

August, 2022

Dear Middle School Parents/Guardians,

Welcome to the 2022-2023 school year! This handbook has been written so that all students attending Sutton Middle School have a clear understanding of the expectations designed to make our school a safe and supportive learning environment for everyone. It is based upon the belief that as students mature, they need to increasingly take responsibility for their intellectual, social, and emotional performance. In addition, they are expected to work cooperatively with peers and adults in an effort to keep the school running effectively and smoothly. Please review this handbook together with your children and discuss the contents with them. After reviewing this handbook, please complete the online form to indicate that you have done so by **Friday, September 16th, 2022**.

This handbook will serve as one of the many ways that we create and strengthen the home/school communication and partnership. Communication between home and school is essential and we encourage you to attend Parent Conferences and other special school sponsored events and performances throughout the year. Please check the district/school website at www.suttonschools.net for important information.

Please note that this handbook is subject to change when, in the judgment of the administration, such changes are in the best interests of the school. Revisions, if and as they occur, will be communicated through assembly announcements, posted notices, or letters to families.

Thank you for helping us to maintain a safe, supportive, and respectful learning community at Sutton Middle School. We look forward to another outstanding year and we are here to support your students and provide the best possible educational experience for your children.

Sincerely,

Anne Corron

Principal

Brian Liporto

Assistant Principal

Michael Zagame

Counselor

August, 2022

Dear Students,

Welcome to the 2022-2023 school year! We are so excited to have you at Sutton Middle School! This is your school and it is important that you feel safe and comfortable here. We hope that you will help others feel respected, accepted, and safe here at all times, so that you can get the best possible education. Our school community can achieve this by treating every person in this school with respect at all times.

This handbook explains the expectations for student behavior in the classrooms, in the hallways, in the bathroom, in the cafeteria, and on the bus, and when you are participating in all school-sponsored activities. We hope that you will meet these expectations and hold others in our school community accountable to do the same.

Please review this handbook carefully with your parents/guardians. It contains a lot of important information that will help you have a successful school year. It has great suggestions for how you can make school a great place to learn, enjoy your friends, experience growth, and have fun! If we all work together, we can ensure that everyone feels safe, comfortable, and included in our school community.

Sutton Middle School has incredible students, teachers, and staff who all work very hard to make our school the best place to learn and grow. Please feel free to come and see us in the office if you have a question, want to talk about a problem, or just want to say hello. We are here to help you in any way that we can - your personal and academic success is very important to us! We are looking forward to a productive, happy, and healthy school year - we hope it will be the best school year yet!

Sincerely,

Ms. Corron

Mr. Lipoto

Mr. Zagame

Principal

Assistant Principal

Counselor

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SUTTON PUBLIC SCHOOLS

383 BOSTON ROAD

SUTTON, MASSACHUSETTS 01590

Dr. Kimberly Roberts-Morandi, Superintendent of Schools, 508-581-1600

Andrea Alves Thomas, Director of Special Education, 508-581-1615

Sutton Middle School

Anne Corron, Principal

Brian Liporto, Assistant Principal

Kim Andrade, Secretary

Michael Zagame, Counselor

Bill Gillin, Social Worker

Catherine Brousseau, Social Worker

Nicole Harn, Social Worker

Sutton School Committee

2022-23

Paul Brennan

Jennifer Darling

Bruce Edwards

Benjamin Gibbons

Nate Jerome

District Mission Statement

The Sutton Learning Community cultivates a positive, collaborative, engaging and safe environment that fosters academic excellence, social responsibility, personal growth and lifelong learning.

District Vision Pillars

Academic Excellence - To provide a comprehensive, interactive curriculum to prepare students for future life experiences.

Social Responsibility -To create an environment that inspires social awareness and encourages compassionate, ethical behavior.

Personal Growth - To promote a culture of healthy living, emotional and physical well-being, and personal responsibility.

Lifelong Learning – To embrace a passion for lifelong learning fostering critical and independent thinkers.

Sutton Middle School Mission Statement

The Sutton Middle School community expands and strengthens educational foundations while fostering personal responsibility and growth through innovative thinking and learning to prepare students for the diverse world of the 21st century.

SUTTON MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

In a society that places increasing demands on its citizens to become life-long learners and actively participate in American democracy, Sutton Middle School must prepare its students to meet these demands in a positive and creative way. At all times, we should base our actions on a commitment to the self-worth, talents, and development of our individual students.

Sutton Middle School recognizes that a solid parent-teacher and community-school partnership in the education of any student is necessary to ensure success. Therefore, the cooperation and involvement of parents, as well as the community at large, in the life of the school must be actively sought.

Finally, the school recognizes its primary responsibility to provide opportunities for academic achievement and positive peer socialization through in-school and extracurricular activities. These experiences, which lead to a sense of self-worth, belonging and school spirit, must accommodate a wide range of student interests.

GENERAL INFORMATION

SCHOOL HOURS

School is in session from 7:30–2:00. Students arriving before 7:25 should report to the cafeteria. Once students have arrived at school, they are not to leave the school grounds unless authorized to do so.

Daily Schedule: (7 period, drop 1)

Period 1	7:30 - 8:25
Period 2	8:29 - 9:20
Advisory	9:23 - 9:48
Period 3	9:51-10:42
Period 4	10:46 - 12:11
Lunch	1st lunch 11:18 - 11:43 2nd lunch 11:46 - 12:11
Period 5	12:14 - 1:05
Period 6	1:09 - 2:00

At 7:25 students go to their lockers and then to their period one class. If there is any office business to conduct it should be done before the 7:30 bell. Students who are not in class at 7:30 when the bell rings are tardy to class.

SCHOOL CLOSING NOTICES

School closing announcements will be sent through Alert Now phone calls and texts. In addition, announcements will be posted on radio stations WTAG 580 AM, WBZ 1030 AM, WSRS 96.0 FM, television stations WBZ channel 4 or WCVB channel 5 and WHDH channel 7. During inclement weather it is possible that school opening might be delayed an hour or dismissal could occur early. On days when school is closed due to inclement weather or any other emergency, all local school events will be postponed.

ATTENDANCE POLICY

Time lost from class is very difficult to make up or replace. Some classroom experiences cannot be duplicated, particularly in terms of student interaction and the exchange of ideas. Classroom attendance is essential to students' academic success. Students are expected to be punctual and prepared for all school responsibilities. *Tardiness, absences, and dismissals will be verified.*

Daily attendance is mandatory. Massachusetts' schools are governed by a compulsory attendance law which generally means that all persons between the ages of 6 and 16 are required to attend school on each day determined as a school day by the local school committee (M.G.L Chapter 76, Sections 1 and 2).

Any student who has been absent from school, tardy after 10:30 am, or dismissed prior to 10:30 am, is not eligible to participate in any extra-curricular activity that is scheduled for the same day.

DAILY ATTENDANCE

Daily attendance in school is mandatory. Every effort should be made to keep absenteeism to a minimum. High absenteeism impacts learning. Sutton Middle School's attendance policy states:

- Upon the fourth unexcused absence in a quarter, administration will contact the parent/guardian.
- Upon the fifth unexcused absence in a quarter, administration will call for a meeting and create a contract with the student and parent/guardian.
- Upon the sixth and any subsequent unexcused absence in a quarter, administration will call for a parent meeting.

Absences for reasons listed below may be considered excused with proper documentation:

- a. Death in immediate family (parent/guardian documentation)
- b. Funerals (parent/guardian documentation)
- c. Religious holidays (parent/guardian documentation)
- d. Professional appointments that could not be scheduled outside of the regular day
- e. Serious illness or injury or chronic illness when confirmed in writing by a doctor (Physician notes will not be accepted after 7 days)
- f. Personal/Family emergencies (parent/guardian documentation)

Absences for reasons listed below may be considered unexcused absences:

- a. Family Vacations
- b. Lack of transportation
- c. Illness - unless proper and conclusive documentation produced (A note from a doctor stating that the student was kept home due to illness IS NOT an excused absence)
- d. Out of school suspensions
- e. Non - school sponsored trips

TARDINESS AND ADMITTANCE TO SCHOOL

A student arriving at school after 7:30 must report to the Main Office. Students who arrive after 7:30, will be marked "tardy." Students will not be admitted to their first period class without a tardy pass after 7:30 a.m.

- Upon the fourth unexcused tardy per quarter, parents/guardians will be notified by administration.
- Upon the fifth tardy, students will receive a lunch detention.
- Upon the sixth tardy, students will receive an after school detention.

- Upon the seventh tardy, students will receive a half day internal suspension followed by parent meeting with administration.
- Any tardy after the seventh, will result in a half day internal suspension followed by a parent meeting with administration.

Examples of unexcused tardies are:

- a. Missing a bus or leaving the house late
- b. Oversleeping
- c. Finishing homework or socializing

REPORTING ABSENCES AND TARDINESS

When a student is absent from school, a parent must call the middle school office before 9:00 on the morning of the absence. When no phone call is received, a call to home will be made by the school.

Parents may call during non-school hours (581-1630) to report an absence. **For absences longer than three (3) consecutive days, parents must send a note from a health care provider to school.**

- If a student is absent, he/she is encouraged to obtain missed assignments which may be posted on the teacher's Google Slide and/or Google Classroom. Upon the student's return, he/she is encouraged to access Academic Overtime during advisory and/or after school extra help with classroom teachers to make up missing work.
- Parents are requested to call the **middle school office** before 9:00 am on the second day of absence to request homework and missed classwork. As a general rule, students have one day for every day absent to complete missed assignments.
- When a student is absent from class because of band, chorus or student council activities, it is the student's responsibility to make up missed class work.

DISMISSAL PROCEDURES

If a student needs to leave school early, a written explanation must be presented in advance to the office. This written explanation must be signed by the parent or guardian and contain the date, time of dismissal, home telephone number, grade, and reason for the request of dismissal. This note will be brought to the office prior to the beginning of the first period. Students will report to all classes up to their exact dismissal time. Parents are asked to schedule appointments after school hours. *Parents must pick-up their student for dismissal in the middle school main office.*

DISMISSAL DUE TO ILLNESS

When a student feels ill at school, they must go through the Nurse's Office to determine dismissal based on a health assessment. Students may not use their cell phone to call home to be dismissed for this or any other reason.

PRE-ARRANGED ABSENCES/VACATION POLICY

Classroom learning is an ongoing process and every effort should be made to schedule family vacations to coincide with the school calendar. The school does not condone or encourage vacations during school time. **Vacations taken during school time will be counted as unexcused absences.** The student is responsible for notifying his/her teachers and for completing any make-up work. A pre-arranged absence form is available in the office for students/families to complete prior to leaving for vacation. All work is posted on Google Slides or Classroom and must be completed in the allotted amount of time similar to any other absences. Most of the assignments given to students are an extension of classroom instruction; therefore the classroom teacher will not send work with a student during these vacations; however, students may access work via Google Slides/Classroom while they are absent.

1. *Direct communication with teachers is strongly encouraged in these situations.*
2. **All work will be posted on Google Slides or Classroom. Students should check Google Slides/Classroom for assignments.**
3. Upon the student's return to school, they are expected to meet with teachers during advisory, attend Academic Overtime, and/or stay after school to complete missing assignments. Students should make arrangements with teachers to complete missing assignments or make up assessments. Students will be given one day per day absent (limit 7 days) to complete any makeup work.
4. Any learning experiences (group projects, peer assignments, labs, etc.) that students may miss due to absence may/may not be duplicated. Teachers reserve the right to provide an alternate assignment if necessary.

OTHER PERTINENT INFORMATION

Hall Passes

Students are required to carry a hall pass when leaving their classroom during class time. Any student in the hallway without a pass will be sent back to the classroom teacher to get one. This includes going to the main office.

Lockers/Backpacks

Students are assigned lockers at the beginning of the school year. Students are only allowed to use the school locker that is assigned to them on the first day of school. Students are not allowed to use their own personal locks. **Students need to keep their lockers locked at all times.** Students may not share lockers. No adhesive stickers are allowed on any part of the locker. In addition, lockers are not to be defaced in any way. There is no expectation of rights to privacy where a reasonable suspicion that illegal or dangerous activity is taking place. Lockers, as well as persons, (469 US 325) suspected of illegal contents may be searched.

Students may carry their backpacks throughout the day if they wish, but we encourage students to place jackets, lunches, PE and sports equipment, and other belongings in their lockers for safe-keeping.

Students must follow the “airplane” rule that their backpacks must fit securely under their seats and should not block the classroom aisles or impede access in and out of the classroom for safety reasons.

Textbooks

Textbooks may be issued to students during the school year. Students may be required to keep their textbooks covered. If books are damaged, lost, or destroyed, the student must pay for the book replacement or repair. Report cards will be held for those students who have not returned and/or paid for lost materials.

Calling Home

In order to foster and develop student responsibility, students will be encouraged to be prepared to fully participate in the school day. Students will be discouraged from calling home for assignments, books, instruments, etc. Students may only use the office phone for emergency purposes only. Forgotten gym clothes, books, homework, projects, and band instruments do not fall in the category of an emergency. Lunches and money will be the only items delivered to students during the school day. If necessary, students should use the office phone before/after school, at advisory, or during lunch; not during instructional time. Students should remember to make all after school plans prior to coming to school in the morning. The use of office phones to make after school plans is not allowed. If parents/guardians wish to communicate with students, please call the main office and we will deliver the message. Please do not text your students as they will not have access to their cell phones while they are in class.

Student Activities and Clubs

Sutton Middle School offers a variety of clubs/activities for students. The following is a general list of activities that have been offered in the past and may be offered during the current school year. Students who take part in after school activities are expected to complete their academic assignments on time.

World Language Club	Drama Club	Ski Club
Craft & Sport Clubs	Eye to Eye	Student Council

Various special interest clubs

While we encourage students to stay after school for extra help, clubs, and activities, students are not permitted to remain after school unless an adult supervises them. Parents/Guardians must pick up their students promptly following an after school activity.

Fees

By direction of the Sutton School Committee, all middle and high school students may be required to pay a student activity fee for student activities such as music and drama programs, sport teams and related athletic activities and buses. Any family eligible for the free or reduced lunch program will not be required to pay the student activity fee. Specific information about fee schedules and payment will be communicated at the start of each school year.

Daily Announcements

Announcements are made each morning to provide important information for students and staff. The daily announcements are posted on the middle school website.

School Meals

Parents are encouraged to monitor their child's account online, via Titan School Solutions. Parents may access this site by going to the District website and then to "Food Service" and "Online Payment for School Lunch." To get started, please go to <https://family.titank12.com> and make a new account in order to make payments towards your students' meals. Students will not be allowed to "charge" extra snacks and speciality items (ex. ice cream, chips) if they have a negative balance on their account.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm is activated, everyone leaves the building as quickly as possible by the prescribed route. Students and teachers remain at their designated areas outside until the signal to re-enter the school is given by the Principal, Assistant Principal, or Fire Department. Fire drill procedures are posted in each classroom. Students are expected to follow these guidelines. Fire drill rules are as follows:

- Students shall remain quiet while exiting the building in an orderly fashion.
- Proceed to designated meeting spots and line up by class in a straight line.
- Students should remain quiet while attendance is being taken.
- Students should follow their teacher's instructions.
- Continue to be quiet while waiting for instructions that it is safe to re-enter the building.

Security Cameras

To ensure the safety and security of all students, faculty, and staff, surveillance cameras are posted throughout the interior and exterior of the building. Video data may be used to verify reports of misconduct during the day, including but not limited to inappropriate behavior in the hallways, misuse of lockers, inappropriate driving in the parking lots as well as suspected theft or vandalism.

ELECTRONIC DEVICES

Electronic game devices as well as lasers, laser pens, laser pointers, or devices which project intensive light upon surfaces are not allowed in the school building or at school - sponsored events and activities.

Students may access their ipods and cell phones before/after school and at lunch time. Ipods, air pods/earbuds, and cell phones are not permitted in class or advisory unless they are needed for educational purposes at the discretion of the teacher. During class time, ipods, air pods, and cell phones must be put away in lockers or backpacks, or parked in the designated cell phone "parking lot" in the classroom. The school will not be responsible for any lost, misplaced, or damaged cell phones or electronic devices.

The expectation is that students will responsibly and appropriately use their cell phones at the designated times during the school day. However, if students do not follow the cell phone rules in the classroom (ex. accessing phones for non-educational purposes such as texting and social media, or taking unauthorized pictures or videos of students or staff), their cell phones will be confiscated by a staff member.

1st offense: Teacher confiscates the cell phone/electronic device and returns it to the student at the end of class.

2nd offense: Teacher confiscates the cell phone/device, turns it into the office to be returned at the end of the school day.

3rd offense: Teacher confiscates the cell phone/device, turns it into the office, and the student's parent/guardian will need to pick up the phone at the end of the day (call home, detention).

LUNCH AND CAFETERIA RULES

Students are to conduct themselves in a respectful and safe manner at all times during lunch. Trash and debris are to be cleaned from each table of students prior to that table's dismissal by the lunch proctor or administrator at the end of each lunch. Only one student may sit in each chair. Large tables have six chairs and small tables have four. Long tables seat twelve. The lunch proctor or administrator will dismiss students by tables.

1. No: "horse-playing", cutting in line, throwing any food, unnecessary loud talk or noise.
2. Food or drink may be consumed only in the cafeteria.
3. Students may leave their seat only to purchase food or discard trash.
4. Students will not share their lunch code with other students.

DRESS CODE

Students should consider school their "job" and should dress appropriately at all times. Students' clothing and accessories should be "setting appropriate" and should neither disrupt nor distract from the educational process. Items of clothing should neither present a health nor safety problem, nor violate the standard rules of decency.

Unacceptable attire includes, but is not limited to, clothing and accessories that contain profane language, offensive gestures/pictures, gang symbols, alcohol, and/or drug references or advertisements, or promotion of an activity that is illegal for minors. The dress code applies to normal school hours, school sponsored activities, and any extra-curricular activity including field trips.

Headwear - Hats, kerchiefs, bandanas, hoods or other head coverings are permitted in common areas of the school. Head coverings shall not cover a student's face. If a teacher has a classroom rule that does not permit headwear, students must comply with that rule; however all religious head coverings are respected.

Tops, shirts and dresses – shirts, tops, dresses, etc. shall not be excessively revealing. Shirts must have straps as strapless shirts are not permitted. Muscle shirts and tube tops/crop tops are not permitted. Backs should be covered and tops should not rise above students' belly buttons as to cover midriffs.

Pants, skirts, dresses – all pants, shorts, skirts, dresses, or similar apparel shall be sufficient to cover the stomach and a reasonably appropriate length. Pants shall not have any revealing holes nor hang low to reveal the stomach and buttocks.

We encourage all students to dress in a respectful and school appropriate manner. Administration shall be the final authority of appropriate dress and what constitutes safe, healthy, and respectful dress. Students who arrive to school wearing what is considered “inappropriate attire” will be provided with three options:

1. Change into something appropriate of their own.
2. Call home to see if a family member can bring a change of clothing.
3. Borrow a shirt, sweatshirt, shorts, or pair of pants from the school’s supply.

To avoid having to make this choice, please report to school dressed appropriately. Refusal to change, subsequent or repeated occurrences will be considered insubordination and may be subject to disciplinary action.

STUDENT DISPLAY OF AFFECTION

Kissing, embracing, and other modes of affection are not permitted at Sutton Middle School. Repeat occurrences of affection can and will result in disciplinary action in accordance with the levels of discipline chart on page 20.

CONDUCT ON SCHOOL BUSES

Students must have their bus pass in their possession to ride the bus. The bus driver has the authority to maintain orderly behavior of students on school buses. The bus driver will report any student who does not comply with the rules and regulations below.

In general students are required to follow the same rules that apply during school hours.

The rules and regulations for the privilege of riding a school bus are the same as if students are at school. Students must conduct themselves in a respectful and safe manner such as not to distract the driver or endanger other students.

1. Follow the directions of the driver to ensure the safety of other students.
2. Keep hands and arms inside the bus at all times.
3. Touching, teasing, or bullying other students is prohibited.
4. Remain seated at all times when the bus is moving.
5. Throwing objects of any kind is prohibited.
6. Eating or drinking on the bus is prohibited.

7. While traveling to the bus stop and waiting for the bus, students must respect private property nearby and remain at the stop until picked up.
8. Vandalism, smoking, and foul language are strictly prohibited.

Students involved in any inappropriate behavior on the way home from school will receive disciplinary action and may have to be transported to and from school by a parent until further notice. **Depending on the severity and frequency of a student's misconduct on the bus, that student may be suspended from riding the bus for a period of time. If a student's bus pass is revoked, no bus fee monies will be refunded.**

The Sutton School Department reserves the right to discipline students for any school bus violation. No middle school student will be allowed to ride the elementary bus any time.

If any offense results in physical damage to the bus, the student and/or parent is responsible for either repair or the expense incurred in repairing the damage.

School/Home Communication

Communicating with teachers

Communication with your child's teachers is always welcomed and encouraged. If you need to reach the teacher with any questions/concerns, you may send a message to them via email, or leave a telephone message and ask for the teacher to return your call. Calls received during the school day will be forwarded directly to voicemail in order to avoid interrupting classroom instruction. Please afford teachers the courtesy of responding to correspondence within 48 business hours, or 2 school days.

Communicating with Administration

The Principal of Sutton Middle School welcomes your input at any time and encourages an open line of communication. Please feel free to address any questions or concerns by contacting administration via phone or email. If you would like to meet with the Principal, she would be happy to set up an appointment at a mutually convenient time.

We welcome the opportunity to assist you and your child to have a successful school year. Contacting the appropriate person to discuss your concerns can solve most problems. Generally, if you have a concern about your child in the classroom, please contact the classroom teacher first. In the event that you are not satisfied with the solution or are unable to resolve the issue, the next step would be to contact the building principal.

Email updates

The Principal sends out periodic email updates regarding the latest school news. If you are not receiving the Alert Now emails, phone calls, or text messages, please contact the main office.

School Website/Grade Level Websites

Our school website contains a great deal of helpful information and resources, including the grade level websites. On the middle school website, under the “Classroom Teacher Pages” tab, students and families can access grade-level slides with daily agendas, homework assignments, materials, and resources necessary for academic success.

Parent Teacher Organization

The Parent Teacher Organization (PTO) is a formally organized, non-profit organization that sponsors various enrichment opportunities for students and initiates fund raising efforts to support academic achievement at Sutton Middle School. It serves as a line of communication between home and school for grades 6 through 8. Meetings take place once a month. Become involved in your school by joining the PTO.

School Council

The Sutton Middle School Council is composed of parents, community members, and school faculty. School Councils are representative advisory groups that collaborate in planning and implementing school improvement. The overall purpose of our council is to support the improvement of Sutton Middle School. It meets 4 times a year to develop our School Improvement Plan and identify and support the curriculum needs of students. The meetings are open to all parents who want to help. The meeting schedule for the year is determined and posted at the start of the school year.

School Dances

Middle school dances/events (TNO) will be held on various occasions. Dances are only for those students enrolled in Sutton Middle School.

Lost and Found

All articles that are found should be taken to the office where they will be kept until claimed. Articles not claimed will be placed in the lost and found located in the cafeteria. Periodic announcements will be made for items to be retrieved. Any items that are not claimed will be donated periodically.

Insurance

There will be student accident insurance available to all students at a moderate cost that will cover them in case of injury or accident going to and from school and while at school.

Helmet Law

Students who ride their bicycles to school must secure their bicycles to the racks in front of the building. **Massachusetts State Law requires students to wear protective headgear.**

HEALTH OFFICE INFORMATION

The school nurse helps the education process by improving and protecting the health of the student body. The health office focuses on the prevention of illness, student safety, early detection and correction of health problems and health education. Students that are injured or become ill in school should report to the health office to be assessed.

Parents are responsible for notifying the health office of any medical conditions that may affect a student's health during the school day. It is extremely important that parents provide the most up to date contact information in the event of an emergency. Students should not call or text their parents for dismissal due to illness without presenting to the health office.

Medications

The Sutton Public Schools Medication Policy follows medication administration parameters set by the Massachusetts Department of Public Health and the Massachusetts Board of Registration of Nursing. We collaborate with our school physician regularly and the policy is available on the schools website.

- All medications, including inhalers and over-the-counter medications, require a licensed prescriber's written order and written parental permission for medication to be administered in school.
- Students may occasionally receive certain over-the-counter medications, including acetaminophen and ibuprofen, from the school nurse with signed parental permission through protocols with our school physician.
- All medication orders expire at the end of the school year. The unused medication must be picked up by a parent or designated adult, any medications not picked up will be discarded. New medication orders are required each school year.
- All medication must be in a properly labeled pharmacy container.
- Students are not allowed to carry ANY medication on their person, with the exception of emergency medication. Students may carry and self-administer inhalers, insulin, and epinephrine ONLY with written permission from parent after consulting with the school nurse.

Communication with the health office

Students should go to the health office with any injury or illness experienced during the school day and parents will be notified with any significant findings made by the school nurse. Parents/guardians are asked to report to the health office any injury that has occurred outside of school. This includes concussions, orthopedic injuries, medical conditions or any prolonged illness.

Mandated screenings

Massachusetts Department of Public Health requires the following screenings: Postural, height/weight, hearing and vision. If there is any reason a student should not participate during these screenings please send a written request to the health office. Letters will be sent home if follow-up is recommended.

Physical Exams

Massachusetts law requires physical examination on students within 1 year before entering into school or within 30 days after entry and at intervals of either 3 or 4 years thereafter. (105 CMR 200.100) Students in 7th grade must submit a current physical exam. In addition, MIAA requires that any student participating in an interscholastic sport must pass a physical examination prior to participation. The physical is valid for 13 months from the date of the exam.

Immunizations

Students must have up-to-date immunizations in order to enroll and remain in school. (105CMR 220.000) Parents will be notified of immunizations that are due and the date when documentation must be received. Immunizations may only be waived if a student provides a written medical or religious exemption to the nurse or is homeless per the McKinney-Vento Act. When a case of vaccine- preventable disease emerges, students with exemptions are subject to exclusion. (105CMR 300)

STUDENT EXPECTATIONS

Sutton Middle School Honor Code

Sutton Middle School is a place where each of us can learn and grow, and where honor is valued in all aspects of our lives. Honesty is, therefore, a fundamental expectation of the school. We are all stakeholders in our school and we must expect the highest standards for each other and ourselves. Dishonorable behavior diminishes us all. Those who ignore such behavior are, in fact, giving approval by their silence. Acting responsibly will often require making difficult decisions.

Academic honesty is at the core of what schools are about. There is a “social contract” among teachers, students and parents, which places responsibilities on everyone. Teachers must prepare thoughtful and meaningful assignments as well as clear guidelines for when sharing work and information is appropriate and when it is not. Students must follow the standards for sharing work provided by their teachers. Unless otherwise indicated, all work submitted by students must be their own. Parents must make it clear that they expect honest work from their children. Part of this parental message must be a clear statement that a poor grade earned honestly is preferable to a good grade dishonestly earned.

The benefits of a true education can only be realized in a school community that embraces success through academic honesty.

CHEATING AND PLAGIARISM

The academic integrity of our students is a paramount concern. It is expected that students will exercise the highest standard of academic integrity and understand that any act of academic dishonesty will not be tolerated. Some examples of academically dishonest behaviors included but are not limited to:

- Cheating on tests, quizzes, or exams.
- Plagiarism from any source (plagiarism is copying someone else's work and claiming it as your own.)
- Unauthorized copying homework, class work, or any other work from another student.
- Submitting someone else's work without substantial change or improvement and acknowledgment.

Potential consequences for cheating and plagiarism:

- Parent/guardian is informed of the incident.
- The student may be asked to re-do the assignment and credit will be given at the discretion of the teacher.
- The student may lose credit for the assignment, project, quiz, test, or homework assignment.
- If more than one person was involved, they may also lose credit for the assignment at the discretion of the teacher
- In the event of repeated cheating or plagiarism instances, disciplinary action will be taken.

ACADEMIC INFORMATION

The school year is divided into four quarters:

Quarter 1	Anticipated dates: August 31 - November 7
Quarter 2	Anticipated dates: November 8– January 24
Quarter 3	Anticipated dates: January 25 – April 5
Quarter 4	Anticipated dates: April 6 – June 15

Progress Reports: Parents will be alerted that progress reports are ready for viewing via the iparent portal by an alert now email message in the middle of each marking period.

Report Cards: Report cards are issued quarterly and can be viewed on Iparent. A final report card will be mailed home within a week of the last day of school.

Honor Roll: To qualify for High Honors, students must achieve grades above 90 in all of the core classes. To qualify for Honors, the student's quarter average must be above 85, with no grade below 80 in the core classes. A core class is defined as a class that meets all year.

In order to promote strong home-school communication and to keep parents/guardians informed of their child's academic progress, parents/guardians are provided access to the iPass iParent feature in order to view their child's grades. Parents may log into the Parent Portal in order to view their child's attendance data, class schedules, grades, and biographical information. Parents of students in grades 6-8 may view quarterly progress reports and report cards online.

Detailed instructions for accessing iParent are available on the district website.

Homework Policy

Homework is an important extension of the learning that takes place in the classroom. Students need time to process what they have learned during the school day and reflect upon this learning. It is beneficial for students to accept responsibility for completing assignments independently. The purpose of homework is to practice, apply, and strengthen concepts introduced in the classroom, review previously learned skills, develop independent study habits, and gain confidence in preparing for classroom participation and assessments. Homework should be related to the subject-area and grade-level curriculum.

While we discourage parents/guardians from taking students for vacations during school time, we respect family time. No homework, projects, or extended assignments will be given during vacation breaks. Homework assigned during three-day/long weekends will be at the discretion of the teacher.

Extra Help

We encourage students to utilize after school extra help sessions to communicate with teachers, ask questions and seek clarification regarding content or assignments, make up any missing or overdue assignments, obtain help with study skills and strategies, and review or reinforce knowledge and skills. Teachers have two, 30 minute after school extra help sessions per week. Their after school days and procedures for signing up for extra help will be communicated in their individual classrooms. Parents/guardians are responsible for providing after-school transportation.

Advisory

Advisory is a structured period during the day that provides time for students to get extra help from teachers, make up any missing or overdue assignments as required, socialize with peers, and take a break to support their mental wellness. Students with a grade below 70% or are missing assignments are required to attend Academic Overtime.

Promotion/Retention

Students who fail two or more core academic subjects (language arts, math, science, social studies and world/foreign language) will be referred to the retention committee. A decision in the best interest of the student will be made by the last day of school regarding a plan of action for the student. The possible outcomes may be:

1. Retention

2. Summer school/program
3. Promotion to next grade

The building principal or the principal's designee will notify students who are required to attend summer school or are retained. The principal has final say in all appeals.

Transferring to Another School

A student must go through a checkout procedure, which can be initiated in the main office. All books must be turned in and any fees or fines must be paid or a transcript will not be sent to another school. A record is kept in the student's folder and is removed only after payment. The transcript is the official legal document that indicates courses earned in any school and is the tool used to transfer such credit.

Student Records

Federal law and Massachusetts' regulations and laws detail the rights and responsibilities of students, parents, and school officials with respect to students' records and the privacy rights of students. Following is a summary of the major provisions of these regulations and laws:

1. The student's ***permanent record*** consists of basic identifying information, academic transcript, attendance record, accident reports/health record, record of release of permanent records, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student's ***temporary record*** consists of all information not included in the student's permanent record, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, supportive services provided, record of release of temporary records, and disciplinary information. The temporary record is reviewed at the end of fifth and eighth grades to remove out-of-date information and is destroyed entirely within five years of graduation or permanent withdrawal from school.
3. Parents have the ***right to inspect and copy*** all information contained in the student record. A reasonable fee may be charged for the cost of duplicating the materials in a student's record.
4. Parents and students may request to have parts of the ***record interpreted*** by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.
5. With few exceptions no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed ***access to information*** in the student record without the specific, informed, written consent of the parent or student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log that is kept as a part of the temporary record.

Guidance Services

Guidance and counseling are offered through individual sessions and group presentations. Any student wishing to see the counselor should first get a pass from their classroom teacher before reporting to the guidance office. The counselor is available to help students with their academic, personal, and social concerns. If a student or parent/guardian has any problems, questions, or concerns, they are urged to contact the counselor via email or phone.

Transition Room

The Transition Room is a space in the school where students who have missed school for an extended period or who need mental health support during the day can receive support in a supervised setting. Students who use the space to recover from an extended absence will work with their counselor and the Transition room team to create a plan that will get them back into their classes as soon as possible. Students who need the Transition Room as a mental health support during the day can access it as needed. Students who spend more than 10 minutes in the Transition Room will be required to meet with their teachers after school or during Advisory to make up any missed work. Transition Room staff will partner with parents/caregivers to support students who access the Transition Room on a regular basis.

BEHAVIORAL EXPECTATIONS

Introduction

All schools have rules and regulations that are based on behavioral standards and expectations for its members. Sutton Middle School expects its students to:

- Treat all staff and students with respect for their safety and inherent human value.
- Get to class on time prepared to work.
- Do their best at all times

Failure to meet these standards will usually result in disciplinary consequences. After a review of a reported occurrence and the completion of any necessary investigation, Sutton Middle School's behavioral rules and regulations will be enforced in a fair, firm, and consistent manner. The consequences will depend on the severity and frequency of the misconduct. In keeping with sound principles of discipline, repeated instances of misbehavior will result in increasingly severe consequences. Sutton Middle School complies with all Massachusetts laws governing school behavior. **The administration has the right to amend the rules of this handbook as deemed necessary.**

Please access the district's updated Student Conduct and Discipline policies online: [Policies / Section J - Students \(suttonschools.net\)](https://www.suttonschools.net/Policies/Section-J-Students)

LEVELS OF DISCIPLINE

Level I Range of Consequences include: Class Detention, Lunch Detention

Level I disciplinary action results when classroom behavior violates the discipline rules, including:

- Disruptive behavior
- Rude, discourteous behavior
- Excessive talking
- Excessive tardiness
- Hall pass misuse
- Lack of class preparation

Students who receive teacher detention will be given 24 hours' notice and parents will be informed.
Chronic offenders will move to the next level of behavior intervention.

Level II Range of consequences include: counseling, office detention, lunch detention, in-school session, in-school suspension, out of school suspension, social suspension, or community service

- Inappropriate bus behavior
- Inappropriate cafeteria behavior
- Horseplay resulting in injury to staff or student
- Class cut
- Disrespectful to staff or substitute teacher
- Inappropriate language/gestures
- Public display of affection
- Cut class detention
- Insubordination
- Leaving class/school without permission
- Chronic tardies (school or class)
- Theft

- Violation of the internet safety and acceptable use policy including loss of computer privileges (may also include suspensions, see below)
- Threatening behavior
- Violation of dress code (including removal from class until proper dress is worn)
- Plagiarism or other honesty violation (must be reported to administration)

Chronic offenders of this level move to the next level of discipline.

Level III Range of consequences include: out of school suspension, and/or social suspension

- Fighting, bullying,
- Assault (student may also be expelled, see below)
- Chronic violation at previous level
- Dangerous or gross insubordination
- Profanity toward staff
- Sexual Harassment
- Possession or use of alcohol, inhalants, or drugs or imitation alcohol or drugs, or drug paraphernalia (student may also be expelled, see below)
- Smoking/possession of tobacco products
- Smoking, possessing or chewing tobacco products (includes matches, lighters, and rolling papers) or imitation tobacco products
- Possession of any dangerous weapon or imitation weapon, including pocket knives (student may also be expelled, see below)
- Theft/vandalism, including violating the internet and acceptable use of policy for technology
- Use of videophones in a manner that violates the rights of another student or faculty member

Chronic offenders of this level move to the next level of discipline

Level IV Punished by exclusion or expulsion from School. Level IV discipline results from behavior in violation of the Sutton Middle School rules and regulations; or Massachusetts state law regarding behavior which subjects students to expulsion, including:

- Assault on a staff member
- Bomb threats
- Hazing
- Possession, use, or distribution of drugs and other controlled substances, such as marijuana, cocaine, heroin, “crack”, LSD, inhalants, etc, including alcohol
- Possession, use, transfer, or facilitation of the use of incendiary/explosives devices
- Possession or use of a dangerous weapon, including pocket knives*
- Chronic or repeated Level III behavior

*Dangerous weapons include any object that may inflict harm when used in a manner to endanger others. This includes, but is not limited to, guns, knives, bullets, brass knuckles, and fireworks.

Other forms of misbehavior not specifically mentioned above will be handled on an individual basis. Extenuating circumstances will be dealt with individually but in a consistent manner.

Following is a “quick reference” list of violations and possible consequences. Each incidence of discipline is individual to the circumstances and will be addressed as appropriate.

Legend: OD=Office Detentions CD=Class Detention SS=Social Suspension
 LD=Lunch Detention ISS=In School Suspension

Violation	Range of Consequences
Assault	Suspension, Expulsion
Assault on staff member	Expulsion
Bomb threat	Expulsion
Bullying (including harassment)	Suspension
Bus violation	OD, Suspension, ISS,SS
Chronic tardiness	LD,OD, Suspension
Class cut	OD, Suspension, ISS,SS
Disrespect to staff/substitute	LD,CD, OD

Disruptive behavior	LD,CD, OD
Dress code violation	Removal from class, OD,LD
Excessive talking	CDLD
Excessive tardiness	CD, OD,LD
Fighting	Suspension,SS
Gross insubordination	Suspension,SS
Hall pass misuse	CD,LD
Hazing	Expulsion, criminal prosecution
Inappropriate language/gestures	CD,Suspension,ISS, SS
Insubordination	OD,LD,Suspension, ISS, SS
Lack of class preparation	CD, OD
Leaving school/class w/out permission	LD,OD, Suspension,ISS,SS
Plagiarism, honesty violation	LD,CD, Suspension,ISS,SS
Possession, use of dangerous weapon, including pocket knives	Suspension, Expulsion, Criminal Prosecution
Drug violation involving controlled substance, e.g. alcohol, marijuana, ecstasy, amphetamines, inhalants, etc.	Suspension, Expulsion Criminal Prosecution
Possession/use of explosive or incendiary device	Expulsion, Criminal Prosecution
Profanity or lewdness, including gestures, toward staff	Suspension,SS
Public display of affection	OD, ISS, SS
Rude/Discourteous behavior	LD, CD
Sexual Harassment	Suspension
Smoking/possession of tobacco products	Suspension,SS
Technology use policy violation	OD, Suspension, loss of privileges
Theft	Suspension,SS

Threatening or dangerous behavior	OD, Suspension, Expulsion, criminal prosecution
Vandalism (including destruction or defacement)	Suspension, reimbursement

EXPLANATION OF CONSEQUENCES

Removal from class: If a student is asked to leave a teacher’s classroom for disciplinary reasons, the student should report immediately to the principal’s office.

Teacher detention: Time after school by a classroom teacher for reasons regarding academic concerns, classroom rules, and classroom behavior. Students will be kept by the classroom teacher until 2:45 pm or an agreed amount of time and communicated ahead of time to parents. Their parent(s) must pick up students serving detention unless other transportation has been arranged and approved by the administration. Failure to attend a teacher’s detention will result in the student being referred to the principal to be assigned an office detention. **Detention takes precedence over all other after school activities.**

Lunch detention: Students eat lunch in the middle school office instead of the cafeteria.

Office detention: Time after school from 2:05 pm to 3:00 pm in the principal’s office. Office detention has priority over all other school commitments. Students will work on various assignments during this time. Parents will be notified if their child has been assigned an office detention. Their parent(s) must pick up students serving office detention unless other transportation has been arranged and approved by the administration. **Detention takes precedence over all other school activities.** Students may be assigned community service activities or writing assignments as appropriate.

Social Suspension: A social suspension restricts students to classroom attendance only. Students serving a social suspension are excluded from all school events, activities, and athletics for the period of the suspension. This shall include all assemblies, field trips, sports, student activities, dances, and ceremonies. Any student who is suspended from school is also suspended socially for the term of such suspension. Failure to adhere to such social suspension may result in extended or permanent social suspension and/or suspension from school.

In-School Suspension: Students assigned to in-school suspension will report to the principal’s office at 7:25 am. *Students are required to bring all of their textbooks and complete assignments throughout the day.* Students may not participate in any school functions or activities during the suspension including after school hours. Any student that does not adhere to the in-school suspension rules will be sent home with a parent and will serve the in-school suspension the following day.

Out-of-School Suspension: Students assigned to out-of-school suspension must stay at home in the care of their parents for the full school day. They may **not** return after school hours to participate in any school

activities. Suspended students will be allowed reasonable time to complete missed work; however, it is the responsibility of the student to complete assigned work.

In the event that a student is suspended for more than ten (10) days, the following services will be provided as part of the Sutton Middle School School Wide Education Service Plan; Scheduled after school help with existing classroom teachers; Saturday School; After School Tutoring; In School Suspension; On-line Education * (On-line education will only be made available to students who are suspended under Section 37H or 37 H ½ of the discipline code.

Expulsion: Expulsion is the permanent removal of a student from the school system. When a student is expelled in Massachusetts, no school or school district in the Commonwealth shall be required to admit him/her or provide educational services to him/her. If a student does apply for admission to another school or school district, the superintendent of the school district to which the student is applying may request and shall receive from the superintendent of the school expelling the student a written statement of reasons for the expulsion.

Criminal Prosecution: Sutton Public Schools adheres to all state laws regarding student behavior and reports all crimes, including drug violations, hazing, bullying, weapons violations, bomb threats, assaults on staff, and other serious offenses to the Sutton Police.

EXPULSION

Expulsion is the permanent removal of a student from the school system. When a student is expelled in Massachusetts, no school or school district in the Commonwealth shall be required to admit him/her or provide educational services to him/her. If a student does apply for admission to another school or school district, the superintendent of the school district to which the student is applying may request and shall receive from the superintendent of the school expelling the student a written statement of reasons for the expulsion.

REMINDER: Students face expulsion for the following offenses:

1. **Possession or use of a dangerous weapon.**
2. **Possession, under the influence of, or distribution of a controlled substance.** Controlled substances include, but are not limited to marijuana, heroin, cocaine, crack, LSD, etc. The Sutton Middle School will adhere strictly to the law as defined under Chapter 94C. The police will be notified if controlled substances are found. All controlled substances will be turned over to the police. The student's parent/guardian will be called to the school for a meeting with the administration to discuss all incidents involving controlled substances. The juvenile officer will be notified to determine if charges will be brought against the student. Students who possess, use, or distribute inhalants will be subject to expulsion.
3. **Assaults on school personnel.** Any student who assaults an administrator, a teacher, teacher's aide, other staff, or students on school grounds, in the school building, on school buses, or at school related events, is subject to expulsion by the Principal.
4. **Hazing.** Any student who is a principal organizer or participant in the crime of hazing, shall be subject to expulsion from school and shall be punished by a fine of not more than \$3,000 or by

imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. Hazing is defined as “any conduct or method of initiation into any student organization or team which endangers the physical or mental health of a student.” Such conduct is illegal under Massachusetts’ Law, Chapter 269 (see below, section E).

5. **Pervasive Threats/Bomb Threats.** Any student who pervasively threatens the safety and security of students, or a school building, adjacent property, or school bus shall be suspended, pending a hearing for possible exclusion or expulsion. Any verbal or written threat will be considered a violation.

STUDENT RIGHTS AND DUE PROCESS

Due process requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. Both parents and students will be notified.

In suspensions, due process involves:

1. No student will be suspended prior to having a hearing before the principal or the principal’s designee. At this hearing, the student will be informed of the reason(s) for this suspension and will be given an opportunity to respond. Parents will be involved.
2. The Principal will make every possible attempt to notify the parent(s)/guardian(s) of the student to discuss and inform parents about the suspension and state the cause(s) leading to it. If the suspension is assigned during the school day the parent(s)/guardian(s) may be required to pick up the student.
3. The Principal will send a letter to the parent(s)/guardian(s) specifying the cause(s) of this suspension. This letter will contain the number of days the student will be suspended, the day the student may return, and the reason(s) for the suspension.
4. Any student on suspension will be given the opportunity to complete any class work that is assigned by the teacher(s). It is the responsibility of students to complete any class work that is assigned by the teacher.
5. When it is known that the suspension(s) of students with special needs or 504 plans accumulate more than ten days in a school year, procedures as delineated in 34CMR300 are followed. A review of the student’s IEP will be held to determine the appropriateness of the student’s placement or program. A determination will be made as to the relationship between the student’s misconduct and his/her handicapping condition and either:
 - a) A modified placement will be designed for the student; or,
 - b) An amendment will be written to provide for the delivery of special education services during the suspension and any needed modification of the IEP.

In expulsions, due process must involve:

1. Investigation and notification – the administrator conducts an investigation and tells the student that he/she is going to be expelled and explains why.
2. Evidence – the administrator presents evidence against the student and examines evidence in support of the student.
3. Hearing – the administrator will hold a show-cause hearing with the student. PARENTS MUST BE INVOLVED AT THIS LEVEL. STUDENTS MAY ALSO HAVE LEGAL REPRESENTATION AT THIS TIME.
4. The administrator then makes the decision.
5. An expulsion may be appealed by submitting a request for a hearing of an appeal in writing. This request for a hearing must be sent to the building principal and superintendent of schools. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Listed below are the General Laws of Massachusetts that apply to expulsion.

Please refer to Massachusetts General Law c71, s 37H: Publication of School Committee Rules and Regulations Relative to the conduct of Teachers and Students.

1. Any student who is charged with a violation involving weapons, drugs, or assault (Paragraph A & B of Mass. General Law c71, s37H) shall be notified in writing or given an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph A or B.
2. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
3. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the

superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. Added by St.1972, c.467; amended by St.1973, c.430, S.5; St.1987, c.283; St.1989, c.603; St.1992, c.133, s.430; St.1993, c.71, s.36; St.1993, c.380, s.1; St.1994, c.51.

Chapter 71, Section 37H1/2: Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal

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

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student.

Chapter 71, Section, 37H 3/4: Publication of School Committee Rules and Regulations Relative to the conduct of Teachers and Students.

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

BULLYING POLICY

The school or district expects that all members of the school community will treat each other in a civil manner and with respect for differences. The school or district is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Please use the follow links to access the district's:

[Bullying Policy](#)

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is a 1300 volume multi-use site combining print, multimedia, and computer resources. It houses computers with Internet connections, a media room with satellite/cable systems, and an instructional video collection. The LMC is a member of the Central Massachusetts Regional Library System (CMRLS) that provides access to libraries throughout the region. It also has its own automated catalog providing access to print and electronic resources.

General rules that apply to the LMC are as follows:

1. Entrance to the library is by a signed pass from a faculty member or a staff person. It must be presented to the staff person in charge of the LMC.
2. Internet guidelines established by the school will be followed in the LMC. (This policy is delineated below.)
3. Audio-visual equipment is the responsibility of the person to whom it is assigned, and it must be returned promptly.
4. Lost material fines will be assessed at a rate set by the LMC. Lost materials owned by the Central Massachusetts Regional Library System will be set by the CMRLS. Fines for lost or damaged books must be paid before report cards are issued.
5. The consumption of food or drink is prohibited within the LMC as outlined in this manual.

ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children’s Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA);

- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;

- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;

- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Student & Parent Chromebook / Device Agreement

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required Student & Parent Chromebook/Device Agreement (IJNDB-E), which shall specify acceptable uses, rules on online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district’s Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care. LEGAL REFS: 47 USC § 254

File: IJNDB-E

STUDENT & PARENT CHROMEBOOK / DEVICE AGREEMENT

This Agreement represents an outline of Sutton Public Schools' Access to Digital Resources (IJND), Empowered Digital Use (IJNDB) and Student Responsible Use (IJNDB-R) policies. By signing this Agreement, students and parents/guardians agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R).

Student Responsibilities

- I have received and agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R) and abide by all local, state, and federal laws.
- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by Sutton Public Schools. Sutton Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13 years of age.
- I agree that my use of SPS technology is for educational purposes only.
- I agree that use of SPS technology is a privilege. I am responsible for the proper care of my SPS issued device, as well as any other SPS technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree not to use any other student or teacher's password to access the network and other school systems.
- I agree that I will never share personal information over the internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher and/or SPS staff member.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by SPS Technology Department.
- I will not remove programs or files from my SPS issued device.
- I understand that all files stored on my SPS issued device will not be private. SPS personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files. This can be done by using Google Drive.

- I will not attempt to repair my SPS issued device, nor will I attempt to clean it with anything other than a damp soft cloth.
- I will report any problems with my SPS issued device to the SPS Technology representative at my school.
- I will treat my SPS issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.
- I will return my SPS issued device and all of its accessories upon my withdrawal from Sutton Public Schools or whenever requested by the SPS administration.

Repair and/or Replacement of Chromebook

- I agree to pay for repairs or replacement of SPS issued Chromebook/laptop as follows:

Full replacement cost if device is lost / stolen / severely damaged:	\$ 250.00
Charger:	\$ 35.00
Screen:	\$ 60.00
Keyboard:	\$ 100.00
Trackpad:	\$ 30.00

NOTE: Charges will be based on individual circumstances and at the discretion of the Principal and/or Technology Director.

EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and

communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC August 2015

ATHLETICS

All middle school students are bound by the rules of the Massachusetts Interscholastic Athletic Association (MIAA). Participants in individual sports should check with the athletic director regarding restrictions in their individual sport.

Eligibility: If, in your opinion, there is any doubt concerning your student's eligibility you should consult with the athletic director or the principal prior to participating in a sport. The following MIAA rules are those about which you should be especially clear.

1. To be eligible for the fall sports, students are required to have final passing grades from the preceding year in the required number of periods of prepared work.
2. All middle school participants must be making adequate progress toward promotion (see p. 20 for information on promotion/retention) in order to remain eligible for MIAA sports and cheerleading.

HARASSMENT POLICY

Any harassment of students will not be tolerated in Sutton Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to torment, intimidation, vexation, aggressive behavior and repeated or continuing uninvited contact on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations. Vendors, parents, and visitors who have been found in violation of this policy will not be permitted on school grounds or allowed to attend offsite school functions and activities including sporting events.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass, intimidate, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, intimidate, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include Principals or their designees. The Superintendent will recommend, in consultation with the Principals, opportunities to the designated recipients for appropriate training.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment, and sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offenses and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because he/she/they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

1. A presumption of innocence throughout the grievance process, with the burden of proof on the school;
2. A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
3. The clear and convincing evidence or preponderance of the evidence, subject to limitations;
4. The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
5. Written notice of allegations and an equal opportunity to review the evidence;
6. Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
7. Equal opportunity for parties to appeal, where schools offer appeals;
8. Upon filing a formal complaint, the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional, but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower

preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

The district may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by Sutton Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Complaints should be provided to:

Andrea Alves-Thomas, Title IX Coordinator
Phone Number: (508) 581-1600

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

The Mass. Commission Against Discrimination
1 Ashburton Place, Room 601
Boston, MA 02108

Phone: 617-994-6000

Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109
Phone: 617-289-0111

The United States Equal Employment Opportunity Commission
John F. Kennedy Building
475 Government Center
Boston, MA 02203

SOURCE:	MASC July 2020
LEGAL REF.:	M.G.L. 151B:3A Title IX of the Education Amendments of 1972 BESE 603 CMR 26:00 34 CFR 106.44 (a), (a)-(b) 34 CFR 106.45 (a)-(b) (1) 34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

GENERAL LAWS OF MASSACHUSETTS PERTAINING TO HAZING

Chapter 269: Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Whoever knows that another person is the victim of hazing as defined the section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or perils to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

Chapter 269: Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student rolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school district's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE:	MASC
LEGAL REFS.:	Title IX of the Education Amendments of 1972 45 CFR, Part 86, (Federal Register, 6/4/75) M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971) BESE 603 CMR 26:00
CROSS REF.:	AC, Nondiscrimination

McKinney-Vento Act - A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These children include students who are “doubled up” with friends or relatives, preschool aged children, and runaways (even if families are willing to take them home). Homeless students have a right to stay in school in Sutton if they were attending one of our schools prior to the loss of housing. They also have a right to be transported to their school of origin from their temporary housing. Homeless children are automatically eligible for Title I services. Anne Corron is the homeless coordinator.

UPDATES

Each year the student handbook will be reviewed to determine necessary changes. Such changes will be communicated in writing to every parent and student in the middle school. Please place updates in this handbook to keep it current and refer to them as necessary.

CONTACTS

504 Contact info: Dr. Kimberly Roberts-Morandi, Superintendent of Schools 383 Boston Road

McKinney-Vento Act (Homelessness) Contact: Ms. Anne Corron, Principal, 383 Boston Road

English Language Learners (ELL) Contact: Ms. Sofia Hernandez de Ramos, Teacher, 383 Boston Road

Safe and Drug Free Schools Community Act (SDFSCA): Contact: Ms. Anne Corron, Principal, 383 Boston Road

MASSACHUSETTS LAWS AFFECTING STUDENTS

General Grievance Procedure

A parent who is dissatisfied with an action or decision of the school principal may submit a written request to the Superintendent of Schools for review of the issue. Except in extenuating circumstances, the parent shall submit the request within 30 days of the action or decision of the principal. The superintendent or designee shall review the issue and provide the parent with a timely written decision within 15 days of the request; unless extenuating circumstances require a delay.

A parent who is dissatisfied with an action or decision of the superintendent may submit a written request to the school committee for review of the issue. The school committee shall review the decision within 30 days of the request unless extenuating circumstances require a delay. A parent who is dissatisfied with

the school committee decision may submit a written request for review to the Commissioner, within 15 days of the date of such decision. The written request shall specify the basis on which the parent alleges the school or school district has not met the requirements of M.G.L. c.71,32A and shall include a copy of the final local decision and any other relevant correspondence. The parent shall send a copy of the written request to the superintendent of schools. Based on his review of the materials submitted by the parent, the Commissioner shall determine the process to be followed in resolving the dispute under M.G.L. c.71,32A and shall notify the parties within ten days of the receipt of request. The Commissioner may propose alternative dispute resolution, including mediation, and may appoint a fact-finder or seek the assistance of experts as he deems appropriate to assist in informal resolution of the matter. If the matter is not otherwise resolved the Commissioner shall designate a hearing officer who will conduct an adjudicatory hearing in accordance with 801 CMR 1.00, the Standard Adjudicatory Rules of Practice and Procedure. The Commissioner or his designee shall issue a written decision to the parties with 30 days of the conclusion of his review of the matter; unless extenuating circumstances require a delay. The decision of the Commissioner or his designee shall be the final agency decision.

Chapter 76, Section 5

Place of Attendance; Discrimination

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. Amended by St.1971, c.622, c1; St.1973, c.925, s.9A; St.1933, c.282; St.2004, c.352, s.33

603 CMR 46.00

Physical Restraint.

46.01: Authority, Scope, Purpose and Construction

(1) Authority. 603 CMR 46.00 is promulgated by the Board of Education pursuant to M.G.L.c.69, 1B, and c.71,37G.

(2) Scope. 603 CMR 46.00 governs the use of physical restraint on students in publicly funded elementary and secondary education programs, including all Massachusetts public school districts, charter schools, collaborative education programs and special education schools approved under 603 CMR 28.09, except as provided in 603. CMR 18.05(5)(h). Educational programs in facilities operated by the Department of Youth Services shall comply with the restraint requirements of 102 CMR 3.00.

(3) Purpose. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or

been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

(4) Construction. Nothing in 603CMR 46.00 shall be construed to limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Chapter 622-Equal Educational Opportunity

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE:	MASC February 2019
LEGAL REFS.:	Title VI, Civil Rights Act of 1964
	Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
	Executive Order 11246, as amended by E.O. 11375
	Title IX, Education Amendments of 1972
	M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
	BESE regulations 603 CMR 26:00
	BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

Special Education

Special education regulations 603 CMR 28.00 and Federal Law Reauthorization of IDEA 2004 (Individuals with Disabilities Education Act) guarantee that every Massachusetts student with special needs ages three to twenty-one has the right to a free and appropriate education through their local public school system. Every effort is made to provide successful instructional opportunities for all learners. Students with special needs are integrated into the regular school system whenever possible. However, when a student's needs cannot be met within a school system, the student may be placed in another public school or a private day or residential facility at public expense. This is never done without parental consent. To support successful classroom participation by all students, teachers, parents and specialists often work together to define and implement instructional or behavioral strategies. When more information is necessary about a student's learning style or skill levels, requests for an evaluation to determine if a child requires special education services may be made by parents, teachers or other staff members in writing to the principal or special education director. Program planning is a collaborative effort among parents, teachers, specialists, and other persons whom the parents and/or specialists wish to involve. This planning can result in an individualized education program (IEP). A variety of support services are available in the school. The special education staff that includes aides, special education teachers and other specialists provides the monitoring and/or implementation of these services. The special education staff works closely with classroom teachers and assists with curriculum or material accommodations, co-teaches lessons and/or supports small group work within the regular classroom. While most students on individualized educational programs (IEPs) receive service within the regular classroom, others receive services from various specialists outside the classroom.

Referral Process

- The classroom teacher and parent(s) meet to discuss student concerns. Either party may initiate conferences.

- A classroom teacher recognizes a student is having a problem and contacts the Sutton Teacher Assistance Team (STAT) for advice on how to best assist a student.

- A classroom teacher tries recommended intervention techniques and modifications and meets again with STAT to determine whether or not to proceed with a referral for testing through the special education department.

- The special education department seeks written permission from the parents to test.

- Appropriate specialists test student and meet with classroom teacher.

· A meeting time is arranged with parents to discuss the findings of the testing that was completed. Parents and professionals discuss possible services needed.

Chapter 71 – Corporal Punishment

Corporal punishment is prohibited in public schools in Massachusetts. No employee may engage in this practice. This means that anybody who works in Sutton Middle School may not slap, hit, spank, or physically punish you in any way. (Chapter 71; 37G of the General Laws, 1972)

Title IX Statement

In accordance with federal government law under title IX, “No person in the United States shall, on the basis of sex, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...” The middle school does not discriminate on the basis of sex or sexual orientation in any of its educational programs and activities. Both boys and girls may participate in all activities.

If a student wishes to complain about sexual discrimination in the school, he/she may do so by going to the principal or the guidance counselor.

Chapter 71, Section 34H Non-Custodial Parental Notification

“Each public elementary and secondary school shall provide information in a timely and appropriate manner to the parent of a child enrolled in the school if the parent is eligible for information pursuant to this section.

A non-custodial parent shall submit a written request for records to the school principal **annually**. Upon receipt of the request the school shall notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested would be provided to the non-custodial parent unless the custodial parent provides to the principal of the school documentation of any court order, which prohibits contact with the child, or prohibits the distribution of the information referred to in this section.

Any time the principal of the school is presented with an order of a probate and family court judge that prohibits the distribution of information pursuant to this section, the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.”

Please verify that you have read and understood the contents of the Sutton Middle School Handbook online at www.suttonschools.net. Under the “For Parents” tab, click on the link for “Opening School Paperwork” and complete the [SMS Handbook Verification Google Form](#) with your student. Thank you!

Login and Passwords

School Network Login

User Name: LastF _____

Password: _____

GMail Login

User Name: LastF@student.suttonschools.net

_____@student.suttonschools.net

Password: _____

Ipass Login

User Name: **Student ID** _____

Password: _____