



Student Parent Handbook
September 2018 – June 2022

ILT Charles W. Whitcomb

Dear Whitcomb Families,

This Parent & Student Handbook is the result of many hours of careful consideration by members of the Whitcomb School Council. Parents and teachers met and carefully reviewed the contract that we all share, discussing how each segment would help us to build a safe and successful learning community. The goal is to be sure everyone is informed of, and to the best of our ability understands, the expectations that guide each member of the school community. A contract is only a beginning. Living by the words and the spirit of this handbook is the key. In many ways we could summarize this entire book by committing to:

- Treating one another as we want to be treated.
- Working to the best of our ability each day.
- Respecting people and property.
- Always being patient and kind.
- Taking shared responsibility for the success and safety of all members of the school community.

When students and parents sign the separately provided handbook page and return it to homeroom teachers, you are saying yes to the challenge above and to all of the details you find in this book. The handbook has been designed to be helpful and easy to access. The laws and policies that are referenced in this book are detailed on-line and can be found on the Whitcomb website. The School Council took this path recognizing the impact printing these books has on our environment. After this initial printing only changes will be printed and sent home each year. Replacement copies will be available by request.

Schools celebrate the New Year, twice a year. The calendar points us to January 1, but for me and for teachers and students everywhere, the first day of school is a New Year, filled with endless possibilities, new goals and challenges. Join me and say yes to them all. Welcome back Whitcomb students, teachers, parents and guardians! Happy New Year!

A handwritten signature in black ink that reads "Brian Daniels". The signature is written in a cursive, flowing style.

Brian Daniels

Principal

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Cover Art

Declan Ferrante

Asaph De Oliveira

Quick Reference Page

Main Office: 508-460-3502 Access school telephone menu

Absence line: 508-460-3502 dial 1

Main Office Fax: 508-460-3547

Building opens to students: 7:50 am

Late for school bell: 8:05

Dismissal: 2:30-2:40 All pick-up is in the front of the building in the parking lot

Late buses: 3:50

Bus Company: North Reading Transportation 978-562-5186

District Offices: 508-460-3509

Principal: Brian Daniels x 3576 bdaniels@mps-edu.org

Assistant Principal Grade 5&7: Angela House x3324 ahouse@mps-edu.org

Assistant Principal Grades 5&8: Richard Lacina x 3323 rlacina@mps-edu.org

Assistant Principal Grades 5&6: Wayne Labbe x 3321 wlabbe@mps-edu.org

Guidance Department: Karen Hutch Admin. Assistant 508-460-3760

Grades 5&7: Laura Henderson x 3764 lhenderson@mps-edu.org

Grades 5&8: Paula Thornton x 3763 pthornton@mps-edu.org

Grades 5&6: Heather Roach x 3762 hroach@mps-edu.org

Team Chairs Office: Laurie Bergeron Admin Assistant x 3330

Adjustment Counselors: Sara Edwards x 3337 sedwards@mps-edu.org

Michele Stakutis x 3334 mstakutis@mps-edu.org

Frank Travassos x 3333 ftavassos@mps-edu.org

TLC Kristyn Chevalier x 2420 kchevalier@mps-edu.org

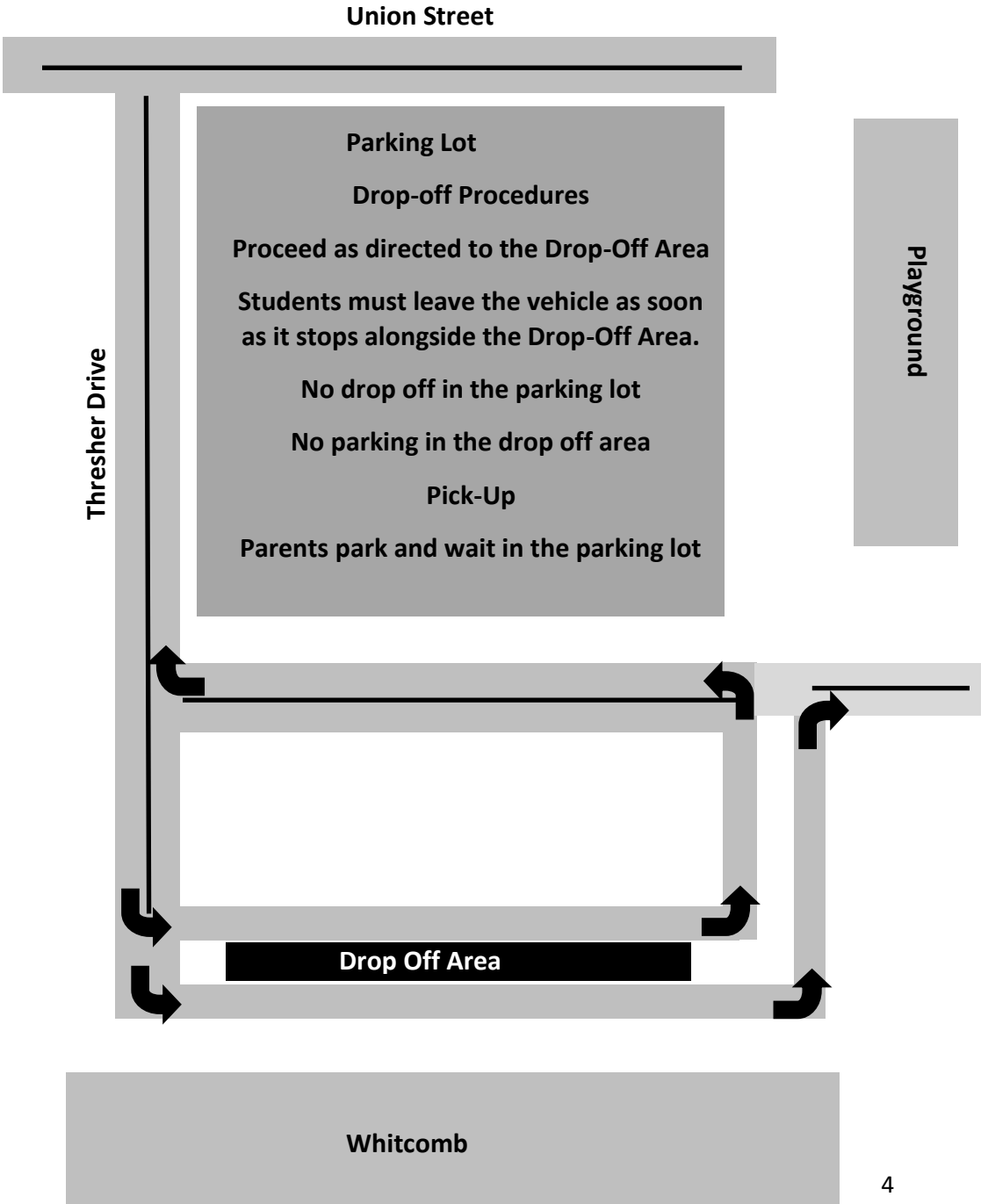
Transition Program: Allison Moreau x 3790 amoreau@mps-edu.org

Nurse Grades 5& 6: Linda McInnis x 3765 lmcinnis@mps-edu.org

Grades 7&8: Karen D'Alessandro x 1080 kdalessandro@mps-edu.org

Grades 5-8: Jennifer Lee x 1080 jlee@mps-edu.org

Registration Center: 508-460-3594 Hours: 8-2, M-F Translation 9-4:30, M-F



Parent Resources

Aspen Parent Set-up: Directions are available on the school website for questions or trouble shooting call Mary Van Lingen 508-460-3502 x 3320

Free Reading Books on-line: Email Jennifer Ryan jennifer.ryan@mps-edu.org

Homework Club: Monday-Thursday 2:40-3:50 Library

Tutor Information: John Fletcher 508-460-3509 x 10115

Massachusetts Department of Elementary and Secondary Education (DESE)

Family information: <http://www.doe.mass.edu/FamComm/>

Math Resources:

<https://kids.usa.gov/parents/math/index.shtml>

<https://www.khanacademy.org/math>

Health Resources

<https://www.livescience.com/36148-talk-kids-drugs-alcohol-tips.html>

<http://kidshealth.org/en/parents/positive/?WT.ac=p-nav#catcold-flu-review>

<https://www.choosemyplate.gov/teens>

<https://teens.drugabuse.gov>

Bullying Resources

<https://www.stopbullying.gov/cyberbullying/index.html>

Mental Health

<https://www.nimh.nih.gov/health/topics/eating-disorders/index.shtml>




Attendance

Parents are held accountable for the attendance of their children. (SC Policy 8.100)

On-line

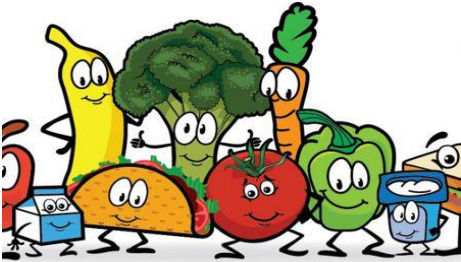
Policy	Regular daily attendance is important in establishing good habits and making academic progress. Massachusetts law states that parents/guardians have a legal responsibility to ensure that the children in their care be present at school each day.
Start time	The building opens to students at 7:50. Students must be in homeroom and seated by 8:05 to be recorded as on-time.
End time	Students are dismissed from homeroom in waves with all groups called by 2:35.
Late arrival	If a student enters the building after 8:05 they must sign in at the main office or at the station outside of the library. Parents are not required to accompany late students.
Excused absence	If a student is absent from school, his/her parent or guardian must report the absence prior to 8:30 AM by calling 508-460-3502, give the name of the student, his/her homeroom, and the reason for the absence. Students may also bring a written statement to their homeroom teacher, signed and dated by the parent, guardian, or physician, stating the reason for each absence upon his/her return to school.
Unexcused absence	Absences that are not reported by phone on the day of the absence, or documented with a note on the day of the student's return are not excused. At the judgement of the principal excessive excused absences may be challenged.
Dismissal	Students who know they will be dismissed must bring a note signed by parent or guardian to the office before school starts stating the expected time of dismissal. All dismissals require a listed adult to come into the office and to sign the student out. Students returning to school do not need to be accompanied into the office.
After school participation	Any student absent from school, or dismissed and does not return is not allowed to participate in any after-school activity or sport.
Delayed opening or cancelation	In the event that school is cancelled or a delayed start is necessary because of weather or emergency conditions, every attempt will be made to provide notification by 6 A.M. to the local television and radio stations, as well as phone calls through our automated school messenger notification system. In the event of a delay, starting times will be adjusted according to the length of the delay. If a delayed opening is announced,

	<p>please stay tuned to your radio/TV in the event that school is eventually called off. Dismissal times would remain the same as the regular day. If weather conditions and safety issues warrant early dismissal, notification will be made in the same ways as listed above. Parents should arrange for children to have a key to the house or to stay at a neighbor's home if parents cannot get home.</p>
Religious Observance	<p>According to Marlborough Public School Policy 7.200: Teachers should be sensitive to the diversity of the students in the school district who observe religious holidays when school is in session.</p> <p>A. Teachers will provide alternate learning activities for students whose parents notify teachers in writing and in advance when a student is planning to be absent in order to observe a religious holiday. Absence due to the observance of a religious holiday will be considered as an excused absence.</p> <p>B. No summative assessments will be scheduled on religious holidays when students may be absent. (SC Policy 7.200) On-line</p>
Out of school vacation	<p>Long-term absences are disruptive to the teaching/learning process. If a family vacation requires students to miss school, it is the responsibility of the parent to ensure that the student makes up the work upon the student's return to school within two weeks. Teachers are not responsible for preparing long-term work or assignments prior to the student's leaving on vacation.</p>
Truancy	<p>Any student who is truant from school must make up all time and work missed. The student will be required to make up class work but will not be allowed to make up tests and quizzes. The student will be assigned Saturday School.</p>
<div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: right;"> <h2 style="margin: 0;">Health Services</h2> </div> </div>	
School Nurses	<p>There is a school nurse located in the front and rear of the building. The grade 5 & 6 health office is located in the front of the school: the nurse can be contacted at x3765. The grade 7 & 8 health office is located in the rear of the school: the nurse can be reached at x 1080. A nurse is present or on call at all times during the school day. Sick children will be dismissed into the care of a parent, guardian, or emergency contact. No student is allowed to dismiss him or herself. If your child calls you from</p>

	school asking to be dismissed, please request that they check in with one of the nurses first. Please contact the nurse if you have any concerns.
Immunization	<p>The school immunization law states: “No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, poliomyelitis, and such other communicable diseases as may be specified from time to time by the Department of Public Health”.</p> <p>The requirements as of 2016 include a completed series of DPT (tetanus, diphtheria, and pertussis), MMR (measles, mumps, and rubella), poliomyelitis, varicella (chicken pox), and hepatitis B. On-line</p>
Physicals	An important note for Parents of students in grade 6: students entering grade 7 are required to provide updated immunizations and an updated physical exam (within one year) PRIOR TO THE FIRST DAY OF SCHOOL . Parents will receive a notification letter in the spring with the immunizations listed that the school does not have written documentation for. Parents are required to have their students receive all the requested immunizations. The school nurse is requesting proof of immunization to be submitted by June 1 to allow time for processing. If students have their annual physicals scheduled during the summer months, please inform the school nurse and send in the immunization record with the physical exam immediately following the appointment. When school begins in the fall and immunizations are not complete, students are excluded from school in order to get the required medical information completed.
Emergency contacts	Parent/guardian information is maintained in the Aspen system and established upon registration. Changes in address, phone numbers or email must be shared with the Guidance secretary immediately by calling 508-460-3560 during school hours.
Health issues	Parents should inform the school nurse if their child has any health issues such as: asthma, heart problems, diabetes, seizures, impaired vision or hearing, allergies (bee sting, environmental, food, latex), etc. that may affect his/her educational experience. Please contact the school nurse at 508-460-3502 to arrange an appointment to discuss your student’s individual health care needs. If your student’s health needs change during the school year, please inform the school nurse.
Contagious conditions	Students who have contracted contagious conditions will not be allowed to attend school until they have received medical clearance by their physician. Sometimes it may be necessary to exclude a student from school in order to control a certain contagious condition such as: chicken pox, measles, strep throat, conjunctivitis, pediculosis (head lice). Parents must provide a signed medical note from the health provider with the date the student may return to school.

<p>When to keep your child home</p>	<p>It is the parents' responsibility to send their student to school in a state of health ready to learn. When your child complains of illness:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check for fever over 100 degrees F <input type="checkbox"/> Check for vomiting or diarrhea (several loose stools) <input type="checkbox"/> Check for ability to eat, consume fluids, and feel comfortable <input type="checkbox"/> Cover open wounds. <input type="checkbox"/> Treat minor discomforts <p>If your child has any recent injury effecting the student's ability to move, physician's orders are needed to use wheelchairs, crutches, ace wraps, slings etc. at school. Students not capable of participating in Physical Education require a Physician's signed note with their specific limitations and accommodations at school and a date for when they may resume normal play/sports activities.</p> <p>Do not send your child to school with a fever of 100 degrees F. or greater. Your child must be fever free, and not taking fever reducing medications for 24 hours.</p> <p>If your child has been prescribed antibiotics for a contagious medical condition they are required to have 24 hours of treatment before returning to school, with a physician's note to return on a specific date.</p> <p>Marlborough Public Schools has a No Nit Policy for head lice infestation prevention. Please contact the school nurse in the event your child has head lice or if you have any questions or concerns.</p>
<p>Screenings</p> <p>Vision and Hearing</p> <p>Postural</p> <p>Height and Weight</p>	<p>School Health Screenings are preformed to keep all students healthy and to provide appropriate prevention, intervention and referrals as determined necessary. These screenings are mandated by Massachusetts Department of Public Health.</p> <p>Vision and Hearing screenings are performed annually for students in grade 5 and grade 7. Parents are sent a notification letter when their student does not successfully pass either screening. The notification is a letter of referral and the completed form must be returned to the school nurse as soon as possible after the student is evaluated by their parent's choice of physician. The form is to be completed by the physician.</p> <p>Postural screenings are performed annually for all students at Whitcomb School. In order to excuse your student from the back screening for other than religious grounds, it is recommended that the parent provide to the school nurse, written documentation that their child has been screened by the family physician. This documentation should include the date of the screening, the findings, and the signature of the physician.</p> <p>Height and weight measurements are taken for students in grade 7. This is a private individual screening. Parents and legal guardians shall be provided with an opportunity to request, in writing, that their student not participate in the screening program</p> <p>Starting in 2017 we will be providing a new state mandated screening program, SBIRT (Screening, Brief Intervention and Referral for</p>

SBIRT	<p>Treatment). This grade 7 screening program includes motivational interviewing with individual risk assessment for substance use. The program also provides individual preventive education and crisis intervention, if needed. This is a private individual screening. Parents and legal guardians shall be provided with an opportunity to request in writing that their student not participate in the screening program.</p> <p>Information on all these mandated health screenings will be posted on the Whitcomb Web Site prior to these screening events.</p>
Records	<p>Health records are kept on all students. They contain the yearly hearing and vision test results, reports of physical exams by family physician or school doctor, and other pertinent information.</p>
Medication	<p>The Marlborough Public Schools, in accordance with state law, requires that a Medication Administration Permission Form must be on file in your child's health record before any medicine is dispensed at school. ALL medications, over the counter and prescription, require a Medication Administration Permission Form signed by both the physician and parent. This includes: cough drops, Tylenol, Ibuprofen, allergy medication, ointments, eye drops and suntan lotions to name a few. The only medication that students may self -carry with physician's orders and a physician's permission are Epi Pen, inhalers, diabetic supplies and Lactaid enzymes.</p> <p>The parent/guardian or parent/guardian's designated adult shall deliver all medications to the school nurse. Expired medications need to be replaced by parent/guardian in a timely manner. All medications should be picked up on the last day of school unless other arrangements are made in advance. Any medications left at the end of the school year will be disposed of by the school nurse.</p> <p>Fields trips are an extension of the school day. Parents may assume daily medications will be administered unless parent's request otherwise. Students with life threatening medical conditions will have their medications available.</p>
Accidents	<p>In spite of safety precautions, accidents can happen. Students injured on school property during the school day must report to the teacher/administrator and the school nurse. In an emergency, 911 may be called to transport sick or injured students. In the event of an emergency, every effort will be made to contact parents and guardians. Please notify the front office for any change of contact information. A school administrator or teacher, in the absence of a parent, will accompany any student to the hospital.</p>
Life threatening conditions	<p>Managing a potentially life-threatening condition or other medical concern of a student while in school is a shared responsibility among the students, parents, principal, teachers, custodians, food services and health care professionals. These general guidelines are intended to:</p> <p>Minimize the risk of allergic reaction and or medical concern of the students while in school.</p>

	<p>Ensure that all information be provided by the parents and shared with the appropriate school staff on a need to know basis.</p> <p>Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction or medical concern while in school.</p> <p>Parent /guardian (s) should:</p> <ul style="list-style-type: none"> • Notify the school nurse of the child’s life-threatening condition, or other medical concern. • Provide medical documentation to the school of the life-threatening condition, or other medical concern. • Assist the school nurse to create an Individual Health Plan and/or Section 504 Plan, when appropriate. • Provide a physician signed with parent signed Medical Administration Form and/or Specialized Health Care Form. • Provide a current picture of the child to the school nurse. • Notify any teacher or coach (for activities before or after school) of the life-threatening conditions or other medical concern with the appropriate precautions that need to be taken. • Provide the school nurse with any prescribed medication, equipment, and supplies necessary for the care of the student prior to the first day the student attends school. • Introduce their child with a life-threatening condition or medical concern to the bus/cab driver. <p>Students should:</p> <ul style="list-style-type: none"> • Should not trade food with others. • Should not eat anything with unknown ingredients or ingredients that contain their allergen. • Should be proactive in the care and management of their allergies or medical condition based on their developmental level. 		
	<p style="text-align: right;">Nutrition</p> <table border="1" data-bbox="190 1328 1253 1424"> <tr> <td data-bbox="190 1328 423 1424">Policy</td><td data-bbox="423 1328 1253 1424">It is the policy of the Marlborough Public Schools that all foods and beverages made available on the campuses during the school day are consistent with School Lunch Program nutrition guidelines. No food will</td></tr> </table>	Policy	It is the policy of the Marlborough Public Schools that all foods and beverages made available on the campuses during the school day are consistent with School Lunch Program nutrition guidelines. No food will
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	be sold to students in the building during the school day outside of the School Lunch Program. (S.C. Policy 8.012) On-line
Food services	Hot and cold lunches are available every day at a cost of \$3.00. The reduced lunch price is \$.40. Milk may be purchased separately for \$.50. Students who bring their lunch from home eat in the cafeteria with their class. The teacher does not collect lunch money. Students pay for their lunches utilizing their student IDs as they enter or exit the serving line. Breakfast is also available from 7:50-8:05 AM in the cafeteria. The cost is \$1.25 and the reduced price is \$.30.
Free or reduced	The school department follows federal guidelines regarding free or reduced price for school lunch. Students may obtain an application for free or reduced lunch at any time during the school year. Applications are available in the main office and should be given to an administrator. The office will inform students who qualify for free or reduced lunch.




Student Supports

Guidance and Adjustment Counselors	Guidance Counselors and School Adjustment Counselors are available to assist students and parents with any school related concerns. When students have questions about school or problems, the student or parent can make an appointment to meet with the Guidance Counselor or School Adjustment Counselor. A student's Guidance Counselor is the best first contact.
Assistant Principals	Assistant principals are dedicated to one grade level with grade 5 divided between the three. APs focus on grade level academic and behavior concerns. Students can see APs by making an appointment through the secretary in their office suite. Parents are welcome to contact APs by phone or to make an appointment. APs manage 504s.
Special Education	Team Chairs (ETL) are available to explain Special Education decisions and to facilitate some IEP meetings. School Psychologists test students and participate in some IEP meetings.
English Language Learners	There is a building coordinator of ELL services. There are translators available as needed. Prior notice of the need for a translator is preferred.
Library/Media Center	Students are encouraged to use the school library for their research and recreational reading needs. A trained library staff is available to both teach and assist students in selecting and using a variety of print and non-

	print material. Students may check-out books and materials with their ID's. They are held responsible for any lost or damaged library books and are charged for replacements.
Transportation/ Bus	School Committee policy defines the area within which bus service is provided. The district, working with the bus company, determines and publishes routes. Students may only ride the bus to which they are assigned. Parents/guardians may request in writing a one day exception that allows for one student to ride to the home of another. The request must be made by both parents and delivered to the man office by the students prior to the start of classes. Students will be issued a note allowing the change and the bus company will be informed. There is a late bus Monday thru Thursday. Students must obtain a melon colored pass from the teacher they are staying after school with in order to board. Consumption of food on buses is prohibited.
<div data-bbox="216 531 541 863" data-label="Image"> </div> <div data-bbox="697 649 1072 686" data-label="Section-Header"> <h2>Academic Information</h2> </div>	
Expectations	Each student is expected to work to the best of her or his abilities in each class each day. Risk taking is encouraged, perseverance is vital, growth is the focus, and failure is part of success.
STEAM	STEAM at Whitcomb is an instructional philosophy that aims to bring all academic areas together to foster deeper thinking and creative problem solving. Core courses; ELA, Science, Social Studies and Math meet daily and are further illuminated by trimesters of art, computer technology and engineering. Music and Health and Wellness complete the program. Teachers have time to plan together and projects, both small and large crossing academic areas often emerge. Experimentation, hands on learning and real world challenges are encouraged.
Project Based Learning	Students will often work in groups and be challenged with real world problems to solve, searching for solutions that require them to think across academic areas.
Differentiated Instruction	Teachers will differentiate their instruction during class and in homework assignments based on individual's knowledge and progress.

Extra help	Many teachers offer extra help during various times in the school day and after school. There is a homework club available Monday thru Thursday in the library.
Field trips	It is a privilege to go on a field trip. The school reserves the right to exclude students from trips based on behavioral concerns. All school rules apply on school sponsored trips.
Homework	<p>The Marlborough School System views homework as a vital tool in the educational process. The homework process should be developmental in each school and the monitoring of its effectiveness should be continuous. Homework serves five purposes:</p> <ol style="list-style-type: none"> 1. It is a method to reinforce and encourage student learning. 2. It is a device, which assists in the development of strong self-discipline, responsibility, good work habits and a realization that education is not restricted to the school building; 3. It should be presented so as to allow students to pursue avenues of personal interests and to encourage the development of life-long learning habits. 4. It provides parents/guardians with a first-hand overview of what the classroom teacher is attempting to accomplish. 5. Homework is not a part of the disciplinary code of the school system. Homework assignments are left to the discretion and common sense of the teacher. They should be built on the foundation of district and school goals. <p>The individual teacher should make the determination as to how homework will be evaluated within his/her grading structure and each teacher has the responsibility for making this determination absolutely clear to both student and parents. It should not be a regular practice to do homework during class time. (S.C. Policy 7.700) On-line</p>
Report Cards	Report cards are issued three times per year and sent home with students. The dates are on the school website. Midterm reports are posted on Aspen for parents to review. Parent/Teacher conferences are scheduled just after report cards are issued. Details on conference sign-ups are posted on the website.
Promotion	<ol style="list-style-type: none"> 1. Students are expected to pass all academic subjects, including English language arts, mathematics, science, social studies/history, reading, and world languages. Students are required to pass both mathematics and English language arts in order to be promoted to the next grade. 2. Students who fail to pass any academic units other than English language arts or mathematics have the option of attending summer school. This option, a second opportunity to pass a failed subject, can be used one time only per unit. 3. Students who fail up to two (2) major academic units have the option of promotion by attending mandatory summer school.

	<p>4. A student who fails three (3) or more academic units during a school year may not be promoted as determined by the administrative team. Under these circumstances, the administration will be able to design special summer programming for students in need of alternative programming.</p> <p>(SC Policy 7.920) On-line</p>		
<p>Wellness PE and Health</p>	<p>All students are assigned to a Wellness class that meets 3 times per cycle. When meeting in the gym all students are required to wear sneakers. Students in grades 6-8 are required to report to the locker room on PE days and change into exercise/activity appropriate clothing. Students not changing clothes may lose credit for the day. Medical exemptions from PE classes must be documented with the nurse.</p> <p>Parent Notification Regarding Sexual Education and Human Sexuality Issues Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.</p>		
<div>  <p>General Information</p> </div>			
<p>After school activities</p>	<p>There are a variety of after school activities offered. These include working with individual teachers, joining a club, a team, or participating in intramurals. Clubs and team opportunities are shared on the morning announcements which parents can read each day on the website. The following are typical but all clubs are not offered every year and new opportunities are often created.</p> <table> <tr> <td> <p>Clubs</p> <p>Homework Club M-Th.</p> <p>Dance Club</p> <p>Art Club 1&2</p> <p>Student Council</p> <p>Astronomy</p> <p>School Musical</p> </td><td> <p>Fall Sports</p> <p>X-Country boys and girls</p> <p>Soccer boys and girls</p> <p>Field Hockey</p> <p>Intramurals</p> <p>Winter Sports</p> <p>Basketball boys and girls</p> </td></tr> </table>	<p>Clubs</p> <p>Homework Club M-Th.</p> <p>Dance Club</p> <p>Art Club 1&2</p> <p>Student Council</p> <p>Astronomy</p> <p>School Musical</p>	<p>Fall Sports</p> <p>X-Country boys and girls</p> <p>Soccer boys and girls</p> <p>Field Hockey</p> <p>Intramurals</p> <p>Winter Sports</p> <p>Basketball boys and girls</p>
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	Jazz Band Social Justice Japanese Exchange NJHS Robotics Yearbook	Intramurals Spring Sports Baseball Softball Track boys and girls Intramurals
Communication	Messages are set home by teachers and administration on paper, by email and phone. Please keep your contact information up-to-date. During the school day the main phone number will be answered in the front office and your call will be directed. Teachers or students are only called out of class in emergency situations. Teachers have voicemail and email and these contacts are detailed on the website.	
Contact information	Copies of contact information are sent home in September for review. The form must be returned promptly. Changes must be updated through the guidance secretary as soon as the change occurs. 508-460-3760	
Daily announcements	Daily announcements are posted on the website. There is a weekly message previewing the events of the week ahead.	
Dropped off items	Parents may drop forgotten items off in the main office. Please label the item with your student's full name and grade. Students will not be called out of class to pick up items. Students expecting drop-off should check between classes or on the way to lunch.	
Elevator use	The use of the elevator is restricted to those students who have permission from the school nurse or an administrator.	
Evacuation drills Fire	Emergency fire exit procedures are written in clear, precise directions and posted near a classroom exit with an alternate route designated. All staff members know the location of the fire alarm box and how to use it. Students are trained to respond automatically to the emergency evacuation alarm. Fire drills are held periodically and are indicated by a long blast on the fire horn and flashing lights. Fire drills are preparation for emergency situations and are mandated by state law. At the first sound of the alarm, students follow teacher instructions. All lights are shut off and doors are closed. Students should leave the room in single file, and go outside through to an assigned exit silently.	
ALICE	Intruder drills follow the ALICE protocol, Alert, Lockdown, Inform, Counter, Evacuate. Students are trained to think independently and take action with their teachers in case of an actively threatening intruder.	
Food in Classrooms	<ol style="list-style-type: none"> 1. Food will not be brought into the classroom to commemorate a holiday or a birthday. 2. Teachers who use foods in their classrooms as part of the curricula will be able to do so with prior knowledge of the parents and permission of the building principal. 3. Food will not be used as a reward unless stated in an IEP. 	

Latex Balloons	Latex balloons are prohibited in the Marlborough Public Schools.
Lockers	Homeroom teachers assign students lockers at the beginning of the school year. They also determine when students may go to their lockers during the school day. School officials reserve the right to go into any locker at any time. Valuables should not be left in lockers. The school is not responsible for articles taken from lockers. Personal locks are not to be used on school lockers. Homeroom teachers can supply school locks.
Lost and found	All possessions should be labeled when feasible. Money or valuable articles found on school property should be sent to the office. Other articles may be placed in a lost and found area. Parents and guardians are asked to check the lost and found area whenever their child is missing an article. Three times a year, any unclaimed lost and found articles are bagged and given to charity.
Personal Messages	Students will be notified only in the case of emergencies. Unless an extreme emergency arises, we will not disrupt classes to provide a message to students.
Posting material on school property	No material may be posted on school property without a sign-off from the principal or an assistant principal. Teachers may post to assigned bulletin boards without sign-offs.
Parent Teacher Organization	All parents and guardians are encouraged and invited to participate in the P.T.O. The organization supports school activities and links families to the school community. Parents interested in joining the P.T.O. may contact the school at anytime. Meetings and contact information are posted on the website.
Records	<p>The Marlborough Public Schools comply with all Massachusetts Department of Education regulations concerning student records. Important provisions include:</p> <ol style="list-style-type: none"> 1. Students and parents have the right to inspect student records. 2. Students who have reached the age of 18 may maintain exclusive right to inspect their records. 3. A log is kept of all persons who have obtained access to a student record including the signature of the person releasing the information. 4. The school department, for 60 years following graduation, transfer, or withdrawal from the school system, maintains student transcripts. 5. A temporary record of a student, consisting of standardized test results, class rank (when applicable) extra-curricular activities, and evaluations by teachers, counselors and other school staff, shall be destroyed no later than five (5) years after the student transfers, graduates or withdraws from the school system. Students or parent/guardian have the right to examine these records before they are destroyed.
School Council	School-based councils are a vehicle for involving more parents and teachers in school decision-making and for strengthening the bonds between schools

	and the communities they serve. Councils develop comprehensive school improvement plans approved by the Marlborough School Committee. Membership is open to all parents and teachers. Members are recruited in September and an election is monitored by the PTO if needed. The Council meets monthly.
School Pictures	Individual student pictures are taken in the fall, and group or class pictures are taken in the spring. Make-ups are a possibility with individual pictures only, but are not guaranteed. Purchase is OPTIONAL .
Security Cameras	The Marlborough School Committee supports the use of video cameras throughout the Marlborough Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only. (SC Policy 5.300) On-line
Visitors	Our school is open to all parents and other interested citizens. Arrangements can be made in advance by contacting the school office. All visitors and guests are required to report to the school office before going to any classroom and sign in. Visitors may be asked for identification. Visitors must wear a visitor's badge. The badge must be visible and readable at all times when the guest is on school grounds. Children, who are not registered school students, accompanied by an adult, are not required to wear a badge. In order to ensure the safety of students and staff, all personnel have been directed to question persons without an ID during school hours, and escort them to the school office or report them to a proper authority. All visitors and volunteers who may have direct and unmonitored contact with children must complete the C.O.R.I. (Criminal Offender Record Information) process (S.C. Policy 6.112). On-line

Behavioral Expectations



The primary function of the 1LT Whitcomb School is education. This can only take place in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers and administrators for maintaining a positive classroom atmosphere. Class disruptions on the part of an individual or any group of individuals will not be tolerated. Conduct rules will apply in all classes.



"No significant
lea**R**ning
can **O**ccur
without **A** significant
Relationship."

James Comer

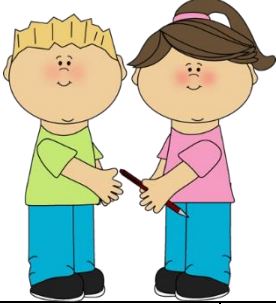
Respect
Opportunity
Academics
Responsibility

R.O.A.R. is the Whitcomb Program and Practice designed to foster safe and responsible school citizenship. The foundation of R.O.A.R. is building positive relationships between students and between students and adults. Positive relationships allow us to hold and enforce common community values, making everyone a part of making Whitcomb successful.

"Students will do amazing things if you can design a class and an environment that is positive and empowering. Rising up to and overcoming challenges, building lifetime relationships, and forging positive relationships to school won't directly result in better test scores. It will result in better people. Isn't that we are really trying to accomplish?"

Teach Like a Pirate Burgess p. 138

Conduct



Respectful conduct that does not disrupt learning or violate the rights of others is expected at all times and in all settings at Whitcomb. Violation of this basic principle or any school or classroom rules will result in appropriate consequences which are listed in another section. The following are some examples of this general policy which is not limited to this list.

Classroom

Students are expected to be on time for class and prepared for learning, with materials in hand and personal needs settled. Teachers or substitutes directions and requests are to be followed at all times. Failure to do so will result in consequences which are listed in the discipline section.

Corridors

Students move through the corridors keeping to the right and without delay. Students in the corridor during class time must have a signed corridor pass and present it if requested by an adult.

Cafeteria


It is our intent that the cafeteria environment be one that is social and allows for a relaxed atmosphere. Students are invited to join the lunch line one table at a time.

1. Students are responsible for picking up their own trash at the end of lunch. If you are asked to help clean up, please do so.
2. Food may not leave the cafeteria.
3. Students must remain in the cafeteria during lunch unless given individual permission to use the restroom or produce a signed blue lunch pass sending he/she to a specific location.
4. All students must use their id number when making any purchase in the cafeteria.

Bus

A student's school day begins upon leaving home and ends upon returning home. School conduct is expected on the bus. Bus drivers have the same authority as a teacher in the classroom and will report any conduct problems to administrators.

1. Students may only ride the school bus they are assigned to ride.
2. Students must be at the bus stop prior to the arrival of the bus.
3. Students remain well back from the roadway while awaiting the arrival of the bus. They refrain from throwing, pushing or shoving.
4. As the bus approaches, students line up at reasonable distance off the roadway and do not approach the bus until it has stopped and the driver has opened the door.
5. Passengers enter quickly, go quickly to a seat, and remain seated until the bus reaches the destination.

<p>School events and trips</p>	<ol style="list-style-type: none"> 6. Drinking or eating is not allowed on the school bus. 7. Pupils will keep their hands, arms, and heads inside the bus. 8. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles. The emergency door may not be blocked. 9. NOTE: The emergency door must be used for emergencies only. Do not touch safety equipment on the bus. <p>All articles such as athletic equipment, books, musical instruments, etc., are the responsibilities of the student.</p> <p>All school rules and expectations apply to any school activity such as clubs, meetings, sports teams, field trips, dances, concerts and shows. Participation in any beyond school day activities may require a parent signed permission slip, including school dances. Failure to return a required permission slip on the due date may bar participation. Participation in any activity beyond the school day may be denied if a student's school or after school behavior does not meet expectations. In this case students and parents will be individually informed by a member of the administration.</p>
<div style="display: flex; align-items: center; justify-content: space-between;">  <h2 style="margin: 0;">General School Rules</h2> </div>	
<p>Athletic & Co-curricular Eligibility</p>	<p>Students who receive one failing mark for a trimester on their report card in a major subject, will be placed on suspension for the first four weeks of the following marking quarter, during which time they may not participate in activities or sports. At the end of the suspension period students must be passing all major courses to be reinstated. Students failing more than one major subject will be subject to a half trimester suspension and required to be passing all courses at the end of the suspension period.</p> <p>Eligibility will be based on the most recent report card or mid-term report. First trimester eligibility will be determined by the final grades received the previous school year. Summer school make-up of failing grades will make a student eligible for participation in fall athletics or activities. Eligibility takes effect on the first day of school and on the days on which report cards are handed out to the students.</p> <p>Any student absent from school on the day of a scheduled meeting, game, practice, or activity, or absent the day prior to a weekend in which a contest or activity is scheduled, will not be allowed to participate.</p>
<p>Bikes</p>	<p>Bicycles may be ridden to school, but must be walked when approaching entrances. They should be locked in bike racks and are not the</p>

Skateboards and Scooters	responsibility of the school. Skateboards and scooters may not be used or kept with students in school. Students are responsible for arranging for safe and non-disruptive storage during the day. The school takes no responsibility for these items.
Books	All school issued books are to be returned in the same condition in which they were issued. Students will be charged for lost or damaged materials.
Bullying	<p>There is a zero tolerance policy for bullying.</p> <p>Massachusetts Law (M.G.L. c. 71, § 37O) defines bullying as: "Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. Marlboro School Committee Policy 1.3 details district policies and allows for consequences that are determined by the school principal.</p> <p style="text-align: right;">On-line</p>
Building care	<p>Students share responsibility for the responsible treatment of the building and school resources. Any damage observed should be reported to a teacher or administrator. Students found to be responsible for damaging school property will receive school consequences and parents may be billed for repairs or replacement equipment.</p> <p>See MLG C266 S126B On line</p>
Cell phones and electronics	<p>No cell phones, video games, iPods, or any other electronic devices are allowed for use during the school day without the specific permission of a teacher or administrator. All devices should be stowed unseen upon arrival to school. The school is not responsible for lost or stolen devices. Electronic or laser light devices are prohibited.</p> <p>Devices seen during class time are subject to confiscation by teachers or administrators. Devices taken away will be kept by the Assistant Principal and will be returned at the end of the academic day. A second offense will result in confiscation of the device, which then must be picked up by a parent or guardian. Additional disciplinary action is possible. Refusal to give up the device to a teacher will result in confiscation by an administrator and further disciplinary action. Only the parent can retrieve the device from the administrator.</p>

Clothing	<p>We believe that the ILT Charles W. Whitcomb School students should take pride in their personal appearance. Clothing should appropriately compliment learning and must not be a disruption or distraction. With this in mind, the following guidelines are recommended for appropriate dress:</p> <ol style="list-style-type: none"> 1. Excessively short clothing is not acceptable at school. Shorts, dresses or skirts that do not reach the student's finger tips is a guide. Shorts with pockets that hang below the hem of the shorts are not acceptable. 2. Designs on clothing which are vulgar, obscene and profane or display illegal substances, alcohol, or tobacco products, are not allowed. 3. In an effort to create a safe environment, the wearing of hats, bandanas, hoods, or other material that covers the face and/or interferes with the identification of a student is prohibited. Hats may not be carried, placed on belts or strapped on backpacks. Headbands are not to be worn around the neck. *Exceptions for religious or medical circumstances should be addressed with Assistant Principals on an individual basis. 4. Clothing reflecting any gang affiliation is not permitted. 5. Torn clothing or clothing with provocative cut-outs is not acceptable. 6. Clothing that reveals under garments is not allowed. 7. Sleeveless shirts with low cut arm holes that are not worn over other clothing, are not allowed. (S.C. Policy 8.600) On-line
Computers Chromebooks Devices	<p>Students who are issued a Chromebook or any hardware that can be taken home will be required to return a contract signed by a parent and the student prior to the release of the device. This contract is included in the on-line segment of the handbook. Students issued any device for classroom or home use are responsible for the responsible use and care of that device as defined by the Marlborough Acceptable Use Policy and the Chromebook contract. On-line</p>
Drugs, Alcohol, Controlled Substances	<p>Any use of drugs, alcohol or any controlled substance is a serious violation of school rules. M.G.L. 37H On-line</p>
Gum Chewing	<p>Students are not permitted to chew gum in school. It sticks to shoes and clothing and clogs fountains and toilets. Wrappers litter the school. Repeated violations may result in disciplinary actions.</p>
Fighting	<p>Violence in any form will not be tolerated in or around school grounds, including bus stops.</p>
Hazing	<p>MGL C. 269, SEC. 17, et. seq. and 603 CMR 33.00 has made it a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident. Any student found to be in violation of this law may be suspended from school for a period up to ten school days, be reported to the police department for possible legal action, and may be referred to the Superintendent of Schools for further action. On-line</p>

Internet Access Network User Social Media	<p>It is the policy of the Marlborough Public Schools to provide supervised Internet access to all students and teachers in the Marlborough Public Schools. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communications. All use of Internet accounts must be in support of education and research and be consistent with the educational objectives of the Marlborough Public Schools.</p> <p>A permission form must be signed by parent/guardian and returned to school by all students and is included on the sign off page. All rules and regulations must be reviewed with students.</p> <p>The Marlborough Public School System has a commitment to provide error free access to Internet content but the district cannot be held liable for any lost, damaged, or unavailable information due to technical difficulties. (S.C. Policy 7.97 & 7.98) On-line</p>
Plagiarism and Cheating	<p>Plagiarism, the use of another person's words or ideas without giving him or her credit, is a serious problem in the academic world. Middle school is a time for students to learn about the rules that guide the use of the thoughts and/or words of others. Plagiarism can often be traced to a lack of understanding of, or practice with, these rules. When teachers find that this is the case they will treat the mistake as a learning opportunity and reduce credit according to their rubric.</p> <p>Unfortunately a culture of purposely copying the work of others is growing and must be addressed. This practice is part of a "cut and paste" reality that is possible through the use of computers. When teachers determine that a student has purposely copied the work of another author, taken the ideas of another person, or used a classmate's work without giving credit, this is a serious offense. This level of plagiarism will be referred to the principal for action. Credit for the assignment may be denied. Students will meet with the principal and parents will be informed.</p>
Selling items in school	<p>Students may not sell, buy or deliver items from one another in school. This can be disruptive of the educational atmosphere.</p>
Tobacco and Vaping	<p>Use of any tobacco product or vaping is prohibited. (S.C. Policy 6.620) On-line</p>



Marlborough Public Schools Grades 5-8 Digital Citizenship Contract

Learning to make safe, smart, and responsible decisions online

When using technology:

1. I understand that the care of any school technology equipment, including safety and charging of my Chromebook is my responsibility.
2. I will keep food and beverages away from any computer device.
3. I will use school technology for educational purposes and only navigate school appropriate sites.
4. I understand that any technology in class is subject to inspection by staff without notice.
5. I will only access my own network account and files.
6. I will keep personal information, such as name, age, school, address, passwords, and phone number private.
7. I will inform a Whitcomb staff member if I come across anything inappropriate or uncomfortable.
8. I will not send or respond to any messages, images or videos that are threatening, harassing or otherwise inappropriate.
9. I will only take photos or videos for school related purposes and with staff permission.
10. I will not post photos of others without their permission.
11. Parent(s) or Guardian(s) agree to allow this student to use online educational sites and services that have been evaluated and approved by the Marlborough Public Schools for educational purposes in accordance with the site guidelines and MPS acceptable use policy.



Consequences of Unacceptable Behaviors

Progressive Discipline At Whitcomb we recognize that students make mistakes. Discipline is part of the learning process, with a goal of eliminating the offending behavior. First offenses, depending on the severity of the offense, often result in a conversation and redirection. Repeated offenses of a similar nature will result in more serious consequences which are outlined below. Small infractions are often not reported to parents. When behavior reoccurs the appropriate faculty member or administrator will reach out to parents or guardians for assistance. Any behavior which results in an assigned consequence will be reported to and discussed with a parent or guardian. **Staff members are only allowed to discuss behavior and consequences with a legal guardian. Any consequences assigned to other students will not be reviewed.**

Level 1	<p>A student who fails to abide by the homeroom, classroom, or school-wide expectations will generally be warned on a first offense. A second offense will likely result in the assignment of a teacher or office detention.</p> <p>Recurring offenses may result in an office detention or possibly a Saturday detention. Detention is held from 2:40 to 3:50 and parents will be given one day's notice before a detention is scheduled to be served.</p>
Level 2	<p>A student who commits an infraction from the list below will be referred to the office, and the student may be suspended from school for a period of time lasting between one (1) and three (3) school days. Depending on the infraction, and at the discretion of the administration, Saturday Detention may be incorporated into the resulting discipline.</p> <ol style="list-style-type: none"> 1. Verbal abuse, insolence, or insubordination toward school staff. 2. Truancy. (see Attendance) 3. Forging, falsifying, or otherwise altering any school-related document or record. 4. Directing vulgar and/or abusive language or gestures at another student or a member of the faculty or staff. 5. Gambling, or playing a game of chance for stakes. 6. Intimidating, or threatening another student. (see Harassment) 7. Cutting class and/or leaving the school building without permission from an administrator. 8. Refusing to identify oneself upon request. 9. Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest. 10. Lying to a member of the faculty or staff, or defying the authority of a member of the faculty or staff through willful non-compliance or insubordination. 11. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend 1LT Whitcomb School. 12. Deliberate throwing of any object from the second or third floor balconies or stairwells. 13. Direct insubordination concerning penalties assigned by the Assistant Principal, 14. Refusing to report to the Assistant Principal when told to do so by a teacher. 15. Any unauthorized use/abuse of computer system or equipment. 16. Improper use of student ID. 17. Repeated and/or extreme violations of Level 1 infractions.
Level 3	<p>A student who commits an infraction from the list below may be suspended from school for a period of time lasting one (1) to five (5) school days. Depending on the nature and severity of the conduct in question, a referral to the police department may also be made. Depending</p>

	<p>on the infraction, and at the discretion of the administration, Saturday Detention may be incorporated into the resulting discipline.</p> <ol style="list-style-type: none"> 1. Fighting. 2. Stealing, or being found to be in possession of stolen personal or school property. 3. Participating in the practice of hazing. (see Hazing) 4. Participating in Bullying. (see Bullying) 5. Destroying, damaging, or defacing of school property, or any other deliberate act of vandalism. (Restitution of property and any associated clean-up costs will be required and police will be notified, if warranted.) Parents should know that under M.G.L. c. 231 §85G parents are liable in a civil action for any willful act committed by a minor child which results in damage to the property of another person or municipality up to \$5,000. 6. Repeated and/or extreme violations of Level 2 infractions <p style="text-align: right;">On-line</p>
Level 4	<p>In the case of serious or flagrant disregard of school rules, the Assistant Principal may suspend the student for up to five (5) days and may refer the suspension to the Principal for further action. The Principal will provide an opportunity for the student to be heard and then render a decision. The Principal may extend the suspension for a specified number of days or suspend the student indefinitely. Expulsions may occur under M.G.L. c. 71 §37H, 37H ½ or 37H ¾ The student will also be subject to an immediate referral to the police department. Saturday Detentions are not an option for the infractions listed below. On-line</p> <ol style="list-style-type: none"> 1. Disrupting school by creating or perpetrating a false fire alarm, bomb scare or other disruption of the extended school community. 2. Using, possessing, distributing, or selling controlled or banned substances, or items purported to be controlled or banned substances, including but not limited to: drugs, alcohol, dangerous weapons, and pyrotechnics. 3. Arson, or starting a fire. 4. Violating another student's civil rights—including hate crimes. 5. Assaulting, and/or attempting or threatening bodily harm to a member of the faculty or staff. 6. Any attack or assault on another student that would appear to a neutral observer to be unprovoked. 7. Repeated and/or extreme violations of Level 3 infractions. <p>***The Principal/Assistant Principal may suspend for any other serious or continued offenses that are deemed necessary to maintain order in the school.</p>

<p>Social Probation</p>	<p>A student that violates the code of conduct may be placed on Social Probation for a period of time to be determined by the administration. A student placed on social probation will be prohibited from attending any extracurricular events, either as a spectator or as an active participant.</p> <p>Should a student that has been placed on Social Probation violate the policy and attend any events, including all after school and evening school events, he/she will be in violation of the Social Probation policy. A violation will extend the Social Probation period and result in further disciplinary action. The Assistant Principal will monitor the student's behavior for a period of four to six weeks to determine if he/she will continue to be on Social Probation.</p>
<p>Drug, Alcohol and Controlled Substance Violations</p>	<p>ILT Whitcomb School is committed to providing and maintaining a learning environment that is drug and alcohol free. In accordance with local, state, and federal laws, a student may not use, be under the influence of, possess, distribute, or sell, a controlled or banned substance on school property, or at a school-related function/event off of school property.</p> <p>If a student or member of the faculty or staff suspects that a student is in possession of a controlled or banned substance, or suspects that a student is using or under the influence of a controlled or banned substance, or suspects that a student is distributing or selling a controlled or banned substance, then that student will be reported to the administration, at which point he/she will be questioned by the administration as to the cause for the suspicion. If the student's explanation satisfies the administration, then the matter will be closed, and the student will be free to continue his/her day without fear of penalty; however, a parent/guardian will be notified as to the nature of the administration's inquiry. If the student's explanation does not satisfy the administration, and there is cause or reason to believe that the student is not being forthcoming, then the student will be subject to a search of his/her person, as well as a search of all items under the student's immediate control, including his/her bag(s) and locker.</p> <p>All searches of a student's person will be conducted by an administrator (or designated school official). If a controlled or banned substance is found, then that substance will be confiscated, and then turned over to the Marlborough Police Department. In all cases, a parent/guardian will be notified.</p> <p>All lockers, desks, cafeteria tables, etc... are the property of the school district and no student has an expectation of privacy in that furniture and equipment, such that this furniture and equipment may be searched at any time for any reason.</p>

	<p>At any time, should a student exhibit uncooperative or unresponsive behavior that would indicate to a neutral observer that the student is either not being forthcoming about plausible evidence, or that the student is likely under the influence of a controlled or banned substance, the matter will be immediately turned over to the Marlborough Police Department. The school administration will contact the student's parent(s)/guardian(s) at this time, and if they cannot be reached so that the student can be taken home, or if they are unwilling to take the student home, then the student will be placed into the protective custody of the Marlborough Police Department. At a future date when the student is not exhibiting uncooperative or unresponsive behavior, the student, in the presence of his/her parents, will have to explain his/her exhibited behavior to the school administration. At this meeting, if the administration concludes that the student was in violation of the School's drug/alcohol rules, he/she will be subjected to disciplinary action.</p> <p>Once a student is considered as being in violation of the school's drug/alcohol rules then the student's parents/guardians, the Superintendent, and the Marlborough Police Department will all be notified. Pending any additional hearings, the student will be suspended from school immediately as outlined below:</p> <ol style="list-style-type: none"> 1. First offense: Up to (5) days out-of-school suspension. 2. Second offense: Up to (10) days out-of-school suspension. <p>A student who is willing to participate in, and complete, a substance abuse counseling and rehabilitative education program may have his/her suspension reduced; however, the nature and scope of the program must be clearly communicated to the administration, and approved by the administration, prior to the suspension being reduced.</p> <p>In keeping with the school's belief that it has a responsibility to educate students about the dangers associated with drug and alcohol abuse, the faculty and staff at 1LT Whitcomb School are committed to assisting students and their families who might be dealing with a drug or alcohol issue by helping them locate appropriate programs.</p>
Disciplinary Due Process	<p>A student and parent has the right to be heard prior to any imposition of a suspension or expulsion. Prior to the imposition of a suspension or expulsion, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them (except in cases where an Emergency Removal is warranted).</p>
Tobacco, Nicotine and Vaping	<p>As of July 5, 2004, the Massachusetts General Laws prohibit the use of any tobacco products within school buildings and facilities, or on school grounds or buses by any individual. Therefore, in the spirit of the law,</p>

	students are not allowed to possess tobacco products, and any student found to be in possession of a tobacco product will have such product confiscated. (S.C. Policy 6.620 On-line
MOU with Marlborough Police	The Marlborough School Department and Marlborough Police Department agree to coordinate their efforts to prevent the use of drugs, weapons or violence by the students of the MPS. In all instances of drugs, weapons and violence at 1LT Charles W. Whitcomb School, the Marlborough Police Department will be notified.
Threats	Life-threatening statements (spoken, written, or implied) will be referred to the Police for prosecution as the administration and police department deem appropriate. The school system reserves the rights of the Principal, Superintendent of Schools and School Committee to impose disciplinary actions, up to and including exclusion from 1LT Whitcomb School, for threats that disrupt the educational process. References: M.G.L. c.272, s. 40, Disturbance of Schools or Assemblies; M.G.L. c.269, s.14, Bomb threats; and M.G.L. c.275, ss. 2, 3, 4, Threatening to Commit a Crime. Threats can legally be considered an assault if the person had a reasonable fear that the threat would happen. Under 37H, students who assault school staff are punishable by suspension or expulsion. On-line
Due Process - Infractions Other Than Dangerous Weapons, Controlled Substances, Assaults on Staff or Felony Complaints - M.G.L. c. 71, §§ 37H and 37H ½	
Definitions: Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year. In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Long-Term Suspension: The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent. Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes. Superintendent: The chief executive officer employed by a school committee or board of trustees to administer the school system or his or her designee for purposes of conducting a student disciplinary appeal hearing.	
Due Process - M.G.L. c. 71, Section 37H ¾ In every case of student misconduct for which suspension may be imposed, the Principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.	
Emergency Removals The Principal may remove a student from school temporarily when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: (1) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal,	

(2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent, the Principal must provide the student an opportunity for a hearing that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A Principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Short-Term Suspension

Short-term Suspension: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A Principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension: Except as provided in cases of In-School Suspension, or where a student is charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § Page 61 37H, or in section 37 H ½ of G.L. c. 71, a Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

Notice of Principal's Hearing - The Principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; if the student may be placed on long-term suspension following the hearing with the Principal; the rights set forth in 603 CMR 53.08 (3)(b); and the right to appeal the Principal's decision to the superintendent.

The Principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the Principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Principal's consideration in determining consequences for the student.

Principal's Decision – Short-Term Suspension: The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice.

Long-Term Suspension

Long-term Suspension: The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The Principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not

count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37 H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice Long-Term Suspension Hearing: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school district; and (5) the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension: The student will have the rights identified in the written notice and the Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension: M.G.L. c. 71, 37H3/4 Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long Term Suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent. If the Principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the Principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the Principal's decision to the superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the Principal's determination on appeal.

Superintendent Appeals – Long-Term Suspension: A student who is placed on Long-Term Suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

Superintendent Appeal Hearing: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent

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

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

Superintendent's Decision: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate.

If the Superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision.

The decision of the Superintendent shall be the final decision of the school district, with regard to the suspension.

Opportunity to Make Academic Progress: Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion of ten (10) consecutive days or less shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. More than 10 Consecutive Days - Any student who is expelled or suspended for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the school's Education Service Plan.

M.G.L. c. 71, §§ 37H and 37H ½ Offenses (Dangerous Weapons, Drugs, Assaults on Staff and Criminal Felony Matters)

Short-Term Suspension - For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Exclusion/Expulsion - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, the Principal may long-term suspend a student for more than ninety (90) school days or permanently expel a student for means of the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in M.G.L. c. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

Principal's Hearing, Long-Term Exclusion – M.G.L. c. 71, §37H : Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing prior to the imposition of a long-term suspension or expulsion; 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, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2.

Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, §37H: 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 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.

Opportunity to Make Academic Progress: Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

Suspensions or expulsions are decisions which are part of student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises. M.G.L. c. 71, § 37L

Felony Complaints - M.G.L. c. 71, § 37H ½ Issuance of a Felony Criminal Complaint: 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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing – Long-Term Exclusion – 37H ½ : The student shall receive written notification of the charges and the reasons for such suspension prior to the imposition of a suspension or expulsion exceeding ten (10) consecutive days. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

Appeal to the Superintendent- Long-Term Exclusion – 37H ½ : The student shall have the right to appeal the suspension to the Superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at private expense). The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Marlborough Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction: 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 may expel said student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing – Long-Term Exclusion – 37H ½ : The student shall receive written notification of the charges and reasons for such expulsion prior to the imposition of a suspension or expulsion exceeding ten (10) consecutive days . The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect pending the Superintendent's hearing and decision on the student's appeal. **Superintendent's Appeal – Long-Term Exclusion – 37H ½ :** The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. The hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at private expense). The Superintendent shall have the authority to overturn or alter the decision of the Principal or Assistant Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Opportunity to Make Academic Progress: Any student suspended or expelled under this section shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

Discipline and Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when there is a pattern of short-term suspensions exceeding ten (10) school days in the school year.

1. A suspension of longer than 10 consecutive school days or a series of short-term suspensions that exceed 10 school days in the school year and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.

2. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

3. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.

4. If the Team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

5. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:

- a.** The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;

- b.** The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;

- c.** The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or

- d.** The student inflicted serious bodily injury to another at school or at school sponsored events. The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP.

The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring.

At the conclusion of the forty-five (45) school day period, the student shall be returned to his/her previous placement unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

6. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

INTERNET ACCEPTABLE USAGE S.C. 7.97

A. Purpose Marlborough Public Schools recognizes that access to technology in school provides students greater opportunities to research, engage, collaborate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop skills using technology in an appropriate, safe, legal and ethical manner. The district's technology resources will be made available to all students. All users will be required to acknowledge receipt of this AUP annually. Violation of the terms of this Internet Acceptable Usage Policy (AUP) may result in loss of access, or in the event of a violation of law, in possible prosecution.

B. Student Access MPS provides technology (computer hardware, network, internet and peripheral devices such as printers) for students to promote learning, to enhance the educational experience, to collaborate, and to prepare students

for higher education and workplaces that are technology rich. The administration reserves the right to read and inspect the contents of storage media used by students in class when it is necessary to maintain the integrity of the school environment. Therefore, there is no expectation of privacy with respect to any actions performed or data stored on MPS technology. All students are to adhere to the laws regarding piracy of computer software programs. Students will be held responsible for the replacement of any hardware which is damaged through misuse of equipment.

C. Content Filter Under the Children's Internet Protection Act (2000) the district is required to filter internet content and makes an effort to do so. However, despite the district's efforts, students may encounter some inappropriate content. Inappropriate content or content that could be reasonably perceived as questionable should be immediately reported to a teacher or administrator and then to the IT department.

D. Devices Not Owned by MPS Devices not owned by MPS may include laptops, tablets, cell phones, recording devices or any other devices that are Web enabled.

- With prior administrative approval, teachers may permit students to utilize their own mobile devices for educational purposes. Such use shall occur only under the direct supervision of the classroom teacher and shall end at the conclusion of the class period.

- Student use of their own devices must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.

- The Marlborough Public Schools or faculty and staff of MPS are not responsible for privately owned devices brought in or used within the school.

For example:

- o District technicians will not service, repair or maintain any devices not owned by MPS.

- o MPS will not be held liable for personal content housed on such a device.

- o MPS will not provide software or applications for technology that is not the property of MPS.

- o MPS is not responsible for any physical damage, loss or theft of the device.

- The student and parent/guardian must sign and return the AUP prior to using the device and accessing the district network. Mobile devices such as laptops, tablets and e-readers often are equipped with wireless accessibility on a phone network, which the district is unable to filter or monitor. Students who bring such devices must access the internet via the district's filtered WiFi connection. Personal wireless access modems or similar devices used to bypass the districts internet filter are prohibited. Violators may have their devices confiscated.

E. Respectful Practice (hardware and content) Students will:

- use district technology to facilitate learning, district curriculum and instructional goals.

- maintain the privacy of passwords and the privacy of password-protected files.

- properly use and care for hardware (including keyboards, mice and other peripherals) and software.

- respect copyright laws regarding intellectual property. Students will not:

- create or transmit messages or other electronic files that are threatening, rude, discriminatory, obscene or harassing.

- intentionally transmit viruses, macros or malicious code.

- use any device designed to covertly capture data.

- buy sell, advertise or conduct business, unless approved as a school project.

- access or display pornography, obscenities or other material deemed inappropriate including any site blocked by the district's content filter.

- attempt to bypass the district's content filter by means of proxies or any other method.

- reveal personal information or that of anyone else online.

- intentionally misrepresent their identity when communicating using technology.

F. Cyber-Bullying Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyberbullying includes (i) the creation of a Web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law. Bullying through the use of technology or an electronic device owned, leased or used by a school district (cyber-bullying) is prohibited by state law Chapter 71 Section 370. Bullying through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school also is prohibited by MPS policy. It is the responsibility of every student,

parent and employee of the school district to recognize and report acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or administrator. G. Social Media Social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, cell phones, social networks, blogs, internet Web sites, internet forums, and wikis. Specific networking sites include Facebook, MySpace, Twitter, LinkedIn, YouTube, Flickr, Tumblr, and the like. Students may engage in the use of social media during school hours at the direction of the classroom teacher for instructional purposes. Respectful practice must be observed at all times. See also

H. Change in Policy MPS may alter or amend this policy at any time. If changes are made during a school year, all students will receive a copy of the amended policy and be required to sign it.

SOCIAL MEDIA S.C. 7.980

A. Introduction/Purpose Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing our students to be successful in a 21st century college and/or work environment. The Marlborough Public Schools is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. However, due to the nature of social networking or social media sites, there exists a risk of misuse. Staff members should always be mindful of how they present themselves to the world, online and otherwise. A staff member's conduct in the social media area is viewed as an extension of classroom behavior. Therefore, any online behavior by school employees must meet the same standards as those used for face-to-face communications at the Marlborough Public Schools. This policy is adopted as a supplement to, and not as a substitute for, the Marlborough Public Schools Internet Acceptable Use Policy, which governs use of the School District's technological resources.

B. Definition of Social Media Social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, cell phones, social networks, blogs, internet websites, internet forums, and wikis. Specific networking sites include, but not limited to, Facebook, MySpace, Twitter, LinkedIn, YouTube, Flickr, Tumblr, and the like. A distinction is drawn between professional social media, which is work-related social media activity, and personal social media, which is a non-work-related social media activity.

C. Applicability This policy applies to all Marlborough Public Schools employees. The superintendent or designee will ensure that staff members are annually reminded of, and that new staff members are oriented to, the importance of maintaining proper decorum in the on-line digital world, as well as in person. Steps will be taken to ensure that all other stakeholders, such as parents, non-district employee coaches, vendors, volunteers, and independent contractors, are informed of this policy.

D. Professional Social Media Use Marlborough Public Schools employees, who engage in professional social media activities, should maintain separate professional and personal email addresses. As such, employees should not use their personal email address for professional social media activities. The professional social media presence should utilize a professional email address and should be completely separate from any personal social media presence maintained by the employee. Marlborough Public Schools employees who work with students and communicate with students through professional social media sites should ensure that these sites are school based and designed to address reasonable instructional, educational, or co-curricular program matters. Professional social media sites that are non-school based should have a reasonable relationship to the mission and goals of the program or group creating the site. All contact and messages by coaches with team members will be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and/or the school principal. Staff members are prohibited from engaging in any of the following conduct or uses of the school district's network:

_Fraternalizing with students using any social media. Staff members may not invite/accept or list current students as "friends" on networking sites. Classroom participation on educational sites for instructional purposes is permitted. This prohibition extends, as well, to cell phone or texting use.

_Posting of items with sexual content.

_Posting of items exhibiting or advocating use of drugs, alcohol or tobacco.

_Posting of items encouraging or constituting hazing or bullying.

_Knowingly posting or communicating inaccurate or false information.

Providing students with home telephone numbers or with private cell phone numbers without prior approval of the school district.

_Accessing inappropriate websites, including but not limited to material that is sexually explicit, that is pornographic, that advocates illegal acts, or that advocates violence, harassing, bullying, or discriminatory behavior.

_Accessing social media or video streaming sites for personal reasons during work hours.

_Posting information that is reasonably considered to be proprietary, copyrighted, defamatory, libelous or obscene.

_Posting names or any information about students, including but not limited to “student records” information as defined by law.

_Providing any confidential or private information regarding students or other employees. The above are examples of prohibited conduct or unacceptable uses and are not intended to be all-inclusive.

E. Personal Social Media Use In order to maintain a professional and appropriate relationship with students, Marlborough Public School employees should not communicate on personal social media sites with students who are currently enrolled. Communications include, but are not limited to, ‘friending,’ ‘following,’ ‘commenting,’ or posting messages. Employees of the district are encouraged to use appropriate privacy settings to control access to their personal social media sites. There are limitations to privacy settings and private information published on the Internet can easily become public. Employees have an individual responsibility to understand the rules of the social media site being used. If you are communicating as an employee of the district in online communications, you must be aware that readers will assume that you ‘speak for the school district.’ Therefore, all online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the district.

This policy is not intended to infringe upon a staff member’s right to speak publicly as citizens on matters of public concern, or to communicate with fellow union members on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of job duties. However, when a staff member speaks through social media sites or tools on matters concerning their work, they are speaking as employees and as such, restrictions may be placed upon their freedom to express themselves. Those restrictions are intended to preserve student confidentiality, maintain staff members’ status as employees who should command and receive the respect of students, be able to maintain order and discipline in their classrooms, remain objective with respect to their students, and to further the efficient and effective operation of the school district in its educational mission. Employees should not ‘tag’ photos or videos of other Marlborough Public Schools employees without the prior permission of the individual being tagged. Personal social media use should not interfere with or disrupt the school day. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited. In the use of personal social media sites, any use of the school’s logo, likeness, or any school photographs or other property that belongs to the school or district, must be of a positive nature.

F. Inappropriate Use of Social Media/Discipline The superintendent or assigned designees may conduct Internet searches to see if staff members have posted inappropriate materials online. When inappropriate use of school computers and websites is discovered, the school principals and superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination. The school district disclaims all liability for the content of material that user’s access on social media, for damages suffered in the course of or as a result of social media use, and for any related consequences. The school district shall not be responsible for any unauthorized use of the school district’s network, including any unauthorized costs, financial obligations, fees, charges or purchases. Legal Reference: Approved: June 11, 2013 cf. 7.970 Revised & Approved: February 9, 2016 REVISED & APPROVED 2.14.17

On Line References

Administration of medicine

<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.013%20Administration%20of%20Medicines%205-9-06.pdf>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section54B>

Athletics

<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/7.180%20Student%20Athletic%20Activity%20Eligibility-26-12.pdf>
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/7.150%20Athletics%206-26-12.pdf>

Attendance

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter76/Section>
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.100.Attendance.FINAL.2.14.pdf>

Building Care

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter266/Section126b>

Bullying <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37>

<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/1.300%20-%20Bullying%20Policy%204-14-15.pdf>

Chromebook contract: <https://www.mps-edu.org/Page/185>

Dress
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.600%20Student%20Dress%20Code%20FINAL%204-26-16.pdf>

Drug and Alcohol
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.0125%20Substance%20Use%20Prevention-Abuse%20Educ%208-30-16.pdf>

Hazing
<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section17>

Homeless
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/9.700%20MPSHomeless%20ED%20Policy.pdf>

Homework
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/7.700%20Homework%206-25-13.pdf>

Internet usage
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/7.970%20Internet%20Acceptable%20Usage%206-11-13.pdf>

Immunization
<http://www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-ma-school-requirements.pdf>

Lunch Program
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/3.900%20FoodService%20Policy%201-13-15.pdf>

Non Discrimination
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/1.100%20Nondiscrimination%2011-25-14.pdf>

Security Cameras
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/5.300%20Security%20Camera%20System%20Policy%2011-25-14.pdf>

Social Media
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/7.980.SocialMedia.FINAL.2.14.pdf>

Suspension and Expulsion (Weapons, Violence, Drugs, Alcohol)
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.300%20-%20Restraint%20Waiver%20Approved%204-14-15.pdf>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H1~2>
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<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/8.130%20Suspension%20and%20Expulsion%204-14-98.pdf>

Tobacco/Vaping
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/6.620%20Smoke%20and%20Tobacco%20Free%20Policy%201-25-94.pdf>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section2A>

Visitors
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/MPS.9.100.Visitors.In.Schools.Policy.FINAL.2.14.pdf>
<https://www.mps-edu.org/cms/lib/MA02212715/Centricity/Domain/39/9.100A%20Procedures%20School%20Visitors%202-10-15.pdf>