

# Daniel Joyce Middle School

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## Student-Parent Handbook

2008-2009

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# **GENERAL INFORMATION**

## **ARRIVING AT SCHOOL**

Once you are on school property each day you are considered to be "in school." Once you are in school you are expected to remain there for the entire school day unless both your parent and the school administration dismiss you.

You are expected to remain outside the main entrance of the school until an administrator indicates that you may go inside. If the weather is such that it would not be safe or healthy for you to remain outside, you will be allowed to enter the building and remain in the gym area until the official beginning of the school day. While waiting for school to begin you are expected to behave in an appropriate manner. Running, pushing, shoving, hitting and fighting are not appropriate behavior.

Once the bell rings to begin the school day you are expected to go to your locker, place your coat, hat, and other outer wear in your locker. You must also leave your backpack and electronic devices in your locker as well. Please retrieve any necessary school material and then go directly to your homeroom.

## **LATE TO SCHOOL**

If you are late arriving to school you must report to the main office, sign in on the Tardy Sheet, receive a tardy pass, go quietly to your locker and then proceed as you normally would to class. Because of the extreme importance of attendance, **any student who fails to sign in when they are tardy to school will also be assigned an office detention.** If you are late to school more than three times in a quarter without an acceptable reason (Doctor's note, funerals) you will be assigned after school office detention. After five unexcused tardies in a quarter, students will not be admitted to school until a parent/guardian comes to school and signs them into school. Students with more than 20 unexcused tardies during the school year will not be allowed to participate in the end of the year activities. When students are going to be more than 30 minutes late, parents/guardians should call the school's absence and tardy hotline (781-937-8233 Ext. 271). It is extremely important to know where our students are

## **DISMISSAL FROM SCHOOL**

If you need to leave school during the school day you will need written permission from your parent/guardian to do so. The written dismissal request is to be brought to the main office when you enter school on the day you are to be dismissed. An adult then must come into the main office to sign you out on the dismissal list in the office. If you leave school without permission of your parent/guardian and the administration you will be considered truant.

## **ABSENCE FROM SCHOOL**

In order for you to benefit as much as possible from school, it is necessary for you to attend school each day it is in session. In accordance with state law, students who are sick, have a death in the family or a family emergency may be absent from school. If due to illness you are unable to attend school, we expect to receive a call from your parent/guardian.

**The school phone number is 781-937-8233 Extension 271.**

There is an answering machine so that you may leave a message informing the school of your child's absence. When you return to school from an absence, we expect you to bring a written note from your parent/guardian (even though a parent or guardian has called in) explaining why you were absent. If we do not receive a call on the day(s) you are absent, the school will call home. If we cannot get in touch with anyone at home or work the school will send the truant officer out to the house.

When you return from an absence you are expected to talk to your teachers about the work you missed and about

make-up procedures. You will be given a reasonable amount of time to complete any make-up work. If you do not make up work you missed, you will receive a zero for that work. Students who are absent from school are not to be on school property at the end of the school day and they are not allowed to participate in any school activities that may be taking place on the day of the absence.

While the school discourages student attendance on family vacations during the school year, students who will be going on vacation with their families will make-up assignments upon their return to school. However, it is expected that all work will be completed and turned in to the teachers on the date specified by the teachers. Teachers are under no obligation to provide extra-help or tutorial sessions for students who are absent from school because of family vacations.

## **TRUANCY**

Truancy is defined as being absent from school or classes without parental permission. Any student who is truant will be disciplined and the school attendance officer will be notified. A personal parent/student conference with the principal or assistant principal will be required prior to readmission.

## **CANCELLATIONS AND DELAYED OPENINGS**

During days when there is inclement weather, it may be necessary to cancel school or to have a delayed opening. Delayed openings may be for one hour, ninety minutes, or two hours at the discretion of the Superintendent of Schools. If schools are delayed for one hour, the student should plan to be at the bus stop one hour later than the usual time of arrival of the bus (i.e. If the bus normally picks up your child at 7:15, it will pick up your child at approximately 8:15). Radio and television stations will carry Woburn Public School cancellations.

## **MCAS TESTING**

**MCAS testing is a state mandated testing program that measures the academic progress of our students and school. It is extremely important that our students attend school every day during these tests. Parents should not plan vacations during these times. The 2009 testing dates are as follows:**

**March 30<sup>th</sup> – April 10<sup>th</sup> - English Language Arts – Grades 6-8**

**May 11<sup>th</sup> – May 27<sup>th</sup> - Math, Science, and History – Grades 6-8**

## **DRESS CODE**

The clothes you wear make a statement about you. Because of health, safety and other reasons certain clothing is not appropriate school wear. Unacceptable clothing consists of, but is not limited to, the following: midriff shirts that show parts of the stomach or the back, tube tops, spaghetti strap shirts, tank tops, tops that have deep scoop necklines or backs, tops with large armholes, halter tops, mesh or see through tops, spandex pants or shorts, shorts or skirts higher than mid-thigh, flip-flops, and clothing that promotes drugs, violence, sex, alcohol or that causes undue attention to be called to the wearer. Outerwear (i.e. winter jackets, quilted vests, etc.) may not be worn in the classrooms. Due to safety reasons footwear must fit securely on the foot by means of a heel lock or strap. Heelies (otherwise known as footwear with wheels on them) are not allowed in the school.

Hats, bandannas, sport headbands etc. are not acceptable attire unless it is necessary for medical reasons. These must be kept in your locker or a teacher or administrator will confiscate them and return them to the student after school. Habitual offenders will lose their hats for longer periods of time.

Certain attire such as chains, dog collars, studded bracelets, finger armor, and rings pose a possible safety hazard to the wearer and others and are not to be worn in school.

## **BACKPACKS**

Students will not be allowed to carry backpacks around school with them. This is due to various safety issues including: back injury, fire exit route blockage, and potential concealment of weapons and other items not allowed in school. All aforementioned bags must be placed in the student's locker prior to the start of school. Students will have ample opportunity to retrieve or store textbooks in their lockers at specified times during the day.

## **RIDING THE BUS**

Once you enter the school bus, you are considered to be in school. You continue to be in school until you get off the bus in the afternoon. Once you are on the bus you are expected to behave in an appropriate manner and to remain seated while the bus is in motion. All school rules apply while you are being transported to and from school. Violations of school rules while on the school bus will result in disciplinary action. **Students are not allowed to stand while the bus is in motion.**

Please remember that when you are riding the bus the bus driver is responsible for your safety. He or she has the same authority as your teachers. We expect you to do as the bus driver says or directs. You may only ride the bus to **which is assigned to your home address.** If you wish to ride another bus home, **you must have written permission of the school and your parents,** permission will be granted on a daily basis and will be based on seat availability.

### **Joyce Middle School Bus Policy**

- While waiting for the bus, pupils should stand back on the sidewalk. They should not play on or near the street or on private property.
- Students will board buses by the front door and will do so in an orderly manner. They will move directly to their seats and remain seated until the bus stops at the School. Students will exit the buses by the front door.
- Bus windows will be opened only with the permission of the driver on a particular day's run. Head, arms and other parts of the body must be kept inside the bus.
- Pupils must refrain from fooling, playing, or engage in any behavior that may be distracting to the bus driver.
- Pupils are not to throw objects of any kind nor litter in or out of the bus. Offenders will be disciplined.
- Pupils will cooperate with the driver at all times.
- Pupils are expected to take good care of the bus.
- Smoking and the drinking of any alcoholic beverages are, by State law, illegal at all times on school buses. Offenders will be disciplined according to the Joyce Middle School student handbook.
- The emergency door is for emergencies only. Pupils are not to touch said equipment on the bus except in an emergency, and then only on instruction from the driver.
- Typical infractions which may cause loss of transportation privileges are: smoking, possession of an alcoholic beverage, possession of drugs, profane or foul language, damage to the bus, boisterous conduct, snowballing, throwing objects, fighting, excessive fooling, tampering with the emergency door or other safety equipment, disrespect to the driver.

## **LATE BUS – (currently eliminated from the budget)**

A late bus is offered to our students on Tuesdays and Thursdays. This bus leaves the school at 3:10 and makes limited stops located throughout the Joyce Middle School District. This bus is ideal for students participating in after school activities, students staying for extra help, or students staying for detentions.

## **BICYCLES, ROLLER BLADES, SCOOTERS AND SKATEBOARDS**

If you ride a bicycle to school you are expected place it in the bicycle racks that are located at the rear of the building as soon as you arrive. While every effort is made to ensure the safety of bicycles, the school cannot and will not assume responsibility for damage or for loss. Students should lock their bicycles securely when they leave them at the rear of the school. Students are **NOT** to ride their bikes in front of the school during dismissal times.

The use of skateboards, scooters and roller blades is prohibited on school property or on school buses. Skateboards, scooters and/or roller blades are not to be brought to school.

## **FOOD AND BEVERAGES**

In an attempt to maintain a clean environment, no food or beverages (including water) is allowed in the corridors or in the classrooms. Food or beverages that are purchased from the canteen truck must be consumed prior to entering the building and the trash should be properly placed in the proper receptacles. **The consumption of food, candy, beverages, etc. will be restricted to the cafeteria. Food, candy, and beverages are not to be in the classrooms unless the principal gives prior permission.** Under no circumstances should students bring glass containers and/or bottles into the school.

## **CHEWING GUM**

Because it poses a safety and health hazard and causes undue work for the custodians, the chewing of gum is not allowed at school.

## **LOCKERS**

Each student will be assigned a corridor locker. A combination lock will be assigned to you to secure the locker. **Students are not allowed to use their own locks on their lockers.** Weapons, illegal drugs, alcoholic beverages, stolen property, and other contraband may not be stored in school lockers. Lockers are to remain locked at all times. Do not give your combination to anyone. Lockers are school property and the school reserves the right to periodically inspect lockers to assure compliance with school rules. Students have no expectation of privacy in the contents of their student lockers. Lockers are not to be shared with other students. If a student loses a lock they must buy a new lock from the office for \$5.

## **FIELD TRIP REGULATIONS**

While participating on field trips, students are expected to obey the instructions of chaperones, guides, and any applicable rules of the place being visited. Uncooperative behavior on a field trip may result in that student being prohibited from further participation in any field trip. Violations of the code of discipline will result in disciplinary action as described in the handbook. School rules apply while on field trips. Students will be charged a fee for field trips in order to cover such things as the cost of admission and the cost of transportation.

## **HOMEWORK**

You should expect to spend time at home each evening during the week studying and working on school assignments. Every student is provided with an assignment book in which homework tasks for each evening are to be written. Your teachers will occasionally check to insure that you have an assignment book and that you are writing your assignments in this book.

The amount of homework you may have varies each day. Ideally, homework should be assigned in every subject every night. In general you may expect sixty minutes of homework four times a week if you are in grade six, up to ninety minutes if you are in grade seven, and up to one hundred and twenty minutes if you are in grade eight. Additionally, long-term assignments will be given from time to time.

## **MAKE UP WORK**

Schoolwork due to absence must be made up completely. This applies to all work - class work, projects, homework, tests, and quizzes.

It is highly desirable that every pupil attains a perfect attendance record. It is understandable, however, that there may be occasions when absence is necessary due to illness or some other urgent and serious reason. Each student should have a "**Study Buddy**" - an individual in the student's classes who can be called to get the missed assignments on that day. Students who have been absent for a short period of time (1 or 2 days) should contact their "study buddy" to obtain information about class work and homework assignments.

If a student is going to be absent for an extended period of time (longer than 3 days), parents/guardians should contact the guidance counselor (937-8233) before 9:00 AM to make arrangements to obtain assignments and any books or other materials the student may need. In the case of an unauthorized student vacation during the school year, assignments are available upon their return to school.

### **The policy of the Joyce Middle School on make-up work is as follows:**

- All work receives a failing grade until it is made up or other arrangements have been made with the teacher.
- Absences of 1 or 2 days – 2 days to make up work unless other arrangements have been made with the teacher.
- Absences of 3 to 5 days – 5 days to make up the work unless other arrangements have been made with the teacher.
- Absence of more than 5 days - a limit of 2 weeks after returning to school unless other arrangements have been made with the teacher.
- All work not made up in the required time period will be graded as failure unless other arrangements have been made with the teacher.

## **HEALTH AND MEDICATIONS**

A nurse is present in school every day. If you should feel ill or become injured while in school we want you to visit the nurse. Our nurse is also available to you to discuss any health related matters you may have. **Under no circumstances are students to call parents to dismiss them without first seeing the nurse or an administrator.**

Protocols from the Department of Public Health are followed when providing communication to parents regarding communicable diseases. It is the responsibility of the parent/guardian to discuss with their physician the effects that communicable disease will have upon their individual situations regarding their family. Any concerns relative to a student's health are reported to the parent/guardian. All medications must be labeled in their original bottles and be given to the nurse for proper dispensation. Students are not allowed to self-medicate. Possession or use of any medication by a student at school will result in disciplinary action.

If you need to take medication of any type during the school day, please make sure you do the following:

1. Bring to the nurse a written statement from a physician indicating that you need to take medication during the school day.
2. Give the nurse the medication you need to take. This medication must be in a pharmacy labeled container. On the container there must be listed your name, the physician's name, the name of the medication and the frequency and dosage of the medication the time to be administered should be noon.
3. If you have asthma, you may carry and use an inhaler if your physician and parents have given written permission to the school for you to do so, but the nurse must be notified.

Nurses do not administer medication on/for the following: 1- early release days, 2- Class field trips, 3- Short-term medications, such as antibiotics. These should be given before and after school by the parent. If an antibiotic must be given during schools hours, the parent will need to come to school and administer it.

**If you have any questions about taking any type of medication, please talk with the nurse.**

## **HEALTH SCREENING PROGRAMS**

The Woburn Public Schools, in accordance with Massachusetts State Law, provides screening programs in vision, hearing, height, weight, and postural screening. If you do not wish your child to participate in these mandated screenings, you must notify the school nurse and provide a note from the doctor that it was completed.

## **TELEPHONE USE**

If during the school day you need to use the telephone due to an emergency or extenuating circumstances you may do so once you have permission from your teacher. Students are to report to the office to make these calls. The use of cellular telephones by students during the school day is prohibited.

## **CAFETERIA**

All of us benefit from a balanced, nutritious lunch. Our cafeteria serves an outstanding variety of healthful foods. Students are not allowed to bring food from the canteen truck in to the building. Breakfast is available each day beginning at 7:50 A.M. On your way to and from the cafeteria you are expected to walk in a quiet, orderly manner. Once you are in the cafeteria you are expected to sit at your assigned (according to students home room) table and engage in quiet conversation with your friends. You must get permission from a staff member to leave your seat, to get snacks, or go to the rest rooms. When you finish eating you are expected to clean your table and dispose of any unwanted items in the proper receptacle. When staff members give you the ok, you are expected to dispose of all trash, pick up any trash around your seat, and return to your table.

Students who do not act appropriately will be required to sit at an assigned desk located at the back of the cafeteria. Examples of inappropriate and disruptive behavior are excessive loud talking, yelling, throwing any type of objects, and leaving their seat without permission. When it is time to leave the cafeteria a teacher or administrator will dismiss tables one at a time. You are expected to remain seated until dismissed.

## **EXTRA-CURRICULAR ACTIVITIES AND CLUBS**

There are a number of extra class activities and clubs in which you may participate. Being a member of an activity can help you to make new friends and learn new things. Activities offered include: After school activities program, Builders Club, Green and Blue Review, Student Activity Council, and Yearbook.

Participation in these activities is a privilege and any student who has received excessive suspensions and/or office detentions during the school year may not be allowed to participate in extracurricular activities. These activities include, but are not limited to school dances (including the 8<sup>th</sup> grade dance), The Green and Blue review, The McElheney Cup, Field Day, 8<sup>th</sup> Grade Activity Week or any other activity that is decided by the administration to be a privilege earned by the student.

## **COMMUNITY SERVICE (Y.E.S. PROGRAM)**

The reasons for participating in volunteer services are as varied as the rewards the student receives. Service projects allow students to get a closer look at the community. Service makes a student more realistic about the problems that confront us; service provides students with a keen understanding of the need to address the problems immediately. Most importantly, service provides students with an understanding of the power of one.

Each year the Woburn Elks honor Woburn students who have been active throughout the community. Students who complete community service will be recognized by the Woburn Public Schools for their efforts.

At the end of the eighth grade, students who have completed 75 hours of community service during their middle school years will receive a trophy. Each time a student completes a community service project, s/he should complete one of the community service record cards and return it to the main office.

## **TEXTBOOKS**

The textbooks are the property of the Woburn Public Schools. You are expected to treat your books appropriately and to keep them covered at all times. At the end of the school year you are expected to return all your books to your teachers. If you lose or destroy any book, you are expected to pay for the replacement cost for that book. You may also be charged a rebinding fee if your book needs rebinding. Replacement or rebinding fees are the decisions of your teachers. All teachers will require students to enter their name on the inside cover of each assigned textbook.

## **PLAGIARISM AND CHEATING**

Plagiarism, the taking and using, as one's own the ideas or writings of another, and cheating, copying another student's work or giving you an improper advantage over other students, are prohibited. If you plagiarize or cheat, you deprive yourself of the education available. If you do plagiarize or cheat, you will receive a zero for any work assigned, test or report involved, and your teacher will notify your parent/guardian and the administration. Students involved in cheating or plagiarism may be subject to disciplinary actions by the individual teacher. Repeated offenses of plagiarism and/or cheating will be subject to disciplinary action from the administration.

## **PROGRESS REPORTS**

All students receive progress reports at the midpoint of the term.. These reports are to be taken home, signed by your parent/guardian, and returned to the teacher(s) who issued the report.

## **REPORT CARDS**

Report cards are issued four times a year: November, January, April and the last day of school. You are expected to take the report card home on the day it is given to you, have your parent/guardian sign the envelope in which the report card was placed, and return the envelope to school on the next school day. Students who do not return the report card envelope will be subject to disciplinary action from their homeroom teacher and/or administration.

## **HIGH HONOR ROLL**

In order to achieve High Honors at the end of a particular marking period, a student must first, earn all A's in all subjects, except that one B will be allowed in any subject. Students must have all ones in conduct and effort in all subjects.

## **HONORS**

In order to achieve Honors a student must earn at least a B- in all subjects and have all ones in conduct and effort in all subjects.

CONDUCT is defined as how you behave in school. Qualities considered in determining CONDUCT ratings are behavior, cooperation, obedience, respect and courtesy. EFFORT is defined as a student doing his/her best work at all times. CONDUCT and EFFORT Ratings are as follows:

1 = Excellent/good    2 = Fair - needs improvement    3 = Poor - parent-teacher conference recommended

## **NATIONAL JUNIOR HONOR SOCIETY**

Students must reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship. In order to be considered for induction into the National Junior Honor Society a student must have earned a High Honors average for the first three terms in all of their classes. Students must also perform community service hours outside the school building. Sixth grade students require 15 hours and 7<sup>th</sup> and 8<sup>th</sup> grade students require 20 hours. Students suspended from school will not be eligible for the NJHS. Membership in the NJHS is for one year only. A student must qualify, as stated above, each year he/she is in middle school in order to remain a member of NJHS.

## **PARENT CONFERENCES**

Parent conferences are vital to the success and acceptance of the school's educational programs. Parents are encouraged to set up mutually convenient times when they will be able to meet with a teacher to discuss their child's educational progress. During the school year, there will be three scheduled conferences. The first conference is usually in the fall and is a parent-teacher open house held in the evening. The second conference is usually held after the first marking period and provides a time for parents to meet individually with their child's team of teachers. This is usually scheduled for the evening. The third conference is held after the end of the second marking period and is scheduled in the afternoon. During this conference, parents are able to meet with individual teachers or with their child's team of teachers. Teachers are also available to meet with parents during the day. You may contact the teacher to set up an appointment.

## **PETS / ANIMALS**

Pets are not allowed in school or on school property unless specifically authorized by the classroom teacher and building Principal.

## **NON-DISCRIMINATION NOTICE**

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

The Woburn 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 Woburn Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding employment activities, employees should contact: Dr. Carl Batchelder, Woburn Public Schools, 55 Locust Street, Woburn, Massachusetts. For compliance issues regarding educational activities, contact: Mr. Mark Donovan, Woburn Public Schools, 55 Locust Street, Woburn, Massachusetts. 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.

Inquiries concerning the application of non-discriminating policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.C., Room 222, Boston, MA 02109-4457

## **VISITORS**

During school hours, visitors are welcome by appointment only. ALL VISITORS MUST REPORT TO THE MAIN OFFICE UPON ARRIVAL. If you wish a conference with a teacher, please contact the teacher for an appointment at least forty-eight hours in advance of any proposed meeting date/time. When visiting our school, please park in approved locations. Please do not park in a manner that would hinder emergency vehicles from reaching the school buildings or playgrounds. For air quality and safety, it is required that vehicles not be left running while parked (even for a short time). Do not park in handicapped spaces if you do not have a handicapped tag.

Students are not allowed to bring visitors to school without prior approval of the student's teacher and the Principal.

## **RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Woburn Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;  
The annual yearbook;  
Honor roll or other recognition lists;  
Graduation programs; and  
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2008. The district has designated the following information as directory information:

Student's name  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Electronic mail address  
Photograph  
Degrees, honors, and awards received  
Major field of study  
Grade level  
The most recent educational agency or institution attended

References: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **STUDENT RECORDS**

Regulations pertaining to Student Records adopted by the State Board of Education have the force of law. These regulations apply to all public elementary and secondary schools as well as private schools approved to provide special education services to students. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations pertaining to Student Records.

I. Inspection of Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) business days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Massachusetts regulations establish a mandatory process for responding to student record requests from non-custodial parents. Where a parent who does not have physical custody of their child (non-custodial parent) requests access to the child's student record or other information regarding the student, the non-custodial parent is required to submit a written request for the student record with a certified court order indicating that the non-custodial parent is eligible to access information regarding the child and an affidavit verifying that the order provided remains in effect and that the non-custodial parent is not subject to a temporary or permanent protective order. Immediately upon receipt of this documentation the school shall notify the custodial parent that the school will provide the non-custodial parent with access to the student record information after twenty-one (21) days unless the custodial parent provides the principal with documentation establishing that the non-custodial parent is not eligible to access information regarding the student. When student record information is provided to a non-custodial parent in accordance with the above procedures, the school will delete the address and telephone number of the student and custodial parent from all records provided to the non-custodial parent. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school.

Non-custodial parents are required by law to submit a written request for access to their child's student record information each year stating that the parent continues to be entitled to unsupervised visitation with the student and remains eligible to access information regarding the child.

## II. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student.

## III. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building Principal will render a written decision on such a request within one week.

The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired a copy of the regulations may be obtained from the principal's office or the Department of Education.

## **BEHAVIOR GUIDELINES**

While you are in school, on your way to school, on your way home from school, on school grounds, or at school-sponsored events, you are expected to behave in an appropriate manner and with respect toward others. If you choose to behave in a manner, which is not appropriate, you may expect the following to occur.

The first time you behave in an inappropriate manner, depending on the type and severity of the behavior, there will be a discussion between you and the teacher or an administrator about what you did, why you did it, and why the behavior was inappropriate. Teacher detention or office sessions may be assigned. If this same type of inappropriate

behavior occurs again, a discussion will again be held and you will be assigned a teacher and/or an office detention. If this same behavior occurs again, two or more office detentions will be assigned and your parent/guardian will be contacted. Additionally, a parent-teacher-administration conference may be conducted.

If the same inappropriate behavior continues, you will be suspended from school, your parent/guardian will be contacted, and a parent-student-administration conference will be conducted upon your return to school.

Continued behavior of the same type after you have been suspended will result in you and your parent/guardian being referred to the superintendent for possible further disciplinary action.

## **GENERAL PROVISIONS OF THE CODE OF CONDUCT**

When deemed appropriate, either because of the magnitude of the offense or the compilation of offenses, the Principal and Assistant Principal possess the authority to exclude a student from school.

The school reserves the right to prohibit any behavior which it deems as not being to the best interest of the school community, its students, faculty, and staff.

## **STUDENT CODE OF CONDUCT**

In addition to the rules and requirements set forth in this Student-Parent Handbook, Joyce Middle School students are expected to adhere to the following Code of Conduct:

1. Students are expected to assist in maintaining an orderly and calm school atmosphere that is conducive to learning.
2. Students are to stay in designated areas and to travel directly to assigned areas.
3. Students are to respect the right of school staff and students to a safe and secure school environment.
4. Students will use appropriate language and will treat adults and students alike, politely and with respect.
5. Students are not to bring anything to school that can be harmful to themselves or others.
6. Students are to be truthful and honest at all times.
7. Students will obey all school rules and policies

## **DETENTION (OFFICE SESSIONS)**

Students who violate the Code of Conduct at the Joyce Middle School will be assigned office detentions. Office detentions will be held on Tuesdays, Wednesdays, and Thursdays from 2:20 – 2:55. Students who skip office detention will be subject to additional detentions and potentially suspension from school. Students will be given 24 hours notice to notify their parents and arrange for transportation.

Students in detention will be expected to be quiet and required to complete various assignments provided by the teacher in charge of the detention. Students behaving inappropriately will be subject to additional detentions.

## **DISCIPLINARY DUE PROCESS**

1. **Short Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
2. **Long Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in the 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.
3. **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. Prior to the imposition of any disciplinary sanction that would result in a change in placement, the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability, shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. 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 Woburn Public Schools' Director of Special Education or the building principal.

### **EXCLUSION FROM SCHOOL (suspension)**

In addition to being suspended or expelled from attending school for violation of the Code of Conduct, you may also be suspended from attending school if while you are in school, on school grounds, or at a school sponsored activity you:

1. Become involved in a fight with another student regardless of who started the fight;
2. Are in possession or under the influence of alcohol, drugs, tobacco, or look alike, or sell or distribute same;
3. Possess a weapon;
4. Vandalize the school, the property of the school, or the property of someone else;
5. Direct profanity at or toward a school employee;
6. Leave school without the permission of your parent or guardian and the school;
7. Assault a school employee;
8. Behave in any other manner that is deemed by the administration as disruptive of the school environment and/or possibly causing harm or danger to another, including threatening or harassing behaviors.

If you are excluded from school for disciplinary reasons, you may not be in school, on school grounds or attend any

school-sponsored functions during the duration of your suspension, which includes the day you are suspended. You will also be required to meet with the Assistant Principal and a Parent either on the day you are suspended or when you return from suspension.

## **CONDUCT AT OFF-SCHOOL ACTIVITIES**

Student's behavior at all school sponsored or school related events, regardless of where the events are held, is governed by the rules listed in the Student-Parent Handbook. Proper behavior, consideration for others and general good manners are expected of all students at all school events and while being transported to or from school or school related events on buses. Inappropriate conduct and/or other violations of school rules at school sponsored or school related events will result in disciplinary action.

## **ALCOHOL, DRUGS AND TOBACCO**

The possession, solicitation, use, or being under the influence of alcohol, drugs, tobacco, or drug look-alikes on school grounds or at school-sponsored events is strictly prohibited and will result in disciplinary action and, where appropriate, referral to law enforcement authorities.

## **SMOKING AND TOBACCO USE**

Smoking is prohibited in the school and on school grounds at all times. Cigarettes and tobacco will be confiscated and parents will be notified. Any student apprehended for smoking, holding a lighted cigarette, or using non-smoking tobacco will be suspended from school. Students are not allowed to have lighters in their possession. Any student found to have a lighter in her/his possession will be disciplined and the lighter will be confiscated.

## **ELECTRONIC DEVICES**

Electronic Devices such as walkmans, CD players, Ipods, video games, pagers, cell phones, cameras, or other items are not appropriate for students to have in school. These items must be placed in the student's locker before school. Student's found with these items, whether they are in use or not, will be confiscated by teachers and administrators. They will only be returned to the student's parents at the end of the school day. Habitual offenders will be disciplined with detentions and possibly suspension. The school reserves the right to monitor text messages and call logs for inappropriate and threatening messages sent throughout the day.

## **LASER POINTERS**

Laser pointers are not allowed on school grounds and will be confiscated immediately by any staff member. **Laser pointers will not be returned.**

## **HAZING**

In accordance with state and federal laws and regulations, the practice of "hazing" in all its forms is prohibited at the school. As defined in Chapter 269 §17 of the Massachusetts General Laws, the term "hazing" means: *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, rest or extended isolation.* M.G.L. c.269 §17.

Hazing is strictly prohibited in Woburn Public Schools, at school sponsored events, and during school related activities. Students who engage in hazing will be subject to disciplinary action. Individuals who observe acts of hazing are required by law to report such conduct to law enforcement authorities. M.G.L. c.269 §18.

## **PUBLIC DISPLAY OF AFFECTION**

Being sensitive to cultural diversity, public displays of affection are not allowed within a school setting. They are not in good taste, have no place in a public school, and infringe upon the sensitivity of others. Students showing public displays of affection will receive a warning. Repeat offenders will be subject to further disciplinary action and their parents will be notified.

## **SNOWBALLS**

The making and throwing of snowballs and/or snow or ice is prohibited. Students who violate this rule are subject to disciplinary action including assigned office sessions and/or suspension from school.

## **STEALING**

The theft of property belonging to other people or to the school will not be tolerated. The act of stealing or the possession of stolen property will result in suspension or expulsion. Students who steal will be required to make restitution of the stolen material(s) and make an apology to the victim. Where appropriate, law enforcement authorities may be notified and court action may be taken.

## **STUDENT SEARCHES**

A student's person, personal possessions, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/ materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

## **WEAPONS**

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects, which in the opinion of the administration may cause harm to you or others.

“Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.”

Students who are in possession of a weapon or a look alike weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, or any other objects, which in the opinion of the administration may cause harm to you or others.

Reference: **M.G.L. c. 269 §10**

## **THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Faculty and Staff)**

Students who threaten or assault a staff member are subject to out of school suspension and expulsion. If a student damages the property of a staff member, the student will receive an out of school suspension and be required to make restitution for the damaged property. Abusive, obscene, or vulgar language or gestures to a member of the staff will result in an out of school suspension.

## **FIGHTING - THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)**

Students have a right to a safe, secure and peaceful school. Verbal and/or physical assaults are unacceptable. Students who are verbally abusive to other students will be disciplined. Repeated offenses will result in a suspension or expulsion from school. A student who physically assaults another student will be sent home immediately and will be suspended from school. Where appropriate, the student may also be recommended for expulsion. Students who are involved in incidents of assault, abusive behavior, or threats will meet with the assistant principal or principal, a guidance counselor, and a teacher, if necessary, to work out specific ways of relating cooperatively. Bullying and fighting are serious matters and will not be tolerated. Students who go to pre-arranged locations to observe a fight are just as guilty as the students fighting and will be disciplined accordingly.

## **UNAUTHORIZED ABSENCE FROM CLASS (CLASS CUTTING)**

For each unauthorized absence from class, a student will be assigned office detentions and/or suspension from school. Second and subsequent offenses will result in an out of school suspension.

## **VANDALISM**

If school property is destroyed, vandalized or defaced, we expect student who have knowledge of the perpetrator(s) to report that knowledge to the principal or assistant principal. The student(s) responsible for the vandalism are subject to disciplinary action and will be required to make full restitution.

## **VULGARITY**

The use of vulgar, profane and/or obscene language or body language is not appropriate in school. Violators may be assigned teacher or office detentions or be suspended from school.

## **HARASSMENT - SEXUAL (Adult)**

Any sexual behavior or inappropriate sexual comments from an adult towards a student is unethical and is considered sexual harassment. The adult is fully responsible for the behavior/comments. If a student believes that she/he has been sexually harassed by an adult, she/he should report the incident to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or principal.

Teachers, guidance counselors, and the assistant principal will report the incident to the principal who will conduct an investigation, notify the appropriate authorities, and file a written report with the Superintendent of Schools. If it is determined that the adult has sexually harassed the student, referral will be made to the Superintendent of Schools for disciplinary action. Reprisals, threats, or intimidation of the reporting victim by the accused adult will not be tolerated and must be reported to the assistant principal or principal.

## **HARASSMENT - SEXUAL (Student)**

Sexual harassment is unwanted sexual attention from anyone with whom the victim may interact in the course of receiving her/his education in school or at school sponsored activities. **Sexual Harassment includes, but is not limited to, the following behaviors from an individual:** Staring or leering with sexual overtones, Spreading sexual gossip, Unwanted sexual comments (name calling; ex. "gay", "queer", "faggot"), Pressure for sexual activity, Unwanted physical contact of a sexual nature

If a student believes that s/he has been sexually harassed by another student, s/he should report it to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or the principal. Any accusation of sexual harassment will be investigated by the assistant principal or principal and a written report of the investigation will be filed with the

principal. Teachers witnessing student harassment must also report these instances to the administration. If it is determined that a student has sexually harassed another student, the consequences will be as follows:

- a) A parent-student conference will be held with the assistant principal or principal.
- b) The student will be required to apologize to the victim.
- c) Depending on the severity of the incident, a student will be assigned office sessions, receive an out of school suspension, or possible exclusion.
- d) In cases of repeated harassment by a student, recommendation will be made to the Superintendent of Schools for further disciplinary action.
- e) Depending on the severity of the incident, a referral will be made to the local police.

Reprisals, threats, or intimidation of a victim who reports incidents of sexual harassment will be treated as a serious offense and will result in an out of school suspension and/or permanent expulsion from school.

## **MASSACHUSETTS GENERAL LAWS**

### **M.G.L. c.71 §37H**

Massachusetts General Law c.71 §37H mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

(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 knife, 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, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, maybe subject to expulsion from the school by the principal.

(c). Any student who is charged with a violation of either paragraph (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], 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 their own expense] 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.

### **M.G.L. 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 headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her 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/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her 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/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

## **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 teachers may refer students they are concerned about to the Pupil Services Office. 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). Upon receipt of the parent(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, school Principal, or the Woburn Public Schools' 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 IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (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 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 unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review, 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.

## MISCELLANEOUS PARENT / STUDENT NOTICES

**Notification to Parents of Teacher Qualifications:** 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 Woburn 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.

The Woburn Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for you child's teacher, please contact the School Principal at 781-937-8233.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

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

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

## **The Use of Computers, The Internet and Electronic Mail**

The Woburn Public Schools is pleased to offer students access to a computer network. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, educational software and presentations.

### **What is possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals and we do provide filtering of inappropriate sites, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly. Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto drives or disks. Nor should students copy other people's work or intrude into other people's files. Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

E-Mail (Electronic Mail)-The school does not allow students to access e-mail on its network or any school computer nor does it encourage the creation of free e-mail accounts.

### **These are guidelines to follow to prevent the loss of network privileges at school.**

1. A computer should not be used to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others, folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.