most, but not every, offense that might occur in school. Furthermore, we have identified a set of possible consequences that may result if rules are broken. The school administration reserves the right to impose different, including more significant, consequences in appropriate situations. It should be noted, however, that minor offenses, if repeated, will be treated as major problems, especially if they prevent an appropriate teaching/learning environment from existing. The following portion of this handbook describes the progression of many offenses and their possible consequences. Generally speaking, we would like to ask that everyone act appropriately, consider his/her education and that of fellow students, as well as the right of the teachers to teach in an atmosphere that is conducive to learning. If that is done, the school will be a pleasant place to attend.

## **TEACHER/TEAM LEVEL I**

### **BEHAVIORS:**

1. Interrupting or preventing anyone's learning.
2. Being discourteous or unsafe in your behaviors.
3. Using school or personal property inappropriately.
4. Bringing unsafe, damaging, or disruptive material/objects to school.
5. Bringing gum, candy, drinks, or food to class.
6. Wearing inappropriate clothing.
7. Entering any unauthorized area of the school.
8. Wearing hats/coats/backpacks in school without permission.
9. Disobeying cafeteria, playing field, or bus rules.
10. Cheating, stealing, or plagiarizing.
11. Being late for school, or classes.
12. Bringing articles/objects to class that are not authorized by staff.
13. Coming to class without books/materials needed for learning.
14. Loitering on school property when school is not in session.
15. Unauthorized use of the telephone or cell phone use during school hours.
16. Not wearing student identification card (I.D.)

## **CONSEQUENCES**

1. Warning, team detention, and parent notification and/or other consequences.
2. Detention, plan and conference with student, team and parents.
3. Consequences for any further **Level I incidents** will move into **Level II**.

**ADMINISTRATIVE LEVEL II**  
**BEHAVIORS:**

1. Disobeying any directives from a staff member.
2. Fighting or play-fighting.
3. Harassing, threatening, bullying, or intimidating anyone.
4. Damaging property of another.
5. Using inappropriate expressions or profanity.
6. Leaving school grounds or your classroom without permission.
7. Missing assigned detentions.
8. Disrupting classes.
9. Disrupting corridors.
10. Cutting class.
11. Excessive tardiness.
12. Possessing anything that interrupts the teaching/learning process.

**CONSEQUENCES**

1. Initial incidents may warrant a **silent detention** for up to **90 minutes**. During the detention a plan may be developed to change the behavior.
2. For successive reports there may be a meeting with students, parents, and an administrator with the following possible consequences: In-school suspension, Saturday/holiday detention, or Out-of-school suspension.
3. Other actions may include: Attending Peer Mediation Sessions, making up missed class time, paying replacement/repair costs, lunch detention, community service and/or other consequences mutually agreed upon by parents and school staff. Law enforcement may be notified.

**AN ACCUMULATION OF LEVEL II REPORTS WILL NECESSITATE A REFERRAL TO LEVEL III.**

**SCHOOL LEVEL III**  
**BEHAVIORS:**

1. Possessing weapons (**mock weapons included**) of any type on school property at school-sponsored events.
2. Possessing beepers, telephones/cell phones or other such devices on school property and at school-sponsored events.
3. Possessing, selling, using and/or distributing illegal/dangerous substances or materials on school property, or at school-related activities and/or events.
4. Pulling a fire alarm if there is not a fire.
5. Threatening or reporting a fake disaster.
6. Being truant from school.
7. Engaging in physical violence.

8. Verbally abusing anyone
9. Bullying.
10. Using inappropriate expressions or profanity.
11. Destroying or defacing property/graffiti (See additional note on defacing school or personal property below).
12. Trying to access unauthorized computer programs and or web sites or inappropriate use of computers or technology.
13. Harassing another person
14. Becoming involved in any crimes that are felonies in and/or out of school
15. Being charged or convicted of a felony out of school if the principal determines that the student's continued presence poses a substantial detriment to the general welfare of the school
16. Threatening another person (verbally, physically and/or in writing).
17. Acting in a manner that endangers yourself or others.
18. Doing anything that disrupts school or school-related activities.
19. Theft of another's property.
20. Intimidation of another person by words or actions.
21. Using racial/ethnic epithets.
22. Possessing/wearing any article that could potentially harm another person.
23. Other violations not specifically addressed herein that will be dealt with at the discretion of the principal or his/her designee.

### **CONSEQUENCES**

1. Immediate confiscation of contraband/illegal substances or articles.
2. Silent detention with a loss of school privileges, including after-school activities, assemblies, field trips and dances. A conference with parents, school administrator, guidance counselor and/or teachers will be required.
3. In-school suspension with loss of school privileges as decided by a school administrator.
4. Saturday or holiday detention.
5. Restitution.
6. Out-of-school suspension.
7. Law enforcement may be notified.
8. State agencies may be notified. Expulsion.

### **DUE PROCESS RIGHTS AND PROCEDURE**

1. In cases of suspensions for ten days or fewer, the student has the following rights:
  - a. the right to oral or written notice of charges against him/her.
  - b. the right to an explanation of the evidence which the school authorities have against him/her
  - c. the opportunity to present his/her side of the story.
2. For suspensions longer than ten days, more formal procedures could be required. Those procedures may include:
  - a. the right to cross-examine witnesses against the student.
  - b. time to prepare for a hearing.
  - c. the right to present witnesses and testimony.
  - d. the right to counsel at the student's expense.
3. Although the above procedures should normally precede the suspension or expulsion, in

emergency situations, the student may be summarily removed from the public school, with a hearing to follow as soon as possible.

Parents or guardians will be informed by letter or telephone of all major infractions of school rules and procedures which may result in suspension or other serious disciplinary action. Parents, if at all possible, will be called on all out-of-school suspensions or expulsions.

### **CAFETERIA**

The cafeteria is intended to be a pleasant place where students may eat lunch in a relaxed atmosphere. Students may bring their own lunch or purchase a school lunch. Everyone must sit at his/her assigned area in the cafeteria. Neatness and cleanliness are everyone's responsibility. All tables and floor areas must be cleaned before you leave the cafeteria. The following are some, but not all, of the behaviors forbidden in the cafeteria.

### **CAFETERIA RULES BEHAVIORS:**

1. Running or moving in an unsafe manner.
2. Leaving trash on the lunch tables or chairs.
3. Throwing trash or food on the floor.
4. Yelling or talking in a loud manner.
5. Taking other people's food.
6. Being disrespectful to any staff member.
7. Disobeying any staff directives.
8. Playing with or throwing food.
9. Intimidating others in order to get money.
10. Breaking any school rules.
11. Taking food or drinks from the cafeteria.
12. Sitting in unassigned areas.

### **CONSEQUENCES –CAFETERIA BEHAVIOR**

1. Lunch detention.
2. Conference with parents.
3. Saturday/holiday/after-school detention.
4. Out-of-school suspension.
5. Loss of privileges.

### **OTHER RULES TO REMEMBER**

Please remember that all school rules apply whenever you are involved in any school-related activity whether it is during the school day, in the evening, or on the weekend. You must also remember that school rules are in effect while you are coming to and going home from school. Breaking the rules while involved in those activities may result in the same consequences as if the offense took place in school. Students may be disciplined for conduct or acts committed on school grounds, in the area around the school grounds, while engaged in or attending a school activity, or while going to or returning home from school or a school activity. Students may also be disciplined for conduct or acts committed away from school at other times if the conduct or act is

related to the school, adversely affects school discipline, creates a hostile or unwelcome environment at school, or is detrimental to the general welfare of the school.

**MAKING A BOMB THREAT OR REPORTING A FAKE DISASTER** - is a violation of M.G.L. 269 S14, Threats Concerning the Location of Dangerous Items. This law specifically deals with the willful communication of a threat causing anxiety, unrest, fear, or personal discomfort to any person or group of persons. Under the statute, the offense is considered aggravated if the prohibitive threat causes either the evacuation or serious disruption of a school, school related event or school transportation and is punishable under law by imprisonment, fine, or both. Additionally, the student may be subject to expulsion from the school or school district by the principal.

### **SMOKING**

The possession and/or use of tobacco, or any tobacco-related product within the school building, on the school grounds, at a school-sponsored event, or on school buses is prohibited. Any student found using or in possession of any tobacco or any tobacco-related product will be subject to disciplinary action.

### **USE OF CELL PHONES**

Cell phones are a tremendous distraction from the learning process. As is stated elsewhere in the Pierce Middle School Student Handbook, students should not bring cell phones or any other electronic devices to school or to school events. If such devices are seen or heard, the item will be confiscated and a parent/guardian must meet with an administrator to retrieve the item and a consequence will be given. Consequences for the possession or use of cell phones during the school day can or will result in a detention and if continues, possible further actions by the school. (Level 1 Offense) Furthermore, the school will not be responsible for damage, lost or stolen electronic device which is brought into the school. For safety of students and in order to maintain an environment conducive to learning, parents/guardians should **NOT** contact their student via cell phone or text message during school hours nor should students contact their parents via cell phone or text message during school hours. At no time should a child use his/her cell phone to contact a parent/guardian if they feel ill. If a child is ill, they should request permission to see the school nurse who will respond with appropriate medical attention and contact the parent/guardian if necessary. If there is some other emergency, the child should request permission to see his/her guidance counselor who, if deemed appropriate, will contact the parent/guardian.

### **DEFACEMENT OF SCHOOL PROPERTY/PERSONAL PROPERTY**

Any student who defaces school property/personal property will serve the appropriate Level III consequence(s) as described above and deemed warranted by school administration. In addition, the student along with his/her parent/guardian and will be held responsible (through action, financially, or a combination of both) for restoring the property to its original appearance.

## **ABSENCE**

Regular attendance in **all classes** is critical to students' academic achievement and future success. It has been well established that students who regularly attend school are less likely to drop out of school and more likely to graduate. Massachusetts General Law Title XII, Chapter 76, Section 2 states that students must regularly attend school. Parents/guardians must provide the school with accurate contact information and must inform the school when their student(s) will be absent. If a student is absent, it is expected that you notify the main office or send in a note explaining the absence to the homeroom teacher upon the student's return to school.

Further, M.G.L. c76, section 2, states that parents/guardians who unlawfully keep their children out of school may face penalties. Given the detrimental effects of excessive absences and the school's legal responsibility to ensure that all students attend school, the following protocol will be followed:

Although any absence from school is a disruption both to the student's learning and, often times, to that of other students, we do recognize that students may need to be absent from school.

Acceptable reasons for being absent from school include the following:

- Student illness
- Medical appointment for the student that could not be scheduled outside of school hours
- Death in the family
- Observance of a religious holiday
- Court appearance for the student

*Please note: Although we do recognize that family vacations are valuable in fostering cohesive family structures, all family vacations should be scheduled during school vacations, weekends, and summer vacation.*

Excessive absences may result in grade retention or other consequences. When a student has accumulated 3 or more unacceptable absences, a parent/guardian will be required to meet with the student, school administrator, and guidance counselor. At that time, a parent/student/school contract will be authored and signed by all involved parties in order to address the reasons associated with the absences. Any student who accumulates 7 or more unacceptable absences will be required to attend with his/her parent/guardian a pre-CHINS (Child In Need of Services) hearing with a school administrator, guidance counselor, and Probation Officer from the Quincy District Juvenile Court. If unacceptable absences continue to accumulate, school administration may file a Child in Need of Services petition on behalf of the student with the Quincy Juvenile District Court or notify appropriate state agencies. Finally, as school officials are mandatory reporters, if at any time there is any evidence of abuse or neglect, the Department of Children and Families may be contacted by a school administrator.

## **TARDINESS**

In addition to being in school every day, it is equally important to be on time. Please make sure that your child comes to school and arrives on time daily. Continued interruptions, whether it is an absence or tardy to school, have a negative impact on your child's learning as well as the learning of others. If your child is late to school he/she should have a note indicating why he/she is late.

Students who are chronically late to school will receive after school detention with an administrator. In addition, in cases where assigned after school detention and parent/guardian communication and conferences do not alter a child's tardy behavior, the school will treat the case as one of truancy by filing a petition on the child's behalf with the Quincy District Juvenile Court.

### **CHEATING**

Cheating on tests and other assignments (inclusive of plagiarism) is against the rules of the school and may result in a failing grade as well as other disciplinary action.

### **CLOTHING/BACKPACKS/JACKETS/HEAD COVERINGS**

At the beginning of the day, students are to remove their backpacks, jackets, coats and any head coverings and then secure them in their assigned lockers. Any student found wearing a jacket or head covering, or carrying a backpack, during the school day without permission of the staff will have them confiscated and then returned at the end of the day. Clothing that is revealing or contains language that is threatening, offensive, vulgar or intimidating, or which creates a risk of disruption in school may not be worn. Students will be asked to change into more appropriate clothing, or parents will be asked to bring more suitable attire to school. If an administrator deems that a student's form of dress interferes with the educational process or presents an uncomfortable atmosphere, that student will be asked to make appropriate changes. Continued lack of compliance will result in a parental conference with possible disciplinary action resulting. Exceptions to the prohibition against head coverings may be made for medical or religious reasons.

### **Due Process Procedures Governing Expulsion**

#### **1. Expulsion by School Committee (M.G.L. c.76, Section 17):**

Except where otherwise set forth by law; the Milton School Committee may expel any student for violations of Milton Public School rules and regulations, or Milton School Committee policies. Unless an emergency exists, no student shall be expelled without first being granted an opportunity for a hearing before the School Committee. The notice of the hearing shall be sent to the student and his/her parent or guardian. The notice should indicate the location, date, and exact time of the hearing. It should also define the reasons for the hearing. It should also include a statement that the student and parent or legal guardian have the right to be represented by counsel at their own expense, and present evidence and testimony at the hearing, as well as review the student's records prior to the hearing.

The hearing will take place at a location and time reasonably convenient to all parties and will be in executive session unless the student, parent, or guardian requests that it be in open session. The written decision of the School Committee shall be sent to the student and his/her parent or guardian.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student's expulsion.

#### **2. Suspension or Expulsion by Principal (M.G.L. c.71, Section 37H, 37H1/2):**

A student may be subjected to suspension or expulsion from the Milton Public Schools by the building principal in the following situations:

- A student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon including but not limited to a gun or knife; or a controlled substance, including but not limited to alcohol, marijuana, cocaine, or heroin.
- A student who assaults a principal, vice principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games.
- A student who has been charged with or convicted of a felony or upon an adjudication or admission in court of guilt with respect to the felony or felony delinquency, if the principal determines that the student's continued presence in the school would have a substantial and detrimental effect on the general welfare of the school

Any student who has been expelled from Milton High School pursuant to this section shall have the right to appeal the decision of the principal to the superintendent in accordance with applicable law. (See Massachusetts General Laws, Chapter 71, Sections 37H and 37H1/2) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student's expulsion and no other public school shall be required to enroll the student.

### **Discipline of Students with Special Needs**

The discipline of students with special needs is governed by federal and state special education law and regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq.*; 34 C.F.R. § 300.519-529 *et seq.*, and Massachusetts General Law c.71B.

The following is a summary of the rights and responsibilities of the Milton Public Schools and students with disabilities under these laws regarding student discipline. Complete information regarding the due process rights of students with disabilities and their parent(s) or guardian(s) may be found in the procedural safeguards notice available from Milton Public School personnel.

All Students are expected to meet the requirements for behavior as set forth in the student handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The following requirements apply to the discipline of special needs students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.

2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. Milton Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

## **SERVICES FOR STUDENT WITH DISABILITIES**

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- a) has a mental or physical impairment which substantially limits one or more activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- b) Has a record of such impairment; or
- c) Is regarded as having such impairment.

**Recent amendments to the Americans with Disabilities Act which also apply to 504 now define "substantially limits" as "materially restricts". An impairment, under the ADA Amendments Act of 2008, "that substantially limits one major life activity need not limit other major life activities in order to be considered a disability." Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active."**

The Milton Public Schools District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:

Section 504 Coordinator – John P. Phelan

Milton Public Schools

25 Gile Road

Milton, MA 02186

## **ELECTRONIC EQUIPMENT**

Electronic devices such as any hand-held cameras, video devices, portable radios, cassette/CD players, personal paging devices/beepers, portable or cellular telephones, iPods, and laser pens should not be carried or used in school or at school related activities/functions. These items can be a disruption to the classroom setting. If seen, the teacher and/or administration will confiscate the device. Such a device will be returned only if the student's parent/guardian comes to school to retrieve it.

## **EXPLOSIVES/INCENDIARY DEVICES**

Possession or use of any object or device that may create an explosion, a fire, or offensive odor is strictly forbidden. Discipline will be imposed for violation of this policy.

## **Anti-Discrimination and Anti-Harassment Policy**

Discrimination and Harassment Prohibited: The Milton school system conducts its programs and activities in conformity with state and federal laws that prohibit discrimination and harassment based on membership in legally protected categories. These laws include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the IDEA, M.G.L. c. 76, §5, M.G.L. c. 151B, and the Americans With Disabilities Act. It is the policy of the Milton Public Schools not to discriminate and not to allow discrimination or harassment, on the basis of sex, race, color, sexual orientation, age, religion, national origin, handicap, disability or any other legally prohibited basis in any of its activities. In addition, retaliation against any individual who has made a complaint or cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Milton Public Schools.

Harassment Defined: Harassment includes communications such as gestures, jokes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that unlawfully interferes with another person's ability to work or receive an education, based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

Complaint Procedure: Anyone having a complaint of discrimination, including a complaint of harassment on any prohibited basis, should immediately bring the complaint to the attention of the Principal, either verbally or in writing. If the person with a complaint is uncomfortable bringing it to the Principal, then the complaint should be brought to the attention of any Assistant Superintendent, the Title IX Coordinator, the Section 504 Coordinator, or the Superintendent of Schools.

Investigation: A written complaint that alleges a violation of the District's anti-discrimination policies will be investigated promptly by an individual designated by the District. The complaint should state the nature of the allegation(s), the remedy requested, and be signed and dated by the complainant. As part of the investigation, the appropriate persons will be interviewed as soon as practicable. Those interviewed may be required to provide written statements. After collecting

appropriate information, the investigator will promptly report findings to the administration in writing. The District will issue a determination as to whether or not the allegations of harassment or discrimination are substantiated, the basis for the conclusion, and what, if any, remedial action will be taken.

Remedial Action: In the event that the complaint is substantiated, the administration will take appropriate action to stop the harassment or discrimination, prevent its reoccurrence, and impose such discipline as is warranted by the circumstances. Disciplinary action may include, but is not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee subject to applicable procedural requirements. The administration will respond immediately to any new allegations or new information regarding a previously filed complaint. When appropriate, the administration will take steps to minimize contact between students who are the subject of a complaint.

District-wide Policies Available: In addition, the District has detailed policies prohibiting discrimination and harassment, with detailed instructions on how to file grievances and complaints regarding discrimination or harassment as well as appeals procedures. Those policies are available online, on the School District's website at [www.miltonps.org](http://www.miltonps.org) or they can be obtained by requesting them from the Principal of this school or the District's central office.

## **HARASSMENT**

Anyone who harasses, sexually or otherwise, by word, action, or threat of action, is preventing that person from receiving an education in a happy and peaceful manner. Anyone found to be harassing or bullying another will be subject to a disciplinary hearing with possible disciplinary action following. Furthermore, racial, sexual, ethnic or religious slurs, epithets, or gestures will not be tolerated. Any person who makes such remarks, either written, orally or by using gestures, will be subject to disciplinary action.

Sexual harassment means: unwelcome sexual advances, requesting sexual favors and making other inappropriate verbal, written, or physical contact of a sexual nature that takes place under any of the following circumstances:

1. When submission to such conduct is made explicitly or inexplicably, a term or condition of employment, instruction, participation in school activities or programs;
2. When submission or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

**NOTE: Embraces, intimate touching and other physical actions of a personal nature are considered inappropriate in an educational setting. When these actions are unwelcome, they may constitute sexual harassment. Please be aware that the guidelines under sexual harassment rules apply not only in the school building, but also on all school property, *i.e.***

**playing fields, parking lots, driveways, tennis courts and any other properties/facilities associated with any school-related activities.**

### **EFFECT OF SEXUAL HARASSMENT**

In school, sexual harassment can affect a student's academic progress, self-esteem, extra-curricular involvement and social relationships. Sexual harassment that is allowed to occur unchecked can also create a school climate detrimental to learning for all students. In these schools, students may not feel safe; they may not feel free to participate fully in classes and school activities, and they may not feel valued as members of this community. Such a climate can lead to more serious offenses.

### **POLICY**

1. It is the policy of the Milton Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment.
2. It is a violation of this policy for any administrator, teacher, or other employee, or any student to engage in or condone sexual harassment.
3. It is the responsibility of every employee to recognize acts of sexual harassment and to take action necessary for the implementation of applicable policies and procedures of this school district.
4. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Furthermore, all reasonable efforts shall be made to maintain confidentiality and to protect the privacy of all parties.

In school systems, sexual harassment may cross many lines. The situation may be an instance of a staff member to a staff member, staff member to a student, student to a staff member or student to student. Guidelines for dealing with any charge of sexual harassment are as follows:

1. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim makes it clear to the harasser that the behavior is bothering him or her.
2. Staff members must always take every report of sexual harassment seriously and take action as soon as practicable.
3. If an instance of student to student sexual harassment is reported to a staff member other than an administrator, the staff member should notify an assistant principal or principal as soon as practicable.
4. If a situation involving a charge of staff member to student sexual harassment is brought to the attention of any staff member that staff member should notify an assistant principal or principal as soon as practicable.
5. In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the principal or assistant superintendent as soon as practicable.
6. In a situation involving a charge of staff member to staff member sexual harassment, the staff member should notify the principal or assistant superintendent as soon as practicable.

The building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

7. In all charges of sexual harassment, the victim should describe, in writing, the specifics of the complaint. If the victim does not wish to describe the harassment in writing, a description may be prepared on behalf of the victim and offered to the victim for his/her approval and signature.
8. Once a charge of sexual harassment has been made, including charges of physical harassment, as well as threats to a person's safety or position in the work environment, the following course of action will be taken:
  - a. The principal should investigate the charge through discussions with individuals involved. In situations involving a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, parents will be informed of the situation and invited to participate in the discussion
  - b. It is important that the situation be investigated fully and resolved as confidentially and quickly as possible.
  - c. If the harasser and the victim are willing to discuss the matter in the presence of the principal/designee or assistant superintendent, a supportive faculty member of the same gender as the victim and parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim, a request for a change in behavior should be made, and a promise made that the described behavior will stop.
9. If after formal discussion with the involved parties, the building principal determines that further action must be taken, the following will occur:
  - a) Findings will be reported to the Superintendent of Schools for further action; and
  - b) The victim will be advised of his/her right to file a criminal complaint if warranted.
10. Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, personnel will be subject to dismissal and students will be removed from the educational setting.
11. All reasonable efforts shall be made to keep confidential the goals of protecting the victim(s) and stopping the behavior and/or ending the hostile environment.

Persons wishing to file a complaint may do so by contacting:

Mr. James F. Jette	Principal	- Pierce Middle School	(617) 696-4568
Ms. Anna McReynolds	Assistant Principal	- Pierce Middle School	(617) 696-4570
Mr. Andrew J. Boles	Assistant Principal	- Pierce Middle School	(617) 696-7003
Mr. John P. Phelan	Assistant Supt.	-Milton Public Schools	(617) 696-5040 ext 5582

Persons who can receive complaints:

Principal: James Jette

Assistant Principal: Anna McReynolds

Assistant Principal: Andrew J. Boles

Assistant Superintendent for Curriculum and Personnel: John Phelan

Assistant Superintendent for Business Affairs: Matthew Gillis  
Title IX Coordinator: John Phelan  
Section 504 Coordinator: John P. Phelan  
Superintendent: Mary Gormley

Additionally, an individual may contact:

Office of Civil Rights (U.S. Department of Education), 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109 -3921 617-289-0111

The Massachusetts Commission Against Discrimination (MCAD), 1 Ashburton Place, Room 601, Boston, MA 02108 617-727-3990 Claim filing period - 180 days.

### **BULLYING/PEER AGGRESSION POLICY**

**Purpose:** It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibit all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Milton Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Milton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

**Definition of Bullying:** Bullying is 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: (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school.

**Definition of Cyber-bullying:** Cyber-bullying is 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 (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) 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 (a) to (g), inclusive, of the definition of bullying. Cyberbullying 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 (a) to (e), inclusive, of the definition of bullying.

Scope: Bullying actions will include, when appropriate, referral to a law enforcement agency. The Milton Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

This policy applies to all sites and activities under the supervision and control of the Milton Public Schools, or where it has jurisdiction under the law., including school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school. Or materially and substantially disrupt the education process or the orderly operation of the school.

The School Committee expects administrators to make clear to students and staff that bullying will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate all allegations of harassment, including bullying. The Principal or his/her designee of each building will be responsible for handling all complaints by students alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action.

Procedures: The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71§37O and

related guidelines issued by the Department of Elementary and Secondary Education. The guidelines will include, but not be limited to:

- A student complaint process,
- A reporting process for staff,
- An investigation process,
- A process for communication with parents/guardians, and,
- Record keeping and reporting

The Superintendent will publish disciplinary policies in Student Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.

Prevention/Intervention Plan: The school district shall develop and update at least every two years a bullying prevention and intervention plan in consultation with school staff, students, parents and community members. The School Committee will provide an opportunity for public comment prior to approving this plan. The bullying prevention plan shall include: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students.

Programs: The School Committee realizes that students may engage in bullying without understanding the effects of such behavior. Therefore, evidence-based, age-appropriate bullying prevention curriculum shall be delivered at the elementary, middle, and high schools as appropriate.

Staff Development: The bullying prevention and intervention plan shall include annual professional development to build the skills of all members of the school staff to prevent, identify, and respond to bullying and to implement the bullying prevention and intervention plan. The content of such professional development shall include, but not be limited to (1) developmentally appropriate strategies to prevent bullying incidents; (2) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (3) information regarding the complex interactions and power differential that can take place between and among the perpetrator the victim and any witnesses to the bullying; (4) research findings on bullying; (5) information on the incidence and nature of cyber-bullying; and (6) internet safety issues as they relate to cyber-bullying. The school staff shall receive annual written notice of the bullying prevention and intervention policy.

Parent/Guardian Education: The bullying prevention and intervention plan shall include provisions for educating parents and guardians about the bullying prevention curriculum at each school, how they can reinforce the curriculum at home, how they can support the district's prevention and intervention plan, the dynamics of bullying and online safety and cyber-bullying.

The district shall provide to students and their parents or guardians in age appropriate terms and in the most prevalent languages of families, annual written notice of relevant sections of the bullying prevention plan in the student handbook.

Persons who can receive complaints:

Principal: James F. Jette

Assistant Principal: Anna McReynolds

Assistant Principal: Andrew J. Boles

Assistant Superintendent for Curriculum and Personnel: John Phelan

Assistant Superintendent for Business Affairs: Matthew Gillis

Title IX Coordinator: John Phelan

Section 504 Coordinator: John Phelan

Superintendent: Mary Gormley

**ANTI-HAZING LAW**

**Chapter 269: Section 17. Hazing; organizing or participating; hazing defined**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely

affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Chapter 269: Section 18. Failure to report hazing**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

F:/School Climate/Hazing/Anti-Hazing Statute.doc

### **LOCKS**

If a student wishes to have a lock on his/her locker it must be a school-issued combination lock. School-issued combination locks will be furnished by a teacher upon request. The school has the right to inspect lockers, desks and other storage places at any time to protect the health, safety, and welfare of the school and property safety. Lockers and locker combinations should **not** be shared. Students should not have an expectation of privacy in their lockers or desks.

### **LOCKERS AND SEARCHES**

Searches and/or seizures involving a student's person, personal property, or locker may be conducted in accordance with generally recognized legal principles.

### **MAILING EXCLUSION**

It is the right of any parent to request exclusion from the databases that are used to disseminate information sent to homes by the U.S. Mail. If a parent would like to not receive mailings from Pierce and the Milton Public Schools for reasons of privacy, it will be necessary to request that exclusion, **in writing, by September 24, 2010**. The request should be sent to the Main Office at Pierce with "Mailing Exclusion" printed in large letters on the envelope.

### **Grades**

Grading at Pierce is to be done according the following formula:

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

\*If a child receives an "unsatisfactory" comment in conduct and/or effort this is equivalent to a grade of "C" and prevents a child from achieving honor roll status.

### **MAKEUP WORK**

Makeup work for classes missed while you are absent is given at the discretion of the teacher. The work must be made up within the timelines set by the teacher. Not making up work may result in failure or grade retention. \*Note that parents may request work only if there child is absent **three or more** consecutive days from school.

## **STUDENT RECORDS**

Regulations have been enacted pursuant to state and federal law relative to the access and maintenance of student records within public schools. A copy of the state regulations that pertain to this policy is available from the school office.

## **TRANSPORTATION RULES**

Please remember that the school bus is really the school on wheels. Therefore, all school rules apply while you are at the bus stop and riding the bus. Breaking any school rules while on the bus may have the same consequences as if they took place in school. Only students that have been issued a bus pass from the Milton Public Schools transportation department are allowed to ride the bus.

### **BEHAVIORS:**

1. Riding on any bus to which you have not been assigned.
2. Riding the bus without your bus pass.
3. Standing while riding the bus.
4. Blocking the aisles.
5. Littering on the bus.
6. Having food or drink on the bus.
7. Throwing anything on or outside of the bus.
8. Disobeying the driver's directions.
9. Being disrespectful to anyone.
10. Lending your bus pass to another person.
11. Defacing property
12. Using inappropriate expressions or profanity.
13. Any other behavior/action that could compromise bus safety.

### **CONSEQUENCES**

1. Conference with school administrator.
2. Detention after school or Saturday/holiday detention.
3. Restitution
4. Loss of bus privileges.
5. Suspension
6. Notification of law enforcement

## **DISCIPLINE POLICY FOR DANGEROUS WEAPONS, CONTROLLED SUBSTANCES AND ASSAULTS OF STAFF MEMBERS**

*Please note that the following rules are taken directly from Massachusetts General Laws, M.G. L., Chapter 71, section 37 H.*

- a) Any student who is found on school premises or at school-sponsored 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 94C, 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 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 paragraph (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 witnesses at said hearing before the principal. After the said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled from a school shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at 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 system expelling said student a written statement of reasons for said expulsion.

## **RESTRAINT PROCEDURES**

The Milton Public Schools has a protocol in regards to physical restraint that is implemented in all schools but specifically for special education programs. The Milton Public Schools and specifically programs that service students in high incidence programs (social-emotional programs) have a protocol in regards to physical restraint. If in fact an incident occurs that is a significant breach of the student code of discipline (inclusive of a necessitating a restraint) a formal Incident Report is written by the classroom teacher and program clinician, This report is then distributed to the building principal and to the parent of the child and may, in appropriate circumstances, be reported to the Department of Elementary and Secondary Education. This process is also inclusive of phone contact with parent at the time of the incident and corresponding parent meeting time for proper resolution.

### **Health Services**

In 2004 the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) defined health services as:

- Services provided for students to appraise, protect and promote health
- Services that are designed to ensure access or referral to primary health care services or both

- Foster appropriate use of primary health care services, prevent and control communicable disease and other health problems
- Provide emergency care for illness or injury
- Provide educational and counseling opportunities for promoting and maintaining individual, family and community health

The school nurse is committed to minimize health related barriers to learning and promote each student's maximum learning opportunities. Massachusetts State Law mandates regular health screenings at school which include vision, hearing (if requested by teacher or parent), scoliosis and beginning in school year 2010 – 2011 BMI (Body Mass Index)\* Screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify possible problems that may interfere with student success and make appropriate referrals for assessments and treatment. A strong communication network between school nurse, parents/guardians and primary care providers is essential.

**In case of illness or emergency, parent/guardian will be notified by the school nurse or other staff member. Parent/guardian MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep your son/daughter "Emergency Information" up to date. In many instances, time is critical for the student.**

#### **Physical Examinations:**

All new enrollees are required to present proof of a physical exam that has been completed within one year of school entry. Documentation of a physical exam is required again in Grades 1, 4, 7, and 10. These three year intervals allow a regular and predictable review of each student with attention paid to potential health concerns. Students who play sports will follow the MIAA physical exam requirements. More information and explanation of BMI will be sent home to parents/guardians after the school year begins.

#### **Immunizations**

Immunizations are required by Massachusetts State Law for children to attend pre-kindergarten through grade 12. According to state law "no student shall be admitted or be allowed to remain in school unless they satisfy these requirements." The school nurse is required to keep an immunization and health record for each student enrolled in the district. A history of disease specific diagnosis by a primary care provider will be accepted in lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. If a parent/guardian has a religious belief that is in conflict with the state law the school nurse can provide the appropriate form for parent/guardian to complete. This form is required to be completed annually.

#### **Medication at school**

The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health and safety of the student as well as confidentiality. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every year. Medication must be provided to the school nurse in a pharmacy or manufacturer labeled container. **When getting the original**

**prescription at the pharmacy please ask for a second container with all the prescribing information attached so medication can be left at school.** The school nurse may permit self-medication of prescription medication by a student to treat asthma, cystic fibrosis or diabetes provided that certain requirements are met.

Short-term medication (10 days or less), prescription or non-prescription will only be given if the proper permission forms are signed and dated by parent and physician if necessary. When your student needs medication at school, please act quickly to follow these policies so the school nurse may begin to dispense the medication as soon as possible. Please contact your school nurse to discuss the scheduling of medication or any health issue pertaining to your student. All medication forms are on the Milton Public Schools Edline web page, [www.miltonps.org](http://www.miltonps.org).

### **Allergies or Chronic Health Care Issue**

If your child has **ANY** type of allergy, including food allergy, or other chronic health issue, please schedule an appointment to meet with the school nurse and, if necessary, the classroom teacher to plan appropriate responses and determine if medication needs to be kept at school. In appropriate circumstances, the student will receive an Individual Health Care Plan.

### **First Aid**

First aid delivery and assessment of injuries is part of the school nurse's role as children learn to apply safety within their own environment. When appropriate, the school nurse will contact parent/guardian if a student is injured. An explanation of the injury and the nursing care provided will be discussed. The need for parental/guardian follow up will also be assessed with this communication.

### **Illness**

Occasionally a student is kept home from school for illness. A student with vomiting or diarrhea should be kept home from school until symptoms have subsided for 24 hours, the student is able to take nourishment, and is sleeping through the night. If diarrhea or vomiting persists consult your primary care provider. If cold or cough symptoms are associated with a fever the child should NOT come to school. If symptoms do not readily improve, contact your primary care provider. Your student may attend school if there is no fever. Your primary care provider should evaluate a sore throat in conjunction with a fever. Students treated for strep throat may return to school after 24 hours on an antibiotic.

Please notify the main office if your student is absent from school due to illness. This provides the school nurse with significant information to identify tracks of illnesses and to help prevent the spread of illness by communicating with staff and with parents/guardians.

### **Communicable Disease**

When your student has a communicable disease, please contact the school nurse for information regarding the length of time the child should remain at home and documentation of treatment to be able to return to school.

- **Conjunctivitis (Pink Eye):** Do not send your student to school until 24 hours after treatment is started. Request a note from your primary care provider to ensure your student's attendance.

## **Scoliosis**

Scoliosis is a postural defect of the spine. Left untreated, scoliosis can cause neck and back pain from postural deformities. The Massachusetts screening program begins in grade 5 for both boys and girls and is ongoing every year through grade 9. Postural screenings have dramatically reduced the incidence of surgical intervention for spinal deformities. Early detection is promoted by the American Academy of Orthopedic Surgeons and the American Academy of Pediatrics.

## **Individual Health Care Plan**

An Individual Health Care Plan (IHCP) is developed by the school nurse in collaboration with the student, parent / guardian and, if appropriate, the health care provider. With parent / guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the student and educates the staff on necessary measures for the health and safety of the student. The increasingly complex health care needs of students in school have created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting.

## **Policy and Guidelines for Pregnant Students:**

At any time if a student/parent/guardian teacher or school personnel know of a student who is possibly pregnant, they should facilitate contact with the school nurse on behalf of said student. No pregnant student is denied access to the school nurse or any health services if a parent does not give consent. The Milton Public Schools do not require parental/guardian involvement but all efforts are made to include parent/guardian collaboration and communication during the student pregnancy and if necessary, also the physician. The Milton Public Schools is committed to the health and safety of pregnant students and firmly believe that it is essential to have parents/guardians actively involved in all issues concerning the pregnant student. Parents/guardians are encouraged to contact the school nurse with any questions or concerns and all communication is kept confidential. Supporting the student and parents/guardians during this time is a priority.

## **School Committee Policy: Student Pregnancy -JIE**

School-age mothers, unless they receive adequate assistance might drop out of school without acquiring the necessary education or without marketable skills. It is the policy of the Milton Public Schools to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities while enrolled in school.

A student who self identifies her pregnancy has an initial assessment for health and safety by the school nurse. At this confidential assessment an individualized plan is created for each student with consultation and collaboration between student, parent/guardian, nurse, and if appropriate and medically necessary, the physician. There is ongoing monitoring of the student's health and safety assistance by the school nurse to the extent that the student requests this assistance. There is no physician certification required for the pregnant student to remain in school. Each student may participate in a full school day and all school and extra-curricular activities.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

1st Reading: October 6, 2011

2nd Reading: November 3, 2011

Adoption: November 3, 2011

### **Homebound Instruction**

Home or hospital instruction may be available in the following situations:

1. To any child with a health or physical impairment which, in the written opinion of a licensed medical examiner, will cause him/her to be absent from school for more than 14 school days); or
2. To any child whose educational needs, as determined by a case study and reviewed in a multi disciplinary staff conference, are most appropriately and effectively met by such a program.

If your child has a health situation that may fit either of the two scenarios provided above, please contact the child's guidance counselor and/or administrator.

## **MILTON PUBLIC SCHOOLS PIERCE MIDDLE SCHOOL INTERNET USE AGREEMENT**

Internet access is available through the Milton Public Schools' computer network. The purpose of this is to support the educational program by providing students and teachers with access to unique resources available through the Internet and the World Wide Web. All uses of Milton's Internet access and computer facilities must be in support of and consistent with the objectives of the educational program.

Access to the Internet is a privilege, not a right. Adherence to the Internet guidelines stated in this document is a condition for a student's access to the Internet in school. School officials may cancel a student's access at any time if this privilege is abused. Inappropriate conduct on the Milton Public Schools Internet access will be subject to disciplinary action as deemed appropriate and necessary by the principal or his designee and will result in the immediate suspension of all Internet access privileges. All students who use Milton's Internet access are expected to read and follow these guidelines. By signing this Agreement, parents and students are stipulating that they have read these guidelines and agree to adhere to them.

All student use of the Internet is to be conducted under faculty supervision. However, faculty members are not expected to monitor a student's use at every moment. Every student is expected to take responsibility for his or her appropriate use of the Internet.

All students' E-Mail and other internet files and records which are accessed by school computers during the school day may be accessed and examined by administrators/teachers for educational

and administrative purposes, including the need to ensure that these guidelines are being followed. Administrators will also cooperate in providing access to student's E-Mail and Internet files and records to law enforcement authorities when appropriate. Students should not be using their personal E-mail accounts during the school day. Students should not assume that their use of the Milton Public Schools Internet will be private.

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate reasons or under false pretenses. The Milton Public Schools cannot screen the Internet for all such inappropriate applications. Consequently, students must be cautious and prudent about not supplying personal information, giving last names/addresses, nor arranging personal meetings. Students should **never** arrange a personal meeting with someone whom they meet on-line without parents' or guardians' knowledge and approval. Students should promptly inform their teacher or an administrator about any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

Students are expected to abide by generally accepted rules of Internet etiquette as well as rules of school decorum. These include common courtesy and the avoidance of vulgar or offensive language.

The following are unacceptable uses of Milton's Internet access:

1. Creating or accessing personal E-Mail accounts without the permission of school personnel.
2. Downloading files.
3. Participating in Chat room discussions with persons outside Pierce Middle School.
4. Posting private or personal information about another person.
5. Attempting to log on through another person's E-Mail account or to access another person's files.
6. Accessing or transmitting obscene or pornographic material.
7. Posting chain letters or scamming, i.e., sending unsolicited or annoying messages to large numbers of people.
8. Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, or any other forms of intimidation.
9. Plagiarizing any material.
10. Infringing copyrights, i.e., inappropriate reproducing or transmitting of material protected by copyright.
11. Participating in any and all commercial activities that are not directly related to the educational purposes of the Milton Public Schools, unless specifically approved in advance by the school's administration.
12. Cyber-bullying

The Milton Public Schools disclaim any liability for the content of material that a student may access on the Internet, for any damages suffered in the course of, or as a result of a student's Internet use, and for the consequences of a student's Internet use.

PIERCE MIDDLE SCHOOL PARENT/GUARDIAN & STUDENT HANDBOOK 2011-2012

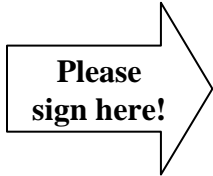
Parents/Guardians and Student: Please read this booklet and discuss the school rules and policies, Anti-Hazing Laws, and Bullying/Peer Aggression Policy. Once you have done that, you should sign the release below and return it to your homeroom teacher immediately.

We have read, discussed, understand, and agree to follow the rules of the Pierce Middle School and the Anti-Hazing Laws, and Bullying/Peer Aggression Policy.

Student Name \_\_\_\_\_

Please Print

Signature of Student \_\_\_\_\_ Grade \_\_\_\_\_ HR # \_\_\_\_\_



Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

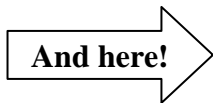
PIERCE MIDDLE SCHOOL STUDENT INFORMATION RELEASE 2011-2012

The Family Educational Rights and Privacy ACT (FERPA), a Federal Law, requires the Milton Public Schools to obtain your written consent prior to releasing information such as student address, telephone numbers, and e-mail addresses. This information is often used by Room Parents, PTO, and the Milton Foundation for Education to communicate classroom/school/district events.

Please check one of the following:

I DO give permission for my child's address/phone number/email address to be released to the Room Parent, PTO and/or Milton Foundation for Education.

I DO NOT give permission for my child's address/phone number/email address to be released to the Room Parent, PTO and/or Milton Foundation for Education.



Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

PIERCE MIDDLE SCHOOL PHOTOGRAPH POLICY 2011-2012

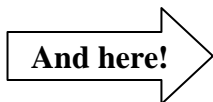
Video/photographs of Pierce Middle School students may be taken by staff in celebration of the efforts and enthusiasm during Pierce Middle School events/special programs. The photographs are often displayed in the classrooms, on the corridor bulletin boards, as part of individual projects, local newspaper publications and/or video programming that is displayed during the Pierce Open House or the Grade 5 Parent Information Night. If you do not want photos or videos of your child to be used for such purposes, please indicate your preference by signing the appropriate option below. Once you have signed this photograph/video release, please have your child return this form to his/her homeroom teacher.

I DO give permission for pictures/videos to be taken of my child as long as it is directly related to celebrating the efforts of my child and/or promotion of the Pierce Middle School Programs.

I DO NOT want pictures/videos taken of my child.

Student's Name: \_\_\_\_\_

Please Print



Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_