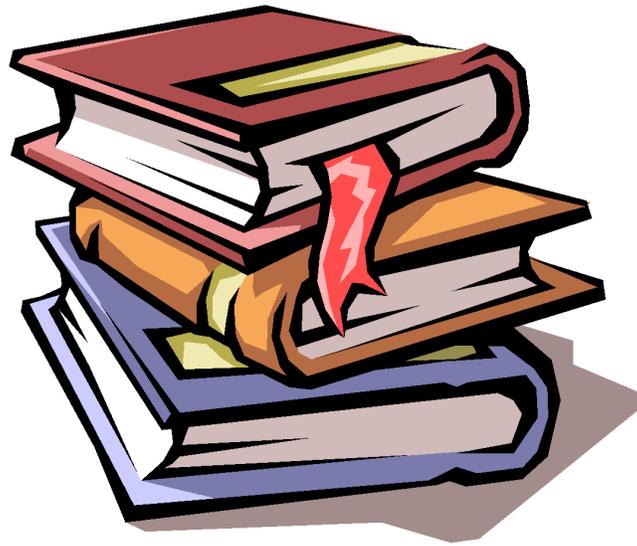


Code of Conduct

2017-2018



Walpole Middle Schools

TRANSLATION OF IMPORTANT DOCUMENTS

The following statement should be copied in the language spoken in the student's home if it is other than English and attached to important documents, such as student handbook, notices of PAC meetings, etc. If parents request translation, please contact the Director of Curriculum, Instruction and Grants immediately.

English

This is important information. If you need translation, please contact your child's school.

Spanish

Esta información es importante. Si usted necesita una traducción, favor de ponerse en contacto con la escuela de su hijo.

French

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

Portuguese

Isto é a informação importante. Se você precisar de tradução, por favor contate com a escola da sua criança.

Russian

Это важные сведения. Если вы нуждаетесь в переводе, контактируйте пожалуйста со школой вашего ребенка.

Arabic

هذه معلومات مهمة. إذا كنت تحتاج إلى ترجمة الرجاء الإتصال بمدرسة طفلك على الرقم التالي

Mandarin Chinese

這個消息很重要。假如須要
翻譯成中文請給學校聯絡。

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INTRODUCTION

Walpole's K-12 educational structure strives to foster an atmosphere which focuses on developing self-discipline and behavioral responsibility. These factors are important in helping students effectively direct their own efforts toward educational growth and worthy citizenship. A middle school Code of Conduct has been developed outlining a discipline and behavioral responsibility program. The Code defines rights and responsibilities indicating appropriate behavior and logical consequences, which benefit the total school community.

The Walpole Public Schools' primary mission is to optimize each student's potential for achievement. As a community, we recognize that success is a shared responsibility among students, parents, schools, and community. This work is done by demonstrating and building upon the following characteristics and behaviors:

- Establishing life-long learning
- Collaborative decision making
- Clear communication
- Respect and compassion towards others
- Diligence and perseverance towards goals
- Honesty and integrity in interactions
- Academic risk taking
- Decisions centered on students
- Continual improvement through reflection and analysis
- Equity
- Trust
- Accountability

GENERAL RIGHTS AND RESPONSIBILITIES

The Code of Conduct is the set of policies, rules, and regulations and the accompanying consequences for violating them. The underlying purpose of this code is to aid students, parents, staff, and administrators in developing an atmosphere which is conducive to the growth and development of all. We believe that self-control is learned and, therefore, can and should be taught in school as well as the home.

THE ROLE OF THE STUDENT, PARENT, AND THE SCHOOL

Our strategy at the middle schools is to motivate and encourage students to develop into critical thinkers, self-motivated learners, good communicators, and involved citizens. The Walpole middle schools strive to provide an environment for all students to grow intellectually, emotionally, and socially. It is our intent to create an atmosphere of mutual respect. Good discipline is best thought of as being positive in its approach. In order to fulfill this mission, the middle schools need strong contributions from all groups who have an interest in its success. For that reason, we expect that our community, parents, faculty and administration, and students will support the school's efforts to provide optimal educational opportunities for every student.

The **student** has the primary responsibility for his/her schoolwork and performance. Walpole middle schools expect our students to:

- ◆ Be active participants in the learning process
- ◆ Demonstrate respect, self-discipline, and kindness
- ◆ Demonstrate responsibility and accept consequences
- ◆ Obey the rules of the school
- ◆ Be in attendance and on time when school is in session and be punctual for classes
- ◆ Complete homework regularly and pass in work on time
- ◆ Do work carefully, neatly and accurately
- ◆ Be reflective and willing to grow as a student and a person

The **parent/guardian** shares responsibility with the student for his/her success or failure in meeting the academic, behavioral, and social standards of the school. Walpole middle schools expect our parents to:

- ◆ Oversee the efforts of the student outside of the school setting
- ◆ Enhance their children's educational and intellectual pursuits by knowing and supporting school rules and procedures, as well as classroom expectations
- ◆ Instill in their children recognition of responsibility and acceptance of consequences for their decisions
- ◆ Support the academic and social standards of the school
- ◆ Monitor their children's academic and conduct performance using our online grading and notification system (X2 Aspen)
- ◆ Ensure child is in attendance on time when school is in session
- ◆ Allow for growth and reflection

The **teachers and school administration** have a responsibility to provide an atmosphere conducive to the learning process by establishing fair and consistent expectations for students in the areas of academic accomplishment and student behavior. Walpole middle schools expect our administration and faculty to:

- ◆ Set and communicate high expectations for all students
- ◆ Create a positive school climate where all relationships are characterized by dignity and respect

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- ◆ Keep open the lines of communication within the school community
- ◆ Maintain the standards outlined in the Code of Conduct
- ◆ Contact and work with students and parents when standards are not being maintained
- ◆ Allow for growth and reflection

In the final analysis, then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outlined in the following pages. Used properly by students, parents/guardians, teachers, and administrators, this document should be an instrument that will help ensure an atmosphere that enables students to achieve the goal of a basic education thus allowing them to be better prepared for the adult world.

SPECIFIC RIGHTS, RESPONSIBILITIES, & CONSEQUENCES

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication that is made available to students and parents. Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal or Assistant Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The students of Walpole Public Schools are guaranteed the rights established in this section of the Code of Conduct. Every right carries with it responsibilities which ensures benefits to all. This Code of Conduct is in effect on school property during school hours, to and from school, and at school-related functions. It is expected that all rights will be exercised wisely and all responsibilities will be met. Failure to do so will result in logical consequences. Any activity deemed to be disruptive to the educational process will result in disciplinary action. Student behavior that occurs off school grounds and/or after school hours which directly impacts other students or school personnel, creates a hostile environment at school, and/or disrupts or detracts from a positive educational environment or the effective operation of the school, is subject to disciplinary action. Classroom teachers will continue to handle routine discipline. The following statements explain the position of the schools in dealing with specific situations.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of repeat or severe

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offenses. In determining the severity of the penalty or suspension, the school administrator may consider all relevant factors, including but not limited to:

- previous disciplinary record;
- severity of disruption to the educational process;
- degree of danger to self and others;
- degree to which the student is willing to change his/her inappropriate behavior.

A single act of misconduct may be deemed a violation of more than one behavior infraction and may result in multiple or increased consequences.

In support of our goal for students to learn the benefits of positive decision-making and self-discipline, the Walpole Middle Schools Code of Conduct enumerates expectations for student behavior and performance, as well as a Matrix of consequences that will serve as a guideline when responding to violations of the Code. Students who meet or exceed expectations will discover the positive consequences for making good choices. Whenever possible, consequences will be tied to the nature of the infraction, so that students will come to view situations differently as a result of the disciplinary intervention. The rules and expectations governing the middle schools are identified at the beginning of this Code of Conduct, and consequences for violations of the Code are listed in the next section for your convenience, laid out in a scaled matrix of response. Please note that the Behavior Matrix serves as a guideline only and the administration reserves the right to increase penalties when assigning disciplinary consequences, on the basis of the above-listed criteria.

PARENT/GUARDIAN NOTIFICATION

Incidents will be posted to Walpole Public Schools' online grading system (X2 Aspen) to notify parents/guardians. This is the primary means to communicate students' conduct performance, so it is important for parents/guardians to log in regularly to monitor the system for incidents and the overall grade average.

DEMERITS

Demerits are issued to students as a disciplinary consequence for failure to follow a rule that is outlined in the Code of Conduct. Demerits will constitute the basis for each student's school conduct grade on the report card. Incidents reduce a student's school conduct grade by 5 points. The following chart shows how demerits affect your school conduct grade:

Demerits	School Conduct Grade
0	100
1	95
2	90
3	85
4	80
5	75

Demerits	School Conduct Grade
6	70
7	65
8	60
9	55
10	50

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Demerits not only constitute the basis for a student's Conduct grade, but multiple demerits in a 30 day period may result in the student being assigned office detention. Excessive demerits may also impact the student's ability to participate in end of the term activities. If a student's school conduct grade during any term falls to 70 or below, his/her eligibility to participate in school-wide activities is in jeopardy and will need to be evaluated by the school administration. In determining eligibility, the school administrator may consider all relevant factors, including but not limited to previous disciplinary action, the nature of the misbehavior, and the student's academic performance and work completion.

DETENTION

Students who commit infractions of the discipline code or otherwise fail to meet the classroom or school expectations may be assigned detention. Students who are assigned to teacher detention stay for a teacher for a time and number of days designated by the teacher after school. Students who are assigned to office detention stay after school for a number of days determined by an administrator based upon the seriousness of the offense. For every day that a student is assigned to office detention, he/she may be issued one office demerit.

Office detention is held from 2:35-3:40 PM. Students may be given twenty-four hours notice before serving detention. Detention takes priority over extra-curricular activities and personal plans. In detention, students may read or do homework. Students may not talk, engage in games, or violate any accepted school rule. Students may not refuse to remain after school for discipline. Any student who fails to remain after school for three days will be suspended for one day (Insubordination) and demerits will be issued.

SUSPENSION

In every case of student misconduct for which suspension may be imposed, an Administrator shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's

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explanation of the alleged incident, and for the parent to attend the hearing; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (g) if the student may be placed on long-term suspension following the hearing with the Principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. The right to appeal the Principal's decision to the Superintendent. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent or designee in writing of the removal including a description of the danger or disruption presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice;

Provide written notice to the student and parent as required above;

Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent;

Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than Ten (10) Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

The Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year. An in-house suspension lasting longer than ten (10) days

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constitutes a long-term suspension under the law and this Policy; therefore, the procedures for long-term suspensions shall apply to such suspensions.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.

Principal's Hearing – Short Term Suspension of up to Ten (10) Days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than ten (10) days but less than ninety (90) days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;

The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

The right to cross-examine witnesses presented by the school district;

The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

If the Principal decides to suspend the student, the written determination shall:

Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

Set out the key facts and conclusions reached by the Principal;

Identify the length and effective date of the suspension, as well as a date of return to school;

Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation;

Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information:

The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (10) days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser

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consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

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Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1/2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

PUBLIC NOTIFICATION

POLICY REGARDING DISCIPLINE AND SUSPENSION OF SPECIAL EDUCATION STUDENTS

All students are expected to meet the requirements for behavior as set forth in this Code of Conduct. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an individual Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students:

Procedures

- 1) The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
- 2) The Principal (or designee) will notify the Local Special Education (SPED) Director of the suspendable offense of a special needs student, and a record will be kept of such notices.
- 3) When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766

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Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- (a) Design a modified program for the student or
- (b) Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Procedures in Brief

- 1) TEAM determines if the student can/cannot meet regular discipline codes and writes this into the IEP.
- 2) Special education administrator provides administrator responsible for discipline with the name of the student who has an IEP and information as to whether the student can/cannot be expected to meet the regular school discipline code.
- 3) If the student commits a suspendable offence, the administrator responsible for discipline notifies the special education administrator who may review the IEP and confer with the administrator responsible for discipline regarding the disciplinary action.
- 4) Both administrators complete necessary record-keeping procedures.
- 5) If suspension will result in exclusion for less than ten cumulative days in a given year, and if the IEP indicates that the student can meet the regular school discipline code, then the special education administrator advises the administrator who is responsible for discipline that the suspension is appropriate.
- 6) If suspension will result in exclusion for more than ten days, and if the IEP indicates that the student can meet the regular school discipline code, the student is suspended. However, a TEAM meeting is convened to review the IEP and to determine alternative special education service delivery during the period of exclusion. Services should be provided after the tenth day.
- 7) If the IEP indicates a modified discipline code for the student, the student will be disciplined in accordance with the provisions of the IEP.

RESPONSIBILITIES AND EXPECTATIONS

FOR STUDENT BEHAVIOR AND PERFORMANCE

Please see the Consequence Matrix beginning on page 29 for information on the tiered interventions/consequences for the following behaviors.

ABSENCE/ATTENDANCE REGULATIONS

The middle school staff believes strongly in the importance of regular and punctual attendance by all students. Students not only have the responsibility to be in school and in class on time, but they also have the responsibility to attend all classes and assigned activities prepared and equipped to learn.

ATTENDANCE PROCEDURES

Regular attendance at school is required by Massachusetts state law. Students may not exceed 8 unexcused absences in a quarter, and additional absences may result in disciplinary or legal consequences. School authorized absences include:

- Medical illnesses/appointments with proper medical documentation
- Observance of religious holiday
- Legal proceedings with proper documentation
- Family bereavement
- Suspension day(s)
- Private school visit(s)

A student's absence from school is not authorized under Massachusetts General Law except in the above-listed circumstances, and school authorization requires proper documentation to be filed with the main office within 3 days of the student's return to school. The administration reserves the right to consider extenuating circumstances in determining school authorization. When student exceeds unexcused absence limit, parent/guardian will receive notice and may be required to meet with school administration to develop a plan to improve attendance.

Unexcused Absences (not School Authorized)

Any other absences with a parent note are still referred to as "unexcused absences" and are not considered school-authorized absences. A note from a parent or legal guardian is required for compliance with truancy laws, even for unexcused absences. Absence from school for vacation purposes is considered an unexcused absence. We strongly request that every attempt be made to schedule student vacations or family obligations in accordance with the school calendar. The administration reserves the right to consider extenuating circumstances in determining authorization.

Absenteeism

Absenteeism refers to all absences, both authorized and unexcused. Each absence requires an explanatory note from parent/guardian, which must specifically state the exact cause for absence

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and the exact date(s) of absence, and must be dated and signed by a parent or legal guardian. If a student has a medical appointment, a note from the medical office should be brought to school on the date of return or within 3 days of the student's return to school. The administration reserves the right, for good cause, not to accept absence, tardy, and/or dismissal notes. Absence totals exceeding 5 absences in any quarter may result in a warning letter, parent/guardian meeting, and notification to the School Safety Officer. See *Student-Parent Handbook* for further guidelines.

Attendance Requirement for Extracurricular Activities

School policy is that any student who participates in any extracurricular activity must attend school until 11:00AM or the equivalent of 3 hours of school on the day of the activity, unless excused by the administration. To be eligible for an activity on a non-school day, a student must attend school until 11:00AM or the equivalent of 3 hours the last day preceding the activity, unless excused by administration.

Make-up Policy for School-Authorized Absence

It is the responsibility of students to make up all missed assignments, tests, or quizzes according to a schedule developed with their teachers and/or the guidance counselor. The middle school practice is to schedule the number of days of absence plus one additional day. Extended absence may require additional time. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work.

If a student is absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian to notify the office as soon as possible to request assignments. Any requests for homework may be made on or after the second consecutive day of absence. Requests must be made to the office.

Students who are absent for severe or chronic illness may be eligible for tutoring. The school nurse should be contacted in this event.

Should parents/guardians keep a child out of school for reasons other than those sanctioned by Massachusetts law, they are assuming the responsibility of assuring that the student makes up any and all work. Since assignments are based on material that has been recently taught, work will not be identified until after the child returns. The teachers are not required to provide make-up instruction or tutorials.

TARDINESS TO SCHOOL

A student who arrives after 7:45 AM is considered tardy to school. The student must report to the main office to sign in before reporting to homeroom. There will be strict consequences for multiple tardy offenses.

Students who are tardy miss important instruction and are often unprepared if they miss homeroom. It is the responsibility of the student to make up all missed assignments, tests, or

quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work.

Students should only be tardy to school for the following reasons (M.G.L., Chapter 76, Sections 1 & 2):

- Family bereavement
- Religious holiday
- Medical appointment with proper medical documentation
- Medical condition or illness with proper medical documentation
- Nurse dismissal from school due to illness
- Legal proceedings
- Private school visits/testing

DISMISSALS

All requests for dismissals must be in writing and given to the homeroom teacher first, and then sent to the main office. No student will be dismissed without parent/guardian authorization and without being dismissed by a school authority. Whenever possible, students should be dismissed between classes to avoid classroom disruption. It is the responsibility of the student to make up all missed assignments, tests, or quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work. The student may request work directly in advance of the dismissal.

Students should only be dismissed from school for the following reasons (M.G.L., Chapter 76, Sections 1 & 2):

- Family bereavement
- Religious holiday
- Medical appointment with proper medical documentation
- Medical condition or illness with proper medical documentation
- Nurse dismissal from school due to illness
- Legal proceedings
- Private school visits/testing

Students may not leave the school building or grounds during the regularly scheduled school day without being dismissed by a proper school authority.

CLASS ATTENDANCE

Students may not "skip" or "cut" a class in whole or part. You must always attend your class or assigned activity, or obtain the teacher's permission, as indicated by a proper hall pass.

CLASS TARDINESS

Students may not be late to a class or a scheduled activity. Students should consult their schedule sheets to determine how much time has been allotted to pass to their next class.

UNEXCUSED ABSENCE – TRUANT FROM SCHOOL

A student is considered truant if he/she is absent from school without parental permission. (*See “Absenteeism” on page 15*)

MORNING ENTRANCE

1. Students walking or riding to school are to come directly to school and are not to trespass on private property or loiter on streets or areas adjacent to the school.
2. Bicycles must be locked in the bike racks at the owner’s risk. All bike riders must register in the main office. They must not create a hazard for automobiles or walking traffic. They must also use the pavement provided for them. All bike riders must wear a safety helmet when riding their bicycles to and from school.
3. ***School Entrance Procedures***
 - **Bird Middle School** Grade 6 and 7 students must enter the building through the patio entrance. Grade 7 students will sit in the auditorium and grade 6 students will sit at the cafeteria tables. Grade 8 students must enter the building through the front entrance. At 7:25, a staff member will escort them to the gymnasium. Students with morning jobs must obtain passes from their teachers. Students will not be allowed to enter the building until 7:25 when teacher supervision is available.
 - **Johnson Middle School** students must wait in the front lobby until 7:25. At 7:25, grade 6 students will report to the gym, grade 7 and 8 students will report to the auditorium. Breakfast will be in the cafe.
4. Students will not be allowed in any undesignated area of the building before school without written permission from a teacher.

AFTERNOON DISMISSAL

1. Upon dismissal from school, all students are to report directly to assigned areas (detentions, after school activities, etc.) or leave the school building and school grounds when they are dismissed at the end of the school day.
2. Students are expected to go directly home unless parental notification has been made to the school office. Students walking home are to go directly from school and are not to trespass on private property or loiter on streets or areas adjacent to the school. Students must walk on sidewalks and cross streets at crosswalks.
3. Students who remain after school must leave the building upon completion of their meeting. Those waiting for a late bus must report to the designated room or area.
4. Students suspended from school may not return to the building and/or grounds until they have been reinstated following a parent/guardian conference.

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ACADEMIC INTEGRITY/HONESTY

Students have the duty to be a responsible and honest person. Honesty about any situation is the most important factor in any decision. Dishonesty and cheating deprive you of your most prized possession: *your good name*.

IT IS EXPECTED THAT STUDENTS WILL:

- Do schoolwork with personal ownership and pride.
- Give credit for quotations, paraphrases, and summaries of another person's ideas.
- When in doubt, document! It's better to give too much credit than too little.
- Clarify with their teacher the difference between editing and rewriting.

IT IS EXPECTED THAT STUDENTS WILL NOT:

- Copy another student's work.
- Give another student their work.
- Cheat or copy on any quiz, test, homework, or other assignment.
- Use another person's ideas or words without giving credit. The theft of intellectual property is **PLAGIARISM**.
- Use translation software to complete foreign language assignments.
- Permit a friend or relative to make significant changes to their work.
- Forge any note, pass, parent/guardian/staff signature, or other official paperwork.
- Lie to a staff member.
- Tamper with teachers' materials of any kind.

WHEN USING SCHOOL TECHNOLOGY, IT IS EXPECTED THAT STUDENTS WILL:

- Respect the equipment, software, and student files.
- Accept personal responsibility for the security of their passwords, computer files, and disks.
- Notify their teacher or media personnel if someone uses or alters another student's disks, passwords, or files.
- Not use, alter, copy, read, or even touch another's disk, password, and/or files.
- Not alter the hard drive of any school computer by adding or removing any files or applications.
- Not attempt to or actually download or upload any material.
- Not pirate copyrighted computer software.
- Not share passwords.
- Follow teacher directions.

Please note that violations of Academic Integrity may also be included in the Acceptable Use Policy found in the Student Handbook.

ATTITUDE, BEHAVIOR, LANGUAGE

Students are expected to be respectful and courteous at all times while you are on school grounds, on the buses, on the way to and from school, and during school related activities.

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Students are expected to be courteous and respectful to all school personnel when they have any contact with them in school or outside school. Students are to show due respect for staff members and obey directions given to them. Showing disrespect for staff is a serious disregard for school rules and will be subject to disciplinary action.

Rules and Expectations:

- 1.) Students are not to be disruptive with loud talk, vulgar language, disruptive actions, or rudeness. The rule is in effect at all school-sponsored activities
- 2.) Students may not be rude or disrespectful to any fellow student or staff member. This includes lewd behavior (obscene or indecent) or use of profane language/gestures.
- 3.) Students must show courtesy and respect at all times to staff and fellow students. They may not tamper with another student's property and may not write on others or their property.
- 4.) Behavior deemed to be dangerous will not be tolerated, such as throwing objects, pushing, tripping, running, or pranks.
- 5.) Students may not commit any act, which places the health or safety of the students and/or staff in jeopardy.

Removal from classroom

1. Removal from classroom may result in one detention and/or one demerit.
2. A second removal from class on the same day will result in the student not returning to class for the remainder of the school day. The student will also be detained for the equivalent time missed and will be responsible for making up missed work. Parent/guardian will be notified.
3. If a student continues to be removed from class, he/she may be subject to consequences outlined in the *Insubordination* section.

Violation of the rules under "Attitude, Behavior, and Language" **while a substitute teacher is in charge** will result in stricter consequences. A substitute deserves the utmost respect from students, and students must remember that a higher degree of decorum is expected when there is a guest teacher in the classroom.

DISTURBING SCHOOL ATMOSPHERE

Throughout the daily proceedings of the school and at various times during the year, students will find themselves in large groups. These experiences range from passing between classes among large crowds in the hallways and navigating the stairways, to gathering for assemblies. It is essential to maintain proper decorum during these times, as danger increases with the challenge of sharing the space with so many other people. Any behavior that distracts from or disrupts the educational mission of the school may result in disciplinary action for disturbing the school atmosphere.

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SCHOOL OBLIGATION

Students have many responsibilities in support of their own education, such as completing assignments to the best of their ability, making positive choices, and safeguarding school property. One of the most important responsibilities that students have is to facilitate communication between their home and the school. Whenever a teacher or the school administration asks a student to bring any document or other communication home to a parent/guardian, it is expected that the student will do so on the same day. If the teacher/administration requests a parent signature, it is the student's responsibility to return the signed document as soon as possible and within the allotted time. It is also expected that students will keep school textbooks covered at all times, and will safeguard this school property for use by future students. All such reasonable obligations are the responsibility of the student, who may face disciplinary action for failure to fulfill his/her obligation.

INSUBORDINATION

Insubordination is defined as the failure to comply with /submit to rightful authority. Students may not refuse any reasonable request made by a staff member. Students must yield to the authority of their teachers and administration and comply with direct requests for modification of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal to the teacher or administration. Failure to comply with a specific instruction of a teacher or administrator may result in disciplinary action.

FALSE ALARMS

Our schools are protected by a variety of safety resources, such as the police, fire, and EMT personnel of the town. A false alarm not only disrupts the school day, but it could also result in injury to students or staff while they evacuate the building, or to safety personnel while they try to eliminate the danger. Most importantly, a false alarm distracts safety personnel from potential emergencies elsewhere.

Fire alarms are located throughout the school buildings to protect the safety of all present on school grounds. Only in the event of a clear and immediate emergency should a fire alarm be pulled. 911 should never be dialed, except by proper school authorities. Fire extinguishers and other safety equipment should never be tampered with. It is the responsibility of all members of the Walpole community not to waste safety resources by filing false alarms.

Any threat made to the school community or building must be taken seriously in order to protect the students and staff. For this reason, anyone who makes a specific threat to harm the student body, staff, or any group thereof, or to damage the school building or grounds, could face prosecution for criminal threat.

BUS REGULATIONS

The safety of all passengers on school buses is a major concern of the bus company, school, and parents/guardians. All manner of improper behavior or actions that interfere with the safe conduct of the school bus will be reported, investigated, and acted upon by the school or the bus company. A school bus and/or its accompanying stops is an extension of the school domain and the same Code of Conduct with appropriate consequences will apply for misbehavior as it does in school.

Bus Procedures and Rules:

- 1.) No pupil shall prevent another from occupying a seating space.
- 2.) Parents will be held financially responsible for any defacing or damaging of the bus.
- 3.) Pupils will conduct themselves on the bus in a manner that does not distract the driver and is considerate to all other passengers.
- 4.) Pupils shall refrain from placing any object out of the bus window.
- 5.) For reasons of safety, all articles such as athletic equipment, books, approved musical instruments, etc. must be kept out of the aisles. The following musical instruments are not allowed on buses: drums, tenor sax, baritone sax, baritone horn, cello, and bass clarinet.
- 6.) Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such matters.
- 7.) The emergency door must be used for emergency only. Pupils shall not touch safety equipment on the bus.
- 8.) Pupils are not to leave or enter a school bus until the bus comes to a complete stop and the driver opens the door.
- 9.) After being discharged, at a school bus stop, pupils should cross the street in front of the bus far enough ahead of the bus so that the driver may adequately observe them.
- 10.) Pupils must form an orderly line for bus boarding at school.
- 11.) The following are prohibited:
 - a. Smoking and/or the use or possession of drugs;
 - b. Drinking and eating;
 - c. Profanity and obscene language;
 - d. Excessive noise;
 - e. Disturbing other passengers or their possessions in any manner;
 - f. Throwing objects in the bus or out of the windows;
 - g. Climbing over or crawling under seats;
 - h. Weapons of any kind, or weapon look-alikes.
- 12.) Do not enter into conversation with the driver while the bus is in motion, but do report any emergency to him/her at once.
- 13.) Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school. The driver shall be considered the authority on the bus.

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Please note that these rules also pertain to field trip buses.

Violations of the bus procedures could result in suspension of bus privileges. The Walpole School Department, through the Superintendent of Schools or his/her designee, retains the right to suspend the bus privileges of any pupil for behavior or misconduct that endangers the safety of its pupils, the driver, the community, or the bus at any time. The Principal will notify parents, bus driver and Central Office of all suspensions in writing. School Administrators, depending on the severity of the offense, may take further disciplinary action.

CAFETERIA REGULATIONS

Students have the privilege of eating lunch in the cafeteria in a relaxed, congenial atmosphere. However, since many others will be using the cafeteria as well, certain behaviors must be observed for the safety of students and the cleanliness of the areas.

Cafeteria Procedures and Rules:

- 1.) Enter the cafeteria in an orderly manner and join the lunch line at the end.
- 2.) There should be no pushing or shoving in the lunch line. You should not cut in front of other students in front of you or give permission for others to cut in front of you.
- 3.) Standing at the tables or in the aisles will not be allowed.
- 4.) Do not throw food or any other object.
- 5.) You must not pop bags, milk cartons, or bottles.
- 6.) Food fights of any kind will not be tolerated.
- 7.) Do not run in the cafeteria or roughhouse with others.
- 8.) You are responsible for cleaning the table, seat, and floor area where you were sitting. All spills, crumbs, litter, etc., must be taken care of by the students sitting at the table.
- 9.) At dismissal for lunch recess, do not leave your table until directed to do so by a teacher.
- 10.) Students may not take food/drink outside the cafeteria. All food/drink must be eaten at a table.
- 11.) Students may not borrow money from any other students.

Please note that consequences for repeated misconduct in the cafeteria may include seat assignment or loss of privileges to eat lunch in the cafeteria.

UNAUTHORIZED AREAS & CORRIDOR/HALLWAY/STAIRCASE USE

Students are expected to be in classrooms on time. Traffic moves on the right side of the corridors and stairways. Loitering is not permitted in corridors, staircases, lavatories, etc. Students may not be out of class (or any other assigned location) without a hall pass to indicate a teacher's permission. This includes the lavatories, locker rooms, classrooms without a teacher

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present, or any other unassigned area. Roughhousing of any kind will not be tolerated in corridors or staircases, as this presents a great risk to the school community.

DRESS CODE GUIDELINES

While the middle school accepts the responsibility to provide the means for students to be educated, it is the parent's responsibility to prepare the students to be educated. This includes the decisions about appropriate dress or attire during school hours. Since the primary function of school is educational, not recreation or social, student dress should be appropriate for the school environment and not cause a distraction. To strengthen the link between these responsibilities, and to ensure the wellbeing of the entire student body, basic guidelines of dress have been established and must be followed by all students. Community standards for health, safety, and appropriateness will be enforced.

Administration reserves the right to determine if certain attire is inappropriate in a school building. Inappropriate dress shall be defined, but not limited to, an article of clothing that displays or promotes, in pictures or words, any foul, obscene or offensive language; any tobacco/marijuana product or the use of tobacco/marijuana product; any alcoholic product or the use of any alcoholic product; material of a sexual nature whether explicit or implied; any illegal substance or the use of illegal substances; acts of actual or implied violence; or material reasonably likely to cause disruption in a racial, religious, ethnic, or other context.

It is expected that students do not wear the following in school:

- Hats, Head Coverings (non-religious), Visors, Hoods
- Halter Tops, Off-the-Shoulder tops, Short shorts (girls); Sleeveless/Tank tops (boys)
 - Bare Midriffs, Sheer/See-Through Fabrics, Low-Waisted Pants
- Sunglasses (non-prescription), Wallet Chains, Spiked Bracelets/Belts

Undergarments of any kind (boxers, thongs, bras) must never be visible. Clothing must cover the entire abdominal region front and back. Clothing that is too revealing may not be worn.

If the health and safety of a student is endangered, or the student's attire or appearance may disrupt the proper order of school, the student will not be permitted to attend class until properly attired. A change of clothing may be delivered to school, but clothing will also be made available so that a minimal amount of class time is missed. Any item confiscated by administration may be held until a parent/guardian is able to pick it up.

FIELD TRIPS

All students have the privilege of attending field trips that are curriculum related. However, since a greater degree of responsibility and decorum may be needed beyond what is required while in school, higher expectations are entailed for the inclusion of all students on field trips.

1. Students should have demonstrated reasonable adherence to general school rules to be included in a field trip. If a student's school conduct grade during any term falls to 70 or

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below, his/her eligibility to participate will need to be evaluated by the school administration (*See “Demerits” on pg. 7 for eligibility conditions*). A student’s parent/guardian may be required to chaperone a curriculum-related field trip to ensure compliance.

2. All students must obtain parental/guardian permission to be part of a field trip.
3. All chaperones are to be considered in authority while on a field trip.
4. Students will follow any “special” rules that may be required for individual field trips.
5. Students will observe all rules required by the site they are visiting.
6. All school rules, as enumerated in the Code of Conduct, will be in effect.
7. All rules that apply to bus behavior are in effect on field trips (see pp. 15-16).

PERSONAL PROPERTY

LOCKERS

Each student will be assigned a locker and padlock to keep personal property and materials related to school life. The care of the locker and lock is the responsibility of the individual to whom they are assigned. Locks must be kept in good working order or a replacement fee will be assessed. The Walpole Middle Schools retain control of these lockers, and locker inspections may be completed periodically by the principal or his/her designee. Items that are not necessary for school or illegal are not allowed in school. Book bags, backpacks, and jackets are not allowed in classrooms and must be kept in student lockers except with permission from a staff member or school administration. Students are responsible for the security of their locker, and they should not give lock combinations to anyone. Students are reminded to keep their lockers locked and to protect any valuable items in their lockers. The schools are not responsible for items lost/stolen from lockers.

GUM CHEWING

Gum chewing is not allowed at any time during the school day anywhere on school property, during school, or at school-sponsored events. Students should not possess gum on school grounds or at school-sponsored events.

CELL PHONES/ELECTRONIC DEVICES

From time to time, students need to contact their parents/guardians or caretaker. For their safety—as well as all students and staff—it is important that a school staff member is aware of any communication going out of the school building. Students may ask to use the office phones during the school day. Electronic communication among students could be distracting, dangerous, disruptive, or detrimental to the academic mission of the school community. Teachers must also be aware of the risk that electronic devices could be used to violate academic integrity (cheating, plagiarizing, etc.). For all these reasons, communication devices (cell phones, texting devices, etc.), listening/recording devices (iPods/mp3 players, radios, tape recorders, etc.), and

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other electronic devices (iPads, Kindles, personal computers, etc.) may not be powered on during the school day except with specific permission from a staff member. **At all other times, these devices must be powered off, kept in the student's locker, and may not be used during the school day, or they may be confiscated.** eReaders or reading applications may be used with specific permission from a staff member at appropriate times, and for reading only. The schools are not responsible for any items damaged, lost, or stolen at school.

It is also forbidden to photograph/video/record students or staff members at school, and/or to post/share any image/video/recording of students or staff.

INAPPROPRIATE ITEMS

Any items judged by school administration to be disruptive or dangerous are not permitted to be used in the building or on school grounds. These include, but are not limited to, laser pointers, rubber bands, “wasps,” silly string, caps, water pistols/balloons, noisemakers, and spinners. Rollerblades, skateboards, Heelys, etc. may not be used/worn within the school building and must be properly stored during school hours. Aerosol/spray devices pose a health risk, including deodorants/perfumes which might trigger an allergic reaction or be sprayed on another person. No aerosol or other spray devices may be used at school.

FOOD/DRINK

Food & drink should only be consumed during snack or lunch times, or with specific permission from a staff member. This is important as a result of the danger for some students that is presented by food allergies. Due to the risk of choking and the danger of spills, lunch should only be consumed after taking a seat in the cafeteria. Drinks should not be consumed in the hallways or classrooms, and any spills must be reported promptly to a staff member. Soda cans/bottles, juice boxes/bottles, and sports/energy drinks are discouraged except in the cafeteria, although water bottles may be used in classrooms with a teacher's permission.

MONEY/SALES

Students may not borrow or loan money at school. Students may not sell anything or solicit funds in school without permission of the principal. Students are responsible for any money brought into school, and it is recommended not to bring large sums of money to school. Students are reminded the schools are not responsible for any items lost or stolen at school.

THEFT/DAMAGE

Students may not steal or deliberately damage personal property of others. Students may not open or access another student's locker, computer files, or other personal property without permission. Students may not write on or deface property of others.

FORBIDDEN ITEMS

TOBACCO/TOBACCO PRODUCTS

Students may not use and/or possess any tobacco products (including electronic cigarettes) in school, on school grounds, school buses, or at any school related activities. Evidence of use or possession, including apparatus or look-alikes, will be treated as possession of tobacco products. According to the Massachusetts Education Reform Act of 1993 Section 37H, the use of any tobacco products within school buildings or facilities, or on school grounds or buses, by an individual, is prohibited.

MEDICATION

No students should be in possession of any kind of medicine in school without permission of the school nurse. This applies to both prescription and over the counter medicines such as Advil, Tylenol, etc. The school nurse is the only person who may distribute any kind of medicine and only with parent or guardian approval. Students may never pass out any kind of medicine (prescription or over-the-counter) for any reason. This is for everyone's safety, as there would be no way for amount/dosage to be monitored or allergic reactions to be prevented.

CONTROLLED SUBSTANCES

Students may not possess, sell, transfer, conspire to sell or transfer, or illicitly use drugs, alcohol, inhalants, prescription medications, chemicals or narcotics in school, on school buses, on school property, or at any school-related activity. A student who arrives under the influence of controlled substance will be considered in violation of the illicit use prohibition. Evidence of use or possession of controlled substances, including apparatus or look-alikes, will be treated as possession of controlled substances.

WEAPONS

Students may not bring to school, use, or have in your possession any items which can be considered a weapon or threat/danger to the building. This includes, but is not limited to, firearms, ammunition, paintball guns, pellet guns, knives, smoke/stink bombs, or other incendiary devices, as well as weapon look-alikes. Possession of a dangerous weapon on school property, on school buses, or at any school-sponsored activity is forbidden.

According to the Massachusetts Education Reform Act of 1993, students may be expelled for possession of a dangerous weapon on school property, school buses, or at school events. Pursuant to the law, the incident will be reported, in writing, to the Superintendent of Schools, who shall file copies of the report with the Chief of Police, Department of Social Services, and the School Committee. The student shall be referred to a counseling program. *See pgs. 8-9.*

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PHYSICAL OR EMOTIONAL CONTACT; THREATS; BULLYING; HARASSMENT

All students have the right to pursue their education free from assaultive behavior, threats, or intimidation by other students. Any student who engages in assaultive behavior, threats, harassment or intimidation toward another student will be subject to suspension. A student whose safety and learning at school is jeopardized by other students is expected to report the matter to a staff member.

ASSAULTIVE/THREATENING BEHAVIOR

- a.) Fighting is forbidden. Students may not fight, push, trip, or hit another student or staff member.
- b.) Students may not threaten to harm another student, staff member, or another's property. This includes threatening gestures, written or verbal remarks, and actions, as well as electronic communications.
- c.) Students may not ask other students to harass or threaten to hurt another student or staff member.
- d.) Acts of retaliation, whether person-to person, by electronic means, or through third parties will subject the violator to disciplinary and other corrective action.
- e.) Assault of any school staff member is forbidden. According to the Massachusetts Education Reform Act of 1993, a student may be expelled for assaulting a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school related events. *See pgs. 8-9.*

Self-Defense

Self-defense may be used as a defense in a hearing procedure. However, it is the responsibility of the student claiming self-defense to prove that he/she had no route of escape at the time of the incident and all reasonable precautions were taken. A history of negative relationship is insufficient justification for self-defense in a given situation, and students are reminded of their responsibility to report any harassment or intimidation to proper school authorities for redress.

PERSONAL HARASSMENT

All members of the Walpole Public School community, both staff and students, are expected to treat each other with dignity and respect and are entitled to be free from any kind of personal harassment or bullying. Bullying in any form or for any reason is absolutely forbidden. No type of harassment will be tolerated, whether related to race, sex, sexual orientation, nationality, language spoken, physical appearance, physical ability and/or mental capacity.

BULLYING is defined as the repeated use of written, verbal, or electronic expressions, physical acts, or gestures, which causes physical or emotional harm, damage to property, or reasonable fear of harm, or otherwise creates a hostile environment at school, infringes a

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student's rights at school, or disrupts the educational process. This includes (but is not limited to) acts of name-calling, rumor-spreading or gossiping, taunting, threats, cyber-bullying, social exclusion, sexual or suggestive gestures or motions, physical contact, acts of retaliation, etc. *It is important to note that a student's intent does not matter; if another student feels hurt or intimidated by repeated behavior(s), then the behavior may be considered bullying.*

HARASSMENT is defined as any behavior which is hostile, intimidating, physically and/or mentally harmful and which infringes a person's rights, including sexual harassment and other civil rights violations. *It is important to note that a student's intent does not matter, nor does the reaction of other student; if another person's rights have been infringed by the behavior, then the behavior may be considered harassment.*

Forms of personal harassment can include, but are not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written remarks, gestures, or actions;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing on school or personal property;
- Telling degrading or offensive jokes;
- Inappropriate physical contact of any kind (including, but not limited to, inappropriate touching/fondling/groping, pinching, "panting," etc.);
- Physical violence, threats of bodily harms, physical intimidation, or stalking;
- Threatening or inappropriate letters, emails, instant messages, websites, text messages, or phone calls;
- Conduct that makes the victim feel uncomfortable, intimidates, or physically and/or emotionally hurt, *whether or not the person intended to harass and/or injure the victim.*

A HOSTILE ENVIRONMENT is a situation in which bullying or harassment causes the school environment to be filled with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Refer to the Walpole Public Schools' Safe Schools Initiative for more information about bullying and harassment.

HAZING POLICY

Hazing is prohibited in Walpole Schools. Any offender is subject to the General Laws of Massachusetts, Chapter 536 of the Acts of 1985, which prohibits the practice of hazing (see Student Handbook).

SCHOOL PROPERTY

Our Middle School belongs to all of us. We all share a responsibility for keeping the building clean and attractive. Students have the responsibility to respect and protect all school property.

Rules:

1. Students may not purposefully damage or deface any school property.
2. Students may not steal anything that belongs to the school community.
3. Students may not litter or spit on school property.
4. Students are responsible to cover and care for textbooks that are assigned to them. Students are also responsible for the proper care of school equipment assigned for personal use (such as lockers, padlocks, science equipment, calculators, music equipment, sports equipment, etc.)
5. Gum, sunflower seeds, or other littering foods are not permitted on school grounds.

Any purposeful destruction or defacement of school property will be considered **VANDALISM**. This includes, but is not limited to, the school building and grounds, textbooks, classroom furnishings, materials/equipment, and technology/computer equipment, including online school materials.

Walpole Public Schools
Walpole Middle Schools
Chromebook Loan Agreement

Walpole Middle Schools have initiated a program to assign all incoming grade 8 students for the 2017-2018 school year a Chromebook laptop, including a case and charger. Each Chromebook will be issued and registered to an individual student. The student is responsible for their device at all times.

Participation in this program is subject to the following terms and conditions:

- The student must be actively enrolled at Bird or Johnson Middle School.
- The Chromebook and related peripherals are on loan and remain the property of the Walpole Public Schools.
- Both the student and parent/guardian agree to adhere to the terms and conditions of the [Chromebook Care and Use Procedures and Guidelines](#).
- For all technology use, the student will adhere to the terms and conditions of the Walpole Public Schools [Acceptable Use Policy](#).
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.

Revised 7/18/2017

- 8th Graders must return their Chromebooks, power adapter and case at the end of the school year, or at the time of transfer or withdrawal if during the school year.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Care and Use Procedures and Guidelines*.
- WPS may charge a late fee and/or take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged in cases where the equipment is not covered by insurance. Full replacement cost is \$200 for the Chromebook, \$40 for the charger, \$25 for the case.
- Optional accidental insurance coverage is available for \$40 per year through the Walpole Public Schools and is highly recommended as any broken, stolen, or damaged equipment will be the responsibility of the student and parent/guardian. Please see the [MS Optional Chromebook Insurance Information](#) page for further information about insurance.

MS Optional Chromebook Insurance Information

The Chromebooks come with a manufacturer's 1-year limited warranty that covers manufacturer mechanical defects only.

Walpole Public Schools offers an optional insurance program that provides coverage against accidental damage (drops, spills, etc.) as well as protection against theft (when verified with a Walpole Police Department report), fire, power surge (by lightning), and natural disasters. The cost for this is \$40 per year, payable in the first 2 weeks of September during the MS Chromebook Orientation period (specific dates/times to be communicated).

Repeated/excessive damage claims will be evaluated on a case-by-case basis to determine continued eligibility for coverage.

Should you decline to purchase this accidental coverage, you are responsible for any damage beyond reasonable wear and tear as outlined in the Loan Agreement. Full replacement cost is \$200 for the Chromebook, \$40 for the charger, \$25 for the case. We encourage all parents/guardians to consider obtaining this insurance for their school-issued Chromebook.

IMPORTANT: Neither the optional insurance nor the manufacturer warranty cover malicious or intentional damage. As with any other school-owned property, you will be responsible for paying the cost of repair or replacement. Students may also face disciplinary action for intentional damage or negligent care.

** All forms for insurance and student/parent participation will be sent home and collected within the first 2 weeks of school during the orientation period.*

Walpole Public Schools

Chromebook Care and Use Procedures and Guidelines
A Resource for Students and Parents/Guardians

1:1 Chromebook Initiative
Grade 8 Walpole Middle Schools
2017 - 2018



Revised 7/18/2017

1. Receiving Your Chromebook

- Distribution of Chromebooks

All grade 8 students for the 2017-2018 school year will receive their Chromebook, charger and case on September 6 after the Chromebook Orientation meeting on September 5 (dates are subject to change). For approximately two weeks, Chromebooks will remain in school and charged at the end of the school day. Pending signatures of all required forms and insurance, grade 8 students will be able to take Chromebooks home after September 19.

- Transfer/New Student Distribution:

Transfers/new students that miss the Fall distribution will schedule a time to meet with administration.

2. Returning Your Chromebook

- End of 8th Grade

Students will keep their Chromebooks, case, power supplies, and any other equipment issued with the Chromebook until the end of the 8th grade. Failure to turn in a Chromebook at the end of the 8th grade will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

- Transferring/Withdrawing Students

Students who transfer out of or withdraw from Walpole Middle Schools must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to the Tech Support Specialist on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technical Support Specialist as soon as the problem is noticed. A loaner device will be issued while their device is examined. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should not leave their Chromebook unattended except locked in their hallway locker.

Revised 7/18/2017

a. General Precautions to Ensure Care of Devices

- The case issued with the Chromebook is a 'Stay-in' case, and should not (and does not need to) be removed from the case while using it, charging it, or transporting it.
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter or summer.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are not only permitted, but also encouraged so that students can easily identify their Chromebook visually in the event it is removed from the case.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- The cover of the Stay-In case includes a small windowed slot, students can and should place a card/paper inside with your name and any *appropriate* writing/drawing/colors to easily identify your unit.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in the protective cases issued by the school.
- **Never lift or carry Chromebooks by the screen.**

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Revised 7/18/2017

e. Asset Tags

- All Chromebooks will be labeled with a Walpole asset tag. The asset tag indicates the Chromebook is the property of the Walpole Public Schools and provides information that allows us to match the information with the inventory record.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School

Students are expected to bring their fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Use of the Chromebook during class is strictly at the teacher's discretion.

a. If a student does not bring his/her Chromebook to school

- A student may stop in the library and check out a loaner for the day, if available, and may not be taken home.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Students will be responsible for returning the borrowed device to the library before 2:30 p.m.
- If there are multiple occurrences of coming to school without one's Chromebook, the teachers and student's parents/guardians will meet to develop a plan to insure the Chromebook is present in school.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the Technical Support Specialist
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.
- For optimal long-term performance, fully charge your Chromebook, then unplug until the battery warning indicator message appears.
- Use surge-protected power strips whenever possible.

d. Backgrounds and Themes

Revised 7/18/2017

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students are encouraged to digitally share their work with their teachers and peers when appropriate.
- A limited number of printers will be available in the school to print work requested by a teacher.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using only their school-issued G-Suite (Google Apps for Education) account.
- Students should never share their account passwords with others.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebook at home and other locations outside of school for school-related work. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Walpole Public Schools' Acceptable Use Policy and all other guidelines in this document wherever they use their Chromebook.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

Revised 7/18/2017

a. Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. It is a good practice to properly “Shut Down” the device daily to ensure all updates are pushed down.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- Always be on the alert for suspicious emails that contain links, (even if the sender appears to be someone you know), and websites that ask for personal information such as name, date of birth or passwords.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks have their Internet connections filtered when on site in the Walpole Public Schools and off-site as well. No filtering technology is perfect, however, and both teacher and parental engagement is always an important part of student Internet use.

8. Software

a. G-Suite (Google Apps for Education)

- Chromebooks seamlessly integrate with the G-suite of productivity and collaboration tools.
- All Walpole students are assigned G-suite accounts that will work with Chrome OS devices.
- Chromebooks are web-based devices, and as such, software cannot be loaded.

b. Chrome Web Apps and Extensions

- Teachers may select apps from the Chrome Web Store that they would find beneficial for students. The district’s management tools can then make these apps available to students.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Repairing Your Chromebook

Revised 7/18/2017

- All Chromebooks in need of repair must be brought to the Technical Support Specialist's office located in the Library Media Center as soon as a problem is noticed.
- The technology department will analyze and fix the problems whenever repairable.
- Students will check out a loaner Chromebook while their hardware awaits assessment.

a. Manufacturer Warranty

- Chromebooks include a one year limited hardware warranty from the manufacturer.
- The limited manufacturer warranty covers the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The manufacturer will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- All vendor warranty work will be processed and handled by the Technical Support Specialist

b. Optional Accidental coverage

- Optional accidental insurance coverage for the Chromebook is available through the Walpole Public Schools, and is highly recommended.
- This coverage includes accidental damage (drops, spills, etc.) as well as protection against theft, fire, power surge (by lightning), and natural disasters.
- Theft must be reported to the Walpole Police Department, a copy of that report must be submitted with any theft claim.
- This coverage does not include malicious or intentional damage, or mis-placed units
- The cost of this coverage is \$40 per year, to be included with the Chromebook Loan Agreement
- If optional accidental coverage is not purchased and the Chromebook is broken, stolen or damaged, the student/parent/guardian will be responsible for the cost of repair or replacement.
- All repairs or replacements must be completed or purchased by Walpole Public Schools Technology staff.

10. Home Technical Support

Due to the variety of home networking and printer setups, Walpole Public Schools is not able to offer home support for the functionality of the Chromebook. The network settings on the Chromebook have not been substantially changed from what a consumer would receive when purchasing this device, so using it at home should be similar to other laptops.

Revised 7/18/2017

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Walpole Public Schools Acceptable Use Policy at all times.

13. Children's Online Privacy and Protection Act (COPPA)

The District makes every effort to comply with state and federal laws regarding student online activity and privacy. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context. The school's use and sharing of student information is solely for education purposes.

For more information, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

Frequently Asked Questions (FAQ's)

Please read the [Chromebook Procedures and Guidelines for Use](#) guide, as many questions are answered there

[Why a Chromebook?](#)

[Why just 8th Grade and Freshmen this year?](#)

[Why is the school providing a device instead of having students bring their own \(BYOD\)?](#)

[Can my child bring his/her own device instead of using the school-issued Chromebook?](#)

[Can I opt-out of the Chromebook program?](#)

[Will I be able to keep the Chromebook over the summer?](#)

[What happens if I don't have Internet access or wireless at home?](#)

[Will Internet sites be filtered?](#)

Q: Why a Chromebook?

- A. Chromebooks are fully compatible with our G-suite (Google Apps for Education) cloud-based set of digital tools and resources, which our staff and students are using to collaborate, communicate, create and foster critical thinking. They are cost effective from both a financial and technical support point of view.

Q: Why just 8th Grade and Freshmen this year?

- A. This is Phase 1 of what we anticipate to be a 2-phase roll-out that is financially responsible and sustainable. Freshmen will keep their Chromebook for all 4 years at Walpole High. Next year (2018-2019) Freshmen will also receive a new Chromebook, and our current stock of Chromebooks distributed in carts to the departments will be re-distributed to Juniors and Seniors.

8th grade students will return their Chromebooks at the end of the school year, to be re-issued to the next year's 8th graders. The middle schools tentatively plan to extend the 1:1 initiative to 7th grade students at the start of the 2018-2019 school year as well.

Q. Why is the school providing a device instead of having students bring their own (BYOD)?

- A. There are pros and cons to both options. Our decision is based on what is in the best interest of ALL students, including equity, consistency of resource access, ability of teachers to leverage common capabilities, accountability for having the device at school, managing and supporting devices, security of our network, and ability to efficiently and securely meet the requirements and protocols of standardized testing

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Q. Can my child bring his/her own device instead of using the school-issued Chromebook?

- A. For the reasons listed above, we want all students to use the same device, managed under our district domain to insure equitable access, safety and security. Personal devices (other than a cell phone) are not permitted. If there are extenuating circumstances, parents should contact the Principal to request an exception. As each Phase of this initiative is rolled out, this practice will be evaluated to see if any changes can/should be made.

Q. Can I opt-out of the Chromebook program

- A. Parents/Guardians may opt out of the Chromebook program. Students would check-out and return a Chromebook each day at school. Parents/Guardians will need to provide their child access to a device after school hours to access web-based assignments. The Walpole High School Library is open until 3:25 each school day, the Walpole middle schools libraries are open until 3:45 most school days, and the Walpole Public Library is also open extended hours.

Q. Will I be able to keep the Chromebook over the summer?

- A. Only high school students who will be returning to Walpole High in the Fall may keep the Chromebook over the summer, or turn it into the Technical Support Specialist for safekeeping. Students who will not be registered at Walpole High in the Fall must return the Chromebook on the last day school. All 8th grade students will return their Chromebooks at the end of the school year.

Q. What happens if I don't have Internet access at home?

- A. [Comcast Internet Essentials](#) offers a low-cost solution to eligible households. The high school Media Center is open until 3:15 after school on regular school days, the Walpole middle schools libraries are open until 3:45 most school days and the Walpole Public Library is open beyond the regular school day.

Q. Will Internet sites be filtered?

- A. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks have their Internet connections filtered when on site in the Walpole Public Schools and off-site as well. No filtering technology is perfect, however, and both teacher and parental engagement is always an important part of student Internet use.

Consequence Matrix

Behavior	Tier I	Tier II	Tier III
Violations of Attitude, Behavior, or Language Expectations (Disrespect to students or staff; disruptive behavior; rude language; etc.)	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention(s) assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention may be assigned ▪ Parent/guardian notified ▪ Multiple offenses may be deemed Insubordination (<i>see below</i>) 	<ul style="list-style-type: none"> ▪ Demerits and detention assigned as appropriate ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer
Littering/Spitting	<ul style="list-style-type: none"> ▪ Warning 	<ul style="list-style-type: none"> ▪ Demerit issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention assigned
Chewing Gum/Sunflower Seeds/Candy	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerits will be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention assigned
Tardiness to Class without Pass	<ul style="list-style-type: none"> ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned ▪ Teacher/student conference
Leaving Class without Permission	<ul style="list-style-type: none"> ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned ▪ Teacher/student conference
Class Absence without Permission (i.e. “cutting” or “skipping” class)	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Detention assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Suspension assigned for 1 day ▪ Parent/guardian required to meet with school administration 	<ul style="list-style-type: none"> ▪ Suspension will be assigned for at least 1 day ▪ Parent/guardian required to meet with school administration ▪ May be referred to School Resource Officer
Removal from Class for Poor Behavior	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ If a student is removed from classes <u>twice</u> in the same day he/she will remain in office for remainder of school day 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian may be required to meet with school administration

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Behavior	Tier I	Tier II	Tier III
Violations of Attitude, Behavior, or Language Expectations When a Substitute Teacher is in Charge	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Detention may be assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ 2 detentions assigned ▪ Parent/guardian may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian may be asked to accompany student to next 3 classes with a substitute, or student will be suspended from classes with substitute
Failure to Report to Teacher	<ul style="list-style-type: none"> ▪ Demerit/ Detention may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ Parent/guardian may be notified
Violations of Academic Integrity (Cheating, plagiarism, forgery, etc.)	<ul style="list-style-type: none"> ▪ Demerit(s) and detention may be assigned ▪ Parent/guardian notified ▪ Student may receive failing grade on assignment 	<ul style="list-style-type: none"> ▪ Demerits and detention will be assigned ▪ Parent/guardian may be required to meet with school administration ▪ Student may receive failing grade on assignment 	<ul style="list-style-type: none"> ▪ Demerits and detention assigned ▪ Parent/guardian will be required to meet with school administration ▪ Student may receive failing grade on assignment
Insubordination (Refusing to follow the directions of an adult in the building; removal from class multiple times in one day; etc.)	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian will be required to meet with school administration
Failure to Fulfill School Obligation (Covering textbooks, returning signed notes, etc.)	<ul style="list-style-type: none"> ▪ Warning ▪ Restitution made in full if applicable 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention assigned ▪ Restitution made if applicable 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian will be notified ▪ Restitution made if applicable
Dishonesty	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit will be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention assigned
Unauthorized Area	<ul style="list-style-type: none"> ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ Parent/guardian may be notified ▪ Suspension may be assigned

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Behavior	Tier I	Tier II	Tier III
Horseplay/ Roughhousing/ Dangerous Play	<ul style="list-style-type: none"> ▪ Demerit may be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention assigned 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension assigned ▪ Parent/guardian notified; may be required to meet with school administration
Dress Code Violation	<ul style="list-style-type: none"> ▪ Warning ▪ Change of attire required 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Change of attire required ▪ Parent notified 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Change of attire required ▪ Parent/guardian notified
Disturbing School Atmosphere (Misconduct in large groups, such as assemblies, hallways, stairs; disrupting the educational process)	<ul style="list-style-type: none"> ▪ Demerit may be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension assigned as appropriate ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer
Cafeteria Misconduct	<ul style="list-style-type: none"> ▪ Demerit/detention assigned as appropriate ▪ Seat may be reassigned to restricted area for up to 1 week 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Seat may be reassigned to restricted area ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension assigned as appropriate ▪ Seat may be reassigned to restricted area ▪ Parent/guardian notified
Field Trip Misconduct	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Detention will be assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian required to accompany student on future field trips, or student excluded from participation 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Student will be excluded from participation on future field trips
Bus Misconduct	<ul style="list-style-type: none"> ▪ Demerit(s) and detention assigned as appropriate ▪ Parent/guardian signature required on Bus Conduct Report ▪ May suspend bus privileges up to 5 days 	<ul style="list-style-type: none"> ▪ Suspension of bus privileges for 5 school days ▪ Demerits and detention will be assigned as appropriate ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Suspension of bus privileges for at least 5 school days, up to the remainder of school year ▪ Demerits, detention, and/or suspension will be assigned as appropriate

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Behavior	Tier I	Tier II	Tier III
Inappropriate Items (Laser pointer; rubber band; “wasp”; stink bomb; aerosol spray including deodorant and perfume; etc.)	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued ▪ Item(s) will be confiscated 	<ul style="list-style-type: none"> ▪ Demerit(s) and detention may be assigned ▪ Item(s) confiscated ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits and/or detentions will be assigned ▪ Item(s) confiscated ▪ Parent/guardian may be required to meet with school administration
Sale of Items	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued ▪ Item(s) will be confiscated 	<ul style="list-style-type: none"> ▪ Demerit(s)/detention assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Demerit(s)/detention assigned ▪ Parent/guardian will be required to meet with school administration
Electronic Devices (Cell phones, cameras, iwatch, iPods or headphones on a student’s person or visible during school hours, or unauthorized use, e.g. pictures/video/audio recording at school)	<ul style="list-style-type: none"> ▪ Item will be confiscated and returned to student at end of the school day ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Item will be confiscated and returned to parent/guardian ▪ Demerit will be issued 	<ul style="list-style-type: none"> ▪ Item confiscated for up to 2 weeks and returned to parent/guardian ▪ Demerit(s) and/or detention assigned as appropriate ▪ Parent/guardian may be required to meet with school administration
Possession of Medication (Prescription or over-the-counter)	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer 	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian will be required to meet with school administration ▪ Referral to School Resource Officer
Theft of, or Damage to Personal Property of Students or Staff (incl. theft, graffiti, defacing property, etc.)	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention assigned up to 5 days ▪ Suspension may be assigned ▪ Restitution in full ▪ Parent/guardian notified ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Suspension 2-5 days ▪ Restitution in full ▪ Referral to school counselor ▪ Parent/guardian conference required ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 2-5 days; demerits issued ▪ Restitution in full ▪ Continued counseling ▪ Parent/guardian required to meet with school administration ▪ Referral to proper school and legal authorities

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Behavior	Tier I	Tier II	Tier III
Unexcused Tardiness to School or Dismissal from School (not a School Authorized absence)	<u>3 Tardies:</u> <ul style="list-style-type: none"> ▪ Detention assigned ▪ Parent/guardian notified <i>* Consequences will be applied <u>each time</u> 3 offenses accumulate in a term</i>	<u>5 Tardies:</u> <ul style="list-style-type: none"> ▪ Letter of notification to parent/guardian ▪ Parent/guardian may be required to meet with school administration 	<u>10 or Additional Tardies:</u> <ul style="list-style-type: none"> ▪ Parent/guardian required to meet with school administration and/or proper legal authorities ▪ Further disciplinary/legal action pursuant to state law
Unexcused Absence from School (not a School Authorized absence)	<u>5 Absences:</u> <ul style="list-style-type: none"> ▪ Letter of notification to parent/guardian ▪ Parent/guardian may be required to meet with school administration 	<u>10 or Additional Absences:</u> <ul style="list-style-type: none"> * Detention and/or suspension will be assigned as appropriate * Parent/guardian required to meet with school administration and/or proper legal authorities * Further disciplinary/legal action pursuant to state law 	See Tier II
Truancy (unexcused absence from school; leaving school without permission)	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention(s) assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Parent/guardian will be required to meet with school administration ▪ May be referred to School Resource Officer ▪ Suspension may be assigned 	<ul style="list-style-type: none"> ▪ Parent/guardian will be required to meet with school administration ▪ Referral to School Resource Officer ▪ Suspension will be assigned
Bullying (Repeated behavior—2 or more acts, such as written/verbal/electronic statements, gestures, or acts—that creates a hostile environment at school, including name-calling, taunting, rumor-spreading, threats, or cyber-bullying)	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Referral to school counselor for discussion of harmful effects of bullying ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Continued counseling ▪ Parent/guardian notified; may be required to meet with school administration ▪ May be referred to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension assigned; safety assessment may be required ▪ Demerits issued ▪ Continued counseling ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities

Behavior	Tier I	Tier II	Tier III
Personal Harassment (Any act of disrespect or intimidation—including a written/verbal/electronic expression, gesture, etc.—that infringes another’s rights, including sexual harassment)	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Referral to school counselor ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Continued counseling ▪ Parent/guardian notified; may be required to meet with school administration ▪ May be referred to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension assigned; safety assessment may be required ▪ Demerits issued ▪ Continued counseling ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities
Assault/Fighting	<ul style="list-style-type: none"> ▪ Suspension for up to 10 days; demerits issued ▪ Safety assessment may be required ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 2-10 days; demerits issued ▪ Referral to school counselor; safety assessment may be required ▪ Parent/guardian required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 2-10 days; demerits issued ▪ Continued counseling; safety assessment may be required ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities

Behavior	Tier I	Tier II & III
Vandalism	<ul style="list-style-type: none"> ▪ Restitution or restoration ▪ Demerit/Detention assigned as appropriate ▪ Parent/guardian notified; may be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Restitution or restoration ▪ Suspension for 2-10 days ▪ Referral to proper school and legal authorities
False Alarm (Fire alarm; false 911 call; school threats; etc.)	<ul style="list-style-type: none"> ▪ Suspension at least 2 days ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for at least 2 days ▪ Parent/guardian will be required to meet with school administration ▪ Proper school and legal authorities will be notified ▪ Safety assessment may be required

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Behavior	Tier I	Tier II & III
<p>Possession or Use of Tobacco Products (incl. tobacco, tobacco products, residue, apparatus, or look-alikes, etc.)</p>	<ul style="list-style-type: none"> ▪ Item(s) will be confiscated ▪ Suspension for 2-5 days ▪ Demerits issued ▪ Parent/guardian notified ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Item(s) will be confiscated ▪ Suspension for 2-10 days; demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities
<p>Possession or Use of Controlled Substances (Marijuana, alcohol, some prescription medications, or look-alikes, etc.)</p>	<ul style="list-style-type: none"> ▪ Illegal substance and/or apparatus confiscated ▪ Parent/guardian notified ▪ Suspension for 5-10 days; may face exclusion ▪ Demerits issued ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Illegal substance(s) and/or apparatus confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for 5-10 days; may be subject to expulsion from the school or school district by the principal. ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities
<p>Sale or Sharing of Controlled Substances (Marijuana, alcohol, some prescription medications, or look-alikes, etc.)</p>	<ul style="list-style-type: none"> ▪ Illegal substance and/or apparatus confiscated ▪ Parent/guardian notified ▪ Suspension for 5-10 days; may face exclusion ▪ Demerits issued ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Illegal substance(s) and/or apparatus confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for 5-10 days; may be subject to expulsion from the school or school district by the principal. ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities
<p>Weapon/ Dangerous Items Including Look-Alike Items (Gun, knife, water gun, pellet gun, incendiary devices, or look-alikes, etc.)</p>	<ul style="list-style-type: none"> ▪ Item confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for 10 days pending Safety Assessment; may face exclusion ▪ Demerits issued ▪ Referrals to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Item confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for up to 10 days pending Safety Assessment; may be subject to expulsion from the school or school district by the principal. ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities

Behavior	Tier I	Tier II & III
Assault of a Staff Member	<ul style="list-style-type: none"> ▪ Suspension up to 10 days; safety assessment may be required; may face exclusion ▪ Demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for up to 10 days; safety assessment may be required; may be subject to expulsion from the school or school district by the principal. ▪ Demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities