WARE PUBLIC SCHOOLS



Aerial Drone Photography, Courtesy of Michael J. Brown

Student Handbook 2019-2020

School Committee Members

Mr. Aaron Sawabi – *Chairman* Mr. Brian Winslow – *Vice Chairman*

Mrs. Julie Slattery Mr. Christopher Desjardins Mr. Michael Foran

Dr. Marlene DiLeo, Superintendent of Schools

Ware School District Mission Statement

The Ware Public School District strives to work with parents and the wider community to educate all students in an environment that supports high academic achievement, instills respect and fosters civic responsibility. We believe that the ultimate goal of education is to support students as successful lifelong learners.

DISTRICT DIRECTORY

Mr. Alderman	Assistant to Director of Buildings, Grounds and Maintenance	967-6234
Mr. Auvine	Technology Support Specialist	967-6234
Mrs. Bernard	Secretary W.J.S.H.S.	967-6234
Ms. Bolduc	Director of Special Education and Civil Rights / Title IX Compliance Officer	967-7261
Mr. Brown	District Technology Director	967-6234
Mrs. Butler	Secretary W.J.S.H.S.	967-6234
Ms. DeMars	Principal W.M.S.	967-6903
Mrs. Cardaropoli	Adjustment Counselor and 504 Coordinator W.J.S.H.S.	967-6234
Ms. Chevrette	Secretary S.M.K.	967-6236
Dr. DiLeo	Superintendent of Schools	967-4271
Mr. Dymon	Director of Buildings Grounds and Maintenance	967-9242
First Student	Bus Transportation	967-3028
Mrs. Griffith	Guidance W.J.S.H.S.	967-3077
Mrs. Hill	Adjustment Counselor S.M.K.	967-6236
Mrs. Holl	Administrative Assistant Superintendent's Office	967-4271
Ms. Huckaby	Assistant Principal W.M.S.	967-6903
Mrs. Iwasinski	Principal S.M.K.	967-6236
Ms. Jock	Adjustment Counselor and 504 Coordinator W.M.S.	967-6903
Ms. Kargol	Secretary W.M.S.	967-6903
Ms. Koczur	Administrative Assistant Office of Accountability	967-6903
Mrs. LaValley	Bookkeeper	967-3967
Ms. Lohr	Secretary S.M.K.	967-6236
Ms. Meneke	Secretary Special Education	967-7261
Mrs. Miner	School Nurse W.J.S.H.S.	967-6234
Mrs. Moriarty	Food Services	967-5977
Mr. Nicholas	Director, Food Services	967-5248
Mrs. Racine	Guidance W.J.S.H.S.	967-3077
Mrs. Rasys	Receptionist Central Office	967-4271
Mr. Rich	Principal W.J.S.H.S.	967-6234
Mr. Roy	Assistant Principal W.J.S.H.S.	967-6234
Ms. Rys	Secretary W.J.S.H.S.	967-6234
Mr. Shamgochian	Athletic Director	967-6234
Mrs. Thompson	Assistant Principal – S.M.K. and Homeless Student/Family Liaison	967-6236
Ms. Warburton	Secretary W.M.S.	967-6903
Ms. Yardley	Director of Grants and Accountability	967-6903

Visit www.wareps.org to view the Policy Manual Online

District policies are continuously being reviewed and updated. For the most updated copy of a policy, please visit the Ware Public Schools website or click this direct link to the online policy manual. Copies are also available by calling the individual schools.

In the interest of saving paper, we will no longer be sending home a paper copy of each school's monthly calendar and lunch menu. Both documents will be available on our website. If you do not have access to a computer, please notify your child's school office: SMK 967-6236; WMS 967-6903; and WJSHS 967-6234. We apologize for any inconvenience this may cause.

Contact the Superintendent of Schools at 413-967-4271 for a translation of this or any other school notice.

Portuguese:
Contate por favor o superintendente das escolas pelo telephone 413-967-4271 para qualquer traducão relacionada com esta ou outras noticias da escola.

Spanish:
Contacta por favor al superintendente de escuelas en 413-967-4271 para una traducción de esto o de cualquier otro aviso de Ia escuela.

French:
Veuillez contactez le surveillant des écoles a 413-967-4271 pour une traduction de ceci ou de ntimporte quelle autre notification d'école.

German:
Treten Sie bitte mit dem Betriebsleiter der Schulen bei 413-967-4271 ftir eine Übersetzung von diesem Oder vonjedem möglichem anderen Schulebegriff in Verbindung.

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ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The School Committee does recognize, however, that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine
2. Bereavement or serious illness in family
3. Weather so inclement as to endanger the health of the child
4. For observance of major religious holidays
5. Legal responsibilities
6. An absence excused by the administration (such as verified off-campus college visits, field trips, etc.)
7. School suspension

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. A child who has been absent from school because of a contagious disease will not be readmitted without permission from the attending physician or the approval of the school nurse. Absence from school for more than three (3) consecutive days requires that the school nurse call the home to inquire as to the reason for the continued absence.

LEGAL REFS: M.G.L. 76:1; 76:16; 76:20
Adoption Date: July 17, 1997
Revision Date: May 30, 2007
Last Date Reviewed: May 30, 2007

DEFINITIONS:
EXCUSED ABSENCE - AS OUTLINED ABOVE IN SCHOOL COMMITTEE POLICY
UNEXCUSED ABSENCE - AN ABSENCE THAT DOES NOT FIT ANY OF THE CRITERIA THAT IS OUTLINED IN THE SCHOOL COMMITTEE POLICY - EX. FAMILY VACATION
TRUANCY - BEING ABSENT WITHOUT PERMISSION FROM PARENT/GUARDIAN

ADVERTISING OR SOLICITING FOR FUNDS

Students shall not in any manner advertise, solicit funds or otherwise promote the interests of any commercial or other non-school agency, individual or organization. Any exception to this policy is at the discretion of the School Committee.

AFFIDAVIT FOR NON-CUSTODIAL PARENTS REQUESTING STUDENT RECORDS

The Massachusetts Legislature recently passed a law, M.G.L. Ch. 71, Sec. 34H, which is designed to standardize the process through which public schools provide access to and copies of student records to parents who do not have physical custody of their children (non-custodial parents). Parents who do not have physical custody, as defined in M.G.L. Ch. 71, Sec. 34H, are now required to complete and notarize the attached form entitled:

Affidavit for Non-Custodial Parent Requesting Student Records Per General Laws Chapter 71, Section 34H
Upon receipt of the ***Affidavit for Non-Custodial Parent Requesting Student Records Per General Laws Chapter 71, Section 34H,*** the District is required to immediately notify the custodial parent, by certified mail, in both the primary language of the custodial parent and in English, that a request from the non-custodial parent has been received by the District to access student records.

This notice will inform the custodial parent that information requested pursuant to M.G.L. Ch. 71, Sec. 34H is to be provided to the requesting non-custodial parent *after 21 days, unless the custodial parent provides the District with documentation of an applicable court order restricting the non-custodial parent from student record access.*

For the purposes of this procedure, a student's record is determined to consist of the transcript and the temporary record, including all information -- recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth which include:

- referral for a special needs assessment;
- enrollment in a transitional bilingual education program;
- absences, illnesses;
- detentions, suspensions, or expulsion; and
- permanent withdrawal from school.

The term as used in **603 CMR 23.00** shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by **603 CMR 23.04**.

Each year after the initial request, the eligible parent must submit, in writing, a request for student records to the school principal. Documentation must indicate that the non-custodial parent continues to be entitled to unsupervised visitation with his/her child and continues to be eligible to receive student information pursuant to M.G.L. Ch. 71, Sec. 34H. Failure to comply will result in the District's refusal to provide information regarding student records to the non-custodial parent.

If you have any questions or concerns contact the building principal of the respective school in which your child is enrolled.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND HEELIES

Students who ride bicycles to school are not to ride double on school grounds, and are to park the bicycle when they arrive. Bicycles should be locked in the bicycle rack located at the side or front of the buildings. The school is not responsible for bicycles taken or damaged while on school property. If the bicycle is confiscated, a parent will have to pick it up. Skateboards, roller blades, and Heelies, sneakers with wheels, are not to be carried onto the bus, nor are they allowed on school property. "Massachusetts law requires that bicycle helmets be worn by persons twelve years of age and under who are operators or passengers on a bicycle."

BREAKFAST AND LUNCH PROGRAM
CAFETERIA POLICIES AND PROCEDURES FILE: EFD

Did you know Food and Nutrition Services is an enterprise fund that does not receive general fund support? As a result, the program must earn money through meal and snack sales in order to pay all operating expenses in addition to fees to the District just like any private business.

As a business, the District has a charge system which has been adopted at all schools. Unpaid charges reduce revenue that affects the ability to pay food bills, employee salaries, and many other expenses. Unpaid charges and the costs associated with collecting these charges result in higher meal prices for all students.

District meal charge system goals are:

- To treat all students with dignity and respect;
- To maintain a positive experience for students during meals;
- To establish practices that are age appropriate; and
- To promote parents' responsibility for meal payments and student self-responsibility.

Payment in advance for meals enables the District to achieve these goals.

I. LUNCH CHARGE POLICY

SMK

After five lunches are charged and students' accounts have a negative balance, students will not receive the published lunch. These students will receive a peanut butter sandwich and a carton of milk until their negative balance is paid in full. Students with an allergy to peanuts will receive a cheese sandwich.

Only three charged breakfasts will be allowed.

Middle School

After two charged lunches, students will receive the same peanut butter or cheese sandwich and a carton of milk. Students with a negative balance will not be allowed to purchase à la carte items. Items such as pizza, milk, or the use of the vending machine will not be allowed.

High School

Grades 7-8 will be limited to one charged lunch and then the same alternate meal listed above will be provided.

Charging is not allowed for grades 9-12. The same alternate will be provided.

II. NOTIFICATION TO PARENTS

To notify parents having of a negative balance, the following procedure will be in effect immediately. A free and reduced lunch form will accompany notification of the maximum lunch charged. Parents will have five (5) days to satisfy the balance, return a completed free or reduced lunch form if applicable, or make other arrangements with the building principal.
If you have applied for free or reduced price meals and have a pending application, you must still pay for all school meals until you receive an approval letter. ***Please be aware that if your child is approved for free or reduced lunch, no one other than the cafeteria staff will know this.*** The free or reduced lunch program offers many wonderful benefits to the District.

III. CHECKS RETURNED FOR NON-SUFFICIENT FUNDS

When a check is returned to the Town Treasurer's Office for NSF, a letter will be sent to inform the parent(s) from the Treasurer. Payment for the NSF check must be in the form of cash, cashier's check, or
money order. Payment must be received within ten (10) days of the date of the letter. If funds for the NSF check do not get cleared within the (10) days, further prosecution will take place.

Adoption Date: February 25, 2010
This policy can be found in the Ware Public Schools online Policy Manual which is linked at the beginning of this document.

BULLYING

In the creation and support of school climates that are safe places to learn and grow, there is an evolving recognition that bullying is a very toxic form of abuse among peers. Students who are bullied and those who bully others are at significant risk of experiencing a range of health, safety, emotional and educational risks. Bullying can be physical (hitting, pushing, shoving), verbal (being teased, threatened, coerced, made fun of, called derogatory names) or relational (spreading rumors, being left out or ostracized). The Ware School District will endeavor to maintain a learning and working environment free of bullying. Bullying of any type has no place in the Ware School District.

"**Bullying**," the repeated use, by one or more members of the school community, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target 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. Both students and district/school staff may be named the "aggressor" or "perpetrator" in a bullying report.

"**Cyber-bullying**," bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, cellular, electronic mail, internet communications, instant messages, text messages or facsimile communications. Cyber-bullying shall also include (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 creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons (for example, social media web sites or apps), if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by 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. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

A "**hostile environment**" is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education. "School grounds" is considered property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical, psychological or emotional
2. Threats of any kind stated or implied
3. Assaults on students and staff, including those that are verbal, physical, psychological and emotional

4. Attacks on student property
5. Cyber and text message bullying
6. Harassing phone calls

The School Committee expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action (refer to most current approved student handbook).

The principal or assistant principal will be responsible for handling all verbal and written complaints alleging harassment, including bullying. Within two school days, the Ware School District will reasonably investigate, notify the parents of both the aggressor and the target, and respond to the allegations of harassment, including bullying. Instances of harassment and/or bullying will be reported to the appropriate state and/or federal agencies in accordance with state and/or federal law. Mediation will be offered to students and/or parents.

School personnel will be instructed not to tolerate and to immediately report to the building principal harassment, hazing or bullying, as defined by this policy, by any student or personnel, or any third party who are participating in, observing, or otherwise engaged in activities, including extracurricular activities, on school property or at school related services, activities or events.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

STALKING
Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than $1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

HARASSMENT
Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than $1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

ELECTRONIC HARASSMENT
Whoever telephones another person or contacts another person by electronic communications, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall by punished by a fine of not more than $500 or by imprisonment for not more than 3 months, or by both such a fine and imprisonment.

For the purposes of this section, "electronic communication" shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, cellular, electromagnetic, photo-electronic or photo-optical system.

SEXUAL HARASSMENT POLICY

It is the policy of the Ware Public School Committee to maintain and promote a working environment and an educational environment free from all forms of sexual harassment. This policy is effective immediately and shall apply to all persons associated with this school system including, but not necessarily limited to, the School Committee, the administration, the staff, and the students. All employees of the Ware Public Schools have the right to work in an environment free from sexual harassment. All students of the Ware Public Schools have the right to participate in an educational environment free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

In addition, the Ware Public School Committee affirms its commitment to maintain a work environment free of all forms of harassment and discrimination based on race, color, religion, sexual orientation, national origin, age, sex or disability. All members of the school community are expected to conduct themselves in an appropriate manner with courtesy and respect for others. Any harassment on the basis of a person's race, color, religion, sexual orientation, national origin, age, sex or disability will not be tolerated.

I. WHAT IS SEXUAL HARASSMENT?

A. Sexual harassment is a form of sex discrimination. Sexual harassment in the workplace or education environment is **unlawful** under both state and federal law and will not be tolerated. Likewise, retaliation against a person for reporting or cooperating with a sexual harassment investigation is also **unlawful** under both state and federal law and will not be tolerated.

B. In Massachusetts, the legal definition for sexual harassment is as follows: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or education or as a basis for employment or education decisions; **or,**
2. Such advances, requests or conduct have the purpose of effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
3. Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

Sexual harassment is not limited to conduct by a male towards a female. The victim of sexual harassment may be either male or female. Likewise, a harasser may be male or female.

Sexual harassment is not, by definition, limited to prohibited conduct by a supervisor or administrator towards an employee. It can also involve conduct by one employee towards another, conduct between a staff member and a student, and conduct amongst students. In some cases, it may even involve persons who are not employees or students of the Ware Public Schools as the harasser or the victim of harassment. Sexual harassment can occur in the work setting and in the education setting. All such harassment is hereby prohibited.

II. EXAMPLES OF TYPES OF CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT

The legal definition of sexual harassment is broad and in addition to these examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers, students or other members of the school community may also constitute sexual harassment.

Be advised that our policy prohibits conduct or behavior of an offensive or sexual nature that may go beyond what is prohibited by law. All sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature is considered inappropriate conduct in the work and education setting.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which violate our policy. The following examples may also constitute sexual harassment under the law, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Supervisor indicates to a subordinate that the subordinate's performance review will be affected by whether or not the subordinate is willing to date the supervisor.

- Supervisor tells an employee that he/she could be promoted if he/she grants certain sexual favors to the supervisor.
- Administrator demotes an employee because the employee refuses to share a bed with the administrator during an out of town conference.
- An employee is subjected to sexual remarks and/or whistles upon each visit to a particular work department. Over a period of time, the employee becomes reluctant to enter that department making it difficult for the employee to properly perform his/her duties.
- Teacher indicates to a student that the student's grades will be affected by whether or not the student is willing to date the teacher.
- Sexual advances - whether they involve physical touch or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects or materials, including photographs drawings, cartoons, post cards, calendars, tapes, etc.
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

- Asking about or commenting on another person's sexual experiences or sexual orientation.
- Discussion of one's sexual activities.
- Making sexual gestures or body motions.
- Transmitting or accessing sexually explicit materials by computerized or other means.
- Making sexual comments or telling sexual jokes or stories.
- Touching, pinching, groping, kissing or patting the body of another person.
- Repeatedly asking a person for a date or to socialize outside of work/school after being informed such conduct is unwelcome.
- Exerting pressure on another person for sex or a romantic relationship.
- Following, "shadowing" or stalking a person.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is **unlawful** and will not be tolerated.

III. RESPONSIBILITIES OF ALL EMPLOYEES AND PARTICIPANTS IN THE EDUCATIONAL COMMUNITY

Each employee and each participant in the educational community is personally responsible for ensuring that his/her conduct does not in any way sexually harass any other person he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. Each student, employee, supervisor, administrator and member of the school community is required to fully cooperate in any investigation of alleged sexual harassment.

Further, supervisors and administrators are obligated to intervene and stop any sexual harassment they witness and to immediately report to their supervisor, in writing, any sexual harassment that is reported to them or they otherwise learn of. Each employee is obligated to immediately report, in writing, to his/her supervisor any sexual harassment of a student which the employee witnesses or learns about.

Any employee who receives a report of, or otherwise has knowledge of conduct prohibited by this policy is required to report the conduct or incident immediately.

IV. PROCEDURE FOR REPORTING SEXUAL HARASSMENT

The following sexual harassment complaint procedure has been established to ensure prompt and effective investigation into allegations of sexual harassment.

A. If an individual believes that he or she is being sexually harassed or subjected to inappropriate conduct of a sexual nature, the individual should immediately:

1. Firmly confront the harasser(s);

2. State the conduct, which he/she objects to;
3. Indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
4. Insist that the person(s) engaging in the conduct stop the conduct immediately; and
5. Report the harassment immediately in writing to one or more of the persons listed below.*

If the employee is not comfortable with confronting the alleged harasser(s), the employee should immediately report the situation to one or more of the person identified below*

B. After reporting the situation to one or more of the persons identified below*, the person should immediately submit a written statement to the investigator detailing:

1. The specific conduct objected to,
2. The date(s) and time(s) such conduct took place,
3. The name(s) of the alleged harasser(s),
4. The location(s) where the conduct occurred,
5. The name(s) of any witness(es), and
6. Any other details or information requested by the investigator.

The person should provide the investigator with any documentation (cards, notes, pictures, etc.) or other corroboration of the harassment which the employee may have.

***EMPLOYEES OR STUDENTS WHO HAVE A COMPLAINT OF SEXUAL HARASSMENT OR WHO WISH TO LEARN MORE ABOUT THE SUBJECT, MAY CONTACT THE SEXUAL HARASSMENT COMPLIANCE OFFICER AT:**

Elementary School Principal
S.M.K. Elementary School
4 Gould Road
P.O. Box 240
Ware, MA 01082
Telephone No. (413) 967-6236

V. INVESTIGATION OF COMPLAINTS

Complaints of sexual harassment will be investigated promptly and acted upon in a timely manner.

The investigator will inform the alleged harasser(s) of the complaint, will interview the alleged harasser and require the alleged harasser to submit a detailed written response to each and every allegation of harassment. The investigator will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. The investigator will determine the proper sequence of the investigation in terms of interviewing the complainant, the witnesses and the alleged harasser.

If the investigator concludes that sexual harassment has occurred, the matter shall be immediately referred to the Superintendent of Schools or, when appropriate under the Education Reform Act, to the School Committee for appropriate disciplinary action and action will be taken promptly to eliminate the offending conduct.

VI. CONSEQUENCES OF VIOLATING POLICY - DISCIPLINE & DISCHARGE

Any employee who violates this policy will be subject to disciplinary action, which may range from reprimand, suspension without pay, demotion, **up to and including immediate discharge.** In appropriate circumstances, administration may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action, which may range from detention, suspension from school, **up to and including expulsion from the Ware Public Schools.** In appropriate circumstances, administration may also refer the matter to law enforcement officials for possible prosecution. See Discipline Process Flowchart HERE.

VII. CONFIDENTIALITY

Investigations of sexual harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. The Ware Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

VIII. NO RETALIATION FOR FILING A COMPLAINT OR COOPERATING WITH AN INVESTIGATION

No employee or student shall be retaliated or discriminated against in any way for making a complaint of sexual harassment or for cooperating in the investigation of such a complaint.

IX. IDENTITY OF STATE AND FEDERAL AUTHORITIES

The Massachusetts Commission Against Discrimination (MCAD) enforces the state law prohibiting sexual harassment. The MCAD can be reached as follows, if you wish to file a formal complaint with them:

Massachusetts Commission Against Discrimination
436 Dwight Street, Suite 220
Springfield, MA 01103
Telephone: (413) 739-2145

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108-1532
Telephone: (617) 727-3990

BOSTON OFFICE
Office for Civil Rights
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617-289-0111
FAX: 617-289-0150; TDD: 877-521-2172
Email: OCR.Boston@ed.gov

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone:1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

EXAMPLES OF UNACCEPTABLE BEHAVIOR

VERBAL/NONVERBAL/WRITTEN

- Use of put-downs, insults, name calling, swearing or offensive language
- Screaming or yelling at another
- Making threats, being intimidating or getting friends to threaten or scare another (i.e. bullying)

PHYSICAL

- Hitting, punching, pinching, pushing, shoving, grabbing, slapping, kicking, choking, pulling hair, biting, throwing things, arm twisting
- Intimidation, blocking exits, punching walls, knocking things around
- Damaging or destroying another's property
- Restraining, pinning someone to the wall, blocking their movements
- Using weapons
- Stalking

SEXUAL

- Name calling of any kind
- Cat calls or other offensive noises or whistling
- Spreading sexual gossip or graffiti
- Comments about a person's body or unwanted verbal or written sexual comments
- Staring or leering with sexual overtones, sexual gestures
- Forcing obscene materials on others
- Pulling off or lifting clothes to expose private parts
- Rape or attempted rape

***Please Note: The list of unacceptable behavior (i.e. prohibited behaviors) is for illustration purposes only and is not intended to be an exhaustive list of prohibited conduct under the Sexual Harassment Policy. The list is intended to provide general information and administration retains the right to determine the appropriate consequences for improper conduct in violation of this policy based on the facts and circumstances of each case regardless of where an offense may fall on the spectrum.**

An Act Prohibiting the Practice of Hazing

M.G.L. Chapter 269 Section 17 – "Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.
The term hazing as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18."

CARE OF SCHOOL PROPERTY BY STUDENTS

Students have a responsibility to respect and protect school property and the property of others. The Superintendent of Schools will establish rules and procedures that will hold students responsible for the repair, replacement, and related costs for the willful damage, loss, or abuse of the property of the school or others.

Persons are held responsible for lost or damaged texts and related materials assigned to them even if these materials are taken from lockers. Everyone should take normal precautions needed to protect themselves from loss and should have a lock on their lockers.

CIVIL RIGHTS AND SAFETY POLICIES

It is the policy of the Ware Public Schools not to discriminate on the basis of age, sex, race, color, religion, national origin, ethnicity, disability, sexual orientation, gender identity, homelessness, military service, union activity or genetics in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Massachusetts General Laws, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, Title II of the Americans with Disabilities Act of 1990, M.G.L. c. 71A and c. 76, s. 5

The Ware Public Schools are committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected.

CIVIL RIGHTS AND SAFETY—Identification and Definitions of Prohibited Conduct

BIAS INCIDENT means any act, including conduct of speech, directed at or which occurs to a person or property because of actual or perceived race, religion, ethnicity, disability, gender, or sexual orientation. Bias incidents may or may not be criminal acts.

BIAS INDICATORS are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.

BIAS MOTIVES recognized at Massachusetts law as causing hate crimes include prejudice based on race, religion, ethnicity, disability, gender, and sexual orientation.

CIVIL RIGHTS VIOLATIONS involve interfering—by threats, intimidation, or coercion—with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include non-discrimination in access to advantages and privileges of a public school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.

DISCRIMINATION consists of actions taken against others, that treat others unequally because race, religion, national origin, disability, sexual orientation, or gender bias.

HARASSMENT consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating, or offensive school environment, or substantially interfere with the progress of a student's education.

BIAS-RELATED HARASSMENT will present bias indicators, most commonly epithets, or name-calling derogatory to a particular racial, religious, or sexual orientation group.

SEXUAL HARASSMENT covers instances of physical or verbal conduct of sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.

HATE CRIMES include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following someone can amount to the crime of stalking.

HOSTILE ENVIRONMENT exists when a student has been or is subjected to threats, intimidation, or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school environment has become hostile must be evaluated based on the totality of the circumstances. Repeated instances of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop in grades.

STALKING, a felony, consists of intentional conduct involving:

a. two or more acts directed at a specific person,

b. which would cause an average person substantial distress,

c. where the perpetrator has made threats that cause fear of death or injury.

CIVIL RIGHTS AND SAFETY—Procedures for Responding to/Investigating Incidents

Whenever a staff person witnesses or a third party reports a possible civil rights violation, the school's principal or designee must be notified. The principal or civil rights designee, in conjunction with school safety personnel, should immediately begin an investigation. In an emergency, 911 must be called. If the incident involves the administration, the Superintendent is to be notified.

A student coming forward to report a civil rights violation he/she has experienced should be directed to the school's principal or designated civil rights administrator, once any emergency needs are attended. Consideration should be given to whether immediate or interim steps are needed to ensure the safety of and avert retaliation against the complainant.

The investigation must determine whether a civil rights violation has in fact occurred. An immediate aim of the investigation should be preserving and gathering evidence from the scene of an incident. Bias-related graffiti should be photographed, and then removed. The investigator should seek to interview all victims and witnesses at the scene, or as soon thereafter as possible, and interview others who may have relevant knowledge as well. The investigation may also consist of any other methods and documents deemed relevant and useful.

All circumstances as found should be carefully evaluated for the presence of bias indicators that would characterize the matter as a civil rights violation. The investigation should make a finding as to whether any a civil rights infraction or violation of this policy has occurred, based on the definitions of wrongful conduct.
All incidents must be reported on the "Incident Form" and sent to the Superintendent's Office.

CIVIL RIGHTS AND SAFETY—Consequences for Civil Rights Violations and Failures to Act as Required
Non-Disciplinary Corrective Actions: Potential civil rights violations can be addressed with steps that are not punitive in character, without the necessity of disciplinary proceedings. These steps generally lie within the ordinary discretion of principals and school officials; examples of non-disciplinary actions appropriate in some instances may include counseling, assignment to participate in diversity awareness training, separating offender and victim, parent conferences, and/or special work assignments such as research and a report on a civil rights-related subject.
Disciplinary Proceedings: After a hearing, found violations of the civil rights of a student or school employee warrant the imposition of sanctions up to and including suspension and expulsion (students), and suspension or termination (employees). Disciplinary actions will be taken toward the goals of eliminating the offending conduct, preventing reoccurrence, and reestablishing a school environment conducive to the victim's learning. The school may consider completion of a youth diversion program—either alone or in conjunction with other disciplinary actions—as an appropriate sanction for student violators of others' civil rights.

CIVIL RIGHTS AND SAFETY—Failure to Act by Administrators and Teachers
Upon completion of policy dissemination, administrators and teachers have a duty to act to stop witnessed sexual or bias harassment and hate crimes, as safely as can be done, and to report occurrences to the civil rights administrators and, as appropriate, the police. A clear failure to act as this policy directs should, in the first instance, entail that the individual undergo further training in hate crimes, diversity issues, and the requirements of school policy. The school administration will develop further sanctions and actions to address repeated failures to act in accordance with this policy.

CONCUSSION POLICY

The Ware Public School District is committed to ensuring the health and safety of students and recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. Concussion, a mild traumatic brain injury, occurs when normal brain functioning is disrupted by a blow or jolt to the head; recovery varies in each injury.

Not only shall this policy be in compliance with the Commonwealth of Massachusetts General Laws Chapter 111: Head Injuries and Concussions in Extracurricular Activities, but it shall also cover the general student population to assist in the proper evaluation and management of head injuries.

Extracurricular Athletic Activities
The Athletic Director(s) shall be the person(s) responsible for the implementation of these policies and protocols as they pertain to the extracurricular athletic activities.

As specified in the law, the W.J.S.H.S. Athletic Department shall require annual training in the prevention and recognition of a sports-related head injury, including second impact syndrome using DPH approved training materials or programs and documentation of said training kept on file for the following persons:

- Coaches
- Certified Athletic Trainer
- Trainer
- Volunteers
- School Nurse
- Athletic Director(s)
- Parent(s) of a student who participates in an extracurricular activity
- Students who participate in an extracurricular activity

Non-Extracurricular Athletic Activities
The guidance department and the school nurse shall be co-responsible for the implementation of protocols as they pertain to non-extracurricular school and out-of-school occurrences.

Evaluation Guidelines

- When a concussion is suspected during practices or games, the student athlete will be removed from participation and will not be allowed to return the same day.
- A parent/guardian will be notified and student taken to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse.
- Evaluation and clearance by the family's medical provider will be required.
- The athlete will return to play only with: 1. A clearance note from the medical provider and 2. Verified completion of the return to play protocol followed by the athletic department.
- The guidance counselor will notify the academic teachers of the affected student, both athletic and non-athletic, and provide guidelines for concussion accommodation plans.

DISCIPLINARY PROCEDURES
BEHAVIORAL OFFENSES - TEACHER/OFFICE DETENTIONS

1. Detention: For minor behavioral offenses, teacher detentions and/or office detentions will be issued to students in order to provide more time to practice appropriate behavior and increase learning opportunities.

Students may be detained for either academic or behavioral issues. Twenty-four hours notice will be given to a student (not necessary for make-up of a scheduled office or teacher detention). This notice is given so that parents may make transportation plans, if needed. Unexcused absence from detention will result in a minimum of one additional detention. If a student is absent on the day their detention is to be served, the student is expected to serve on the next scheduled detention day.

2. Verbal Warnings: In most circumstances, the following behaviors will result, at a minimum, in the issuance of a verbal warning to the student:

• **Minor disruption of class**	• **Gum chewing/food in classroom area**
• **Uncooperative classroom behavior**	• **Unsafe corridor behavior or disturbance**
• **Unexcused tardiness to class**	• **Repeated missing work**

Teacher detention is assigned by a teacher and is held at a time determined by the teacher.
Students will serve all teacher/office detentions before participating in any after school activities scheduled on the same day.

3. Office Detentions: The following behaviors are more serious, and in most circumstances will result in an office detention.

a. Cheating (Students will receive no credit for work which is not their own.)
b. Repetition of behaviors that led to verbal warning or teacher/team detention
c. Failure to report to homeroom
d. Inappropriate cafeteria behavior
e. Inappropriate detention behavior
f. Skipping detention
g. Spitting
h. Disrespectful behavior to any school staff member or volunteer

Office detention is assigned by a school administrator and is held in an assigned detention room. Students will receive written notice of office detention by an after school notice form to be carried home by the student. This form must be signed by the parent and returned to the school the next regularly scheduled school day. If the signed form is not returned to the school, an additional office detention day will be added to the original detention.

CODE OF CONDUCT
(Adopted July 17, 1997)

The guidelines issued in the Code of Conduct are issued as a general model. The school/administration reserves the right to deviate from the general guidelines based on the specific facts and circumstances of a given situation. Violations will be dealt

with according to the procedures outlined under Disciplinary Procedure. The faculty and staff have the initial responsibility concerning discipline. The school administration has the final responsibility and authority on all disciplinary matters.

DISCIPLINE CODE

Obviously, no disciplinary code can specify all infractions. The preceding list is an attempt to be thorough but concise. Any disciplinary infractions not mentioned previously are subject to administrative review and action. It is much preferred that students utilize good common sense in their behavior and avoid any need for disciplinary measures.

VARIETY OF METHODS

Teachers may incorporate the following methods in dealing with inappropriate classroom behavior: verbal reprimand, parental contact, guidance conference, teacher detentions, parental meetings, loss of privileges, administrative conference. Students will be sent to the main office only if there is a serious or repeat disruption in the teaching/learning environment - an administrator will also be notified. The administrator may escort the student out of the classroom to a separate location, such as the main office. If an administrator is not available, the guidance counselor for the student's grade level may escort the student. If the guidance counselor is not available, the School Resource Officer may be called to escort the student.

STUDENT DISCIPLINE File: JIC

See school policy located HERE. See Discipline Process Flowchart HERE.

DISCIPLINE-RELATED INFORMATION for STUDENTS on an IEP or SEC. 504 PLAN File: JK-R

When suspension(s) of a student on an IEP or Sec. 504 Plan exceeds ten days per school year:

In general, if a student has violated the school's disciplinary code, the school may suspend or remove the student from his or her current educational placement for a period not to exceed ten (10) consecutive school days in any school year. Any time the school wishes to remove a student from his or her current placement for more than ten (10) consecutive days in any school year, or for more than ten (10) cumulative days when a pattern of removal is occurring, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law, and Sec. 504 of the Rehabilitation Act of 1973. These include the following:

1. Prior to any removal that constitutes a change in placement, the school district must convene an IEP or Sec. 504 Team meeting to develop a plan for conducting a Functional Behavioral Assessment (FBA) that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the Team shall review its implementation and modify it if necessary.

2. Prior to any removal that constitutes a change in placement, the school district must inform the parent/guardian that the IEP or Sec. 504 Team will consider whether or not the behavior that forms the basis for the removal was caused by or had a direct and substantial relationship to the disability or was the direct result of the school's failure to implement the IEP or Sec. 504 Plan. This consideration is called a "manifestation determination." Parent/guardians have the right to participate as members of the IEP or Sec. 504 Team.

Consideration of whether the behavior is a manifestation of the student's disability:
The law provides that the IEP or Sec. 504 Team must consider evaluation information, observational information, the student's IEP or Sec. 504 Plan and placement, and must determine whether the behavior prompting the disciplinary removal was a manifestation of the student's disability. The IEP or Sec. 504 Team considers if the student understood the impact and consequences of the behavior, and further considers if the student's disability impaired the student's ability to control his or her behavior. If the IEP or Sec. 504 Team determines that the behavior was a manifestation of your child's disability, then the child may not be removed from the current educational placement (except in the case of weapon or drug possession or use or serious bodily injury) until the IEP or Sec. 504 Team develops a new IEP or Sec. 504 Plan, decides upon a new placement and receives parental/guardian consent to the new IEP or Sec. 504 Plan and placement.

If the Team determines that the behavior was not a manifestation of the student's disability, the school may suspend or otherwise discipline the student according to the Student Code of Conduct, except that for any period of removal exceeding ten (10) days, the school district must provide the student with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (IAES), as determined by the Team, for up to 45 calendar days:

1. If the student possesses, uses, sells or solicits illegal drugs or another controlled substance on school grounds or at a school-sponsored event, or
2. If the student carries a weapon to school or a school function, or
3. If the student causes serious bodily injury to another at school or at a school-sponsored event, or
4. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement.

If the student has been placed in an IAES as a result of a disciplinary action, the student may remain in the interim setting for a period not to exceed 45 days. Thereafter, the student will return to the previously agreed-upon educational placement unless either a hearing officer orders another placement or the parent/guardian and the school agree to another placement.

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Regular Education Students Covered by the Discipline Restrictions
The law applies to regular education students if the school system had knowledge prior to the misconduct that the student was disabled. Under the new law, a school district is presumed to have "had knowledge" that a regular education student was disabled, if:

- The parent(s)/guardian(s) of the student has "expressed concern in writing" to the school district that the student is in need of special education and related services;
- The behavior or performance of the student demonstrates the need for special education or related services;
- The parent/guardian(s) of the student have requested a special education evaluation of the child, or
- Teachers or other school personnel have "expressed concern" about the student's behavior or performance.

If there was no knowledge, the parent/guardian(s) may request an expedited evaluation. During this period, the student may be suspended or expelled under normal School Committee policy. Students determined to have a disability must receive appropriate educational services.

Referral to and Action by Law Enforcement and Judicial Authorities
School districts are authorized to call police or refer special needs students to juvenile court authorities when these students commit crimes in school or at school functions. Copies of IEP and discipline records must be transmitted to legal authorities.

In case of disagreement with the Team's determination:
If the parent/guardian disagrees with the Team's decision on the manifestation determination, with the decision relating to placement of the student in an IAES, or with any other disciplinary action, they have the right to request an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

Court Order Necessary to Authorize Suspension
A school district may not suspend or in any way exclude a special needs student during the period of a BSEA hearing or judicial proceeding brought to challenge a suspension, proposed suspension or any determination under this policy unless the school district obtains a court order based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others.

For further information regarding Discipline-related information for students with special needs, please refer to the Student Code of Conduct.

Dismissal procedure

1. Students must have written permission prior stating the reason for the dismissal from their parent or guardian and remit this note to the main office upon entering school. **If a student fails to follow this procedure they will not be able to participate in extra-curricular activities on that day.**
2. Exceptions will be made only by the Administration.
3. Prior to leaving school, all students must sign-out with the main office. The student's parent or guardian may sign him/her out with the main office. Parents/Guardian will need to show proper identification before signing out their children.
4. Leaving the school grounds without permission will result in disciplinary action.

5. Students who are absent or tardy or dismissed from school for legal or medical reasons must notify the office at least (24) twenty-four hours in advance. Exceptions may be made in severe emergencies only. Failure to follow this procedure will result in the student being excluded from extra-curricular activities for that day.

ELECTRONIC DEVICES AND USE OF CELLULAR TELEPHONES

Based upon the general consensus of the community at large, the Ware School Committee believes that cellular telephones in particular are a necessary and relied upon communication device. Therefore, it is the determination of the Ware School Committee that it would be unfair and unrealistic to institute a total ban of such devices.

However, the Ware School Committee believes that it is the responsibility of both the students and the parents/guardians to assure that student use of such devices are the sole responsibility of the user, including an implicit understanding of the potential consequences as shown below.

The Ware School Committee believes that teaching the appropriate use of technology is both important and an essential component of being a part of society. As such a policy to allow structured usage during school hours will be put in place. To ensure that instructional time not be lost as a result, cell phones and electronic devices are to be off and away unless specifically approved by a classroom teacher for their class.***** As part of this policy, students may utilize their electronic devices on the school bus. Students in violation of this policy will be subject to the Discipline Matrix. Students must use headphones to listen to music and/or watch videos to limit disruption of others and to also ensure the student's ability to respond to notifications on the public announcement system. The recording or picture/video taking is strictly forbidden and prohibited by Massachusetts Law. (M.G.L. Chapter 272, Section 99).

Unauthorized sound recording, still photograph and video is strictly prohibited under Massachusetts Law (M.G.L. Chapter 272, Section 99). Violators may be subject to criminal prosecution or civil action by aggrieved parties. Punishment is a fine of up to $10,000, up to five years in state prison or both, or two and a half years in a jail or house of correction.

It is also illegal to willfully use or disclose any information concerning the identity of the parties or the existence, contents, substance, purpose or meaning of such a communication if one knows that the information was obtained through illegal interception. Violation of this provision is a misdemeanor, punishable by imprisonment in a jail or house of correction for up to two years, a fine of up to $5,000 or both.

It is further recommended that a written description of the appropriate protocol be included in the Student Handbook and be posted in classrooms and common areas throughout the buildings as follows:

> **"In Massachusetts it is illegal to willfully intercept, attempt to intercept or have someone else intercept on one's behalf any wire or oral communication. To intercept is "to secretly hear, secretly record, or aid another to secretly hear or secretly record the contents of any wire or oral communication through the use of any intercepting device by any person other than a person given prior authority to such communication."**

Any violation of this policy shall result in the immediate confiscation of the device until it is retrieved by an authorized parent/guardian. Administration will then determine that the student will not be allowed to bring such devices onto school grounds for a period of time up to and including the remainder of the school year. Any subsequent violations will result in further disciplinary action.

The School Committee expects the administrators to make it clear to students and staff that this policy must be consistently enforced per protocol.

It is now the sole responsibility of each individual student to abide by the stated protocols so as to avoid the aforementioned penalties.

*****Exceptions will be at administrative discretion.

EMERGENCY CARDS

An "Emergency Card" is to be filled out **completely** by the parent/guardian at the beginning of the school year for each child enrolled. All changes should immediately be reported to the school office to ensure safety of the child.

EMERGENCY EVACUATION PLANS

If it is necessary for students to be evacuated from the Stanley M. Koziol Elementary School, they will be sent to the Ware Junior Senior High School. Parents will be notified by news, media, radio and/or through the Blackboard Connect (Connect-Ed phone system). Students will be bused home (at the regular dismissal time 3:15 PM) or parents can sign them out at the Junior Senior High School if they choose to do so.

If there should be a need for an emergency evacuation of the Ware Middle School (not to include early dismissal due to snow or inclement weather) the students will be sent to the high school for the rest of the regular school day. Dismissal will take place at the regular time (3:10 for bus students, 3:15 for walking students). Bus students will have regular bus transportation home, and walking students will be released to walk home from the high school.

If there should be a need for an emergency evacuation of the Ware Junior Senior High School (not to include early dismissal due to snow or inclement weather) the students will be sent to the Ware Middle School for the rest of the regular school day. Dismissal will take place at the regular time (2:25PM). Bus students will have regular bus transportation home, and walking students will be released to walk home from the middle school

Entry Procedures for Students - Required

State law mandates the following entry documents:

1. Medical records to include current immunizations
2. Discipline record from transferring school
3. Academic records

Commonwealth for MA Department of Elementary and Secondary Education - Sect.37L Any student transferring into a new school district must provide the new district with "a complete school record," including, but not limited to, "any incidents involving suspensions or violation of criminal acts or any incident reports in which such student was charged with any suspended act." The responsibility under Sect. 37L rests with the student who is transferring; the student may either get the record from the former school and present them to the new school, or may request that the former school send the records directly to the new school.

4. A signed release form is required for the release of student records. To expedite the admission's process students should provide a copy of their transcript when registering into school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent to eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
In addition, schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless the parent and eligible student requests that the school not disclose directory information about them.
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FEDERAL GUN-FREE SCHOOLS ACT

The federal Gun-Free Schools Act of 1994 is Section 14601 of the Improving America's Schools Act, which took effect in October 1994 and included re-authorization of the Elementary and Secondary Education Act (ESEA). It requires each state, as a condition of receiving any federal funds under the ESEA, to require school districts and other local educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a firearm to school See Ware School Committee policy JFCJ.

FIRE DRILLS

State law and the school enforce fire drills. Directions to exits are posted in all classrooms. Students are expected to exit the building promptly and in an orderly fashion.

FUNDRAISING ACTIVITIES

(Adopted July 17, 1997)

In general, the Ware School Committee does not encourage fundraising in the community by students for school activities. The Committee does recognize however that there may be times when such activities are necessary. In order to limit the sale of goods by companies for profit, such as magazines, candy and similar items the Building Principal shall coordinate these activities on a system-wide basis.
Other activities may include:

- Sale of tickets to scheduled athletic events and school dramatic and musical performances.
- Sale of advertising space in school publications.
- Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the Building Principal and Superintendent. All monies collected shall be deposited in the appropriate student activity account.

HEALTH

MASSACHUSETTS HEALTH LAWS
HEALTH RECORDS

Each student has an individual health record consisting of: immunizations (please notify the nurse of any new immunizations given in the ER or Dr.'s office), results of physical examinations (if received from health provider's office), data from yearly screenings and visits to the Health Office. Medical notes are also kept in the record. All school health records are reviewed annually, and parents are notified regarding upcoming requirements.

HEALTH REQUIREMENTS
Massachusetts School Immunization Requirements 2011/2012

In accordance with State Health Laws, all students are required to be fully immunized or to provide a medical or religious exemption letter to the Health Office.

	Child Care/Preschool	Kindergarten	Grades 1-6	Grades 7-12
Hepatitis B	3 doses	3 doses	3 doses	3 doses
DTaP/DTP/DT/Td	≥4 doses DTaP/DTP	5 doses DTaP/DTP	≥4 doses DTaP/DTP or ≥3 doses Td	4 doses DTaP/DTP or ≥3 doses Td; plus 1 Tdap booster
Polio	≥3 doses	4 doses	≥3 doses	≥3 doses
Hib	1 to 4 doses	N/A	N/A	N/A
MMR	1 dose	2 doses measles, mumps, and rubella	2 doses measles, 1 mumps, 1 rubella	2 doses measles, mumps, and rubella
Varicella	1 dose	2 doses	1 dose	2 doses

MANDATED SCREENINGS

Vision – Grades K-5, 7, 10

Upon entering kindergarten or within thirty days after school entry, the parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening conducted by personnel approved by the Department. For students who fail the screening and for students diagnosed with neurodevelopmental delay, evidence of a comprehensive eye examination meeting the requirements of c. 71, s. 57 shall be provided to the school.

The vision of each student will be screened in the year of school entry, annually through grade 5 (or by age 11 in ungraded classrooms), once in grades 6 through 8 (or ages 12 through 14 in ungraded classrooms) and once in grades 9 through 12 (or ages 15 through 18 in ungraded classrooms).

Hearing – Grades K-3, 7, 10

The hearing of each student will be screened in the year of school entry and annually through grade 3 (or by age 9 in the case of ungraded classrooms), once in grades 6 through 8 (ages 12 through 14 in the case of ungraded classrooms), once in grades 9 through 12 (ages 15 through 18 in the case of ungraded classrooms).

BMI Index – Grades 1, 4, 7 and 10

The Body Mass Index (BMI) and corresponding percentile of each student in grades 1, 4, 7 and 10 (or, in the case of ungraded classrooms, by a student's 7th, 10th, 13th and 16th birthday) will be calculated and reported directly and confidentially to a parent or legal guardian. Parents and legal guardians may to request, in writing, that their child not participate in the program.

Postural Screening for scoliosis - Grades 5 – 9

PHYSICAL EXAMINATIONS

All physical examinations are to be performed at the child's primary care provider's office.

Kindergarten, Grade 3, Grade 7, and Grade 11 students and any students new to the district must present documentation of a current physical examination.

Student athletes are required to provide documentation of an annual physical before being allowed to practice sports (one required every 13 months.)

ILLNESS/INJURY IN SCHOOL

A registered nurse is available at SMK Elementary, Ware Middle and Ware Junior/Senior High School on a daily basis. If students become ill or injured during the school day, they should notify the teacher and be sent to the Health Office for assessment and treatment. All minor illnesses and injuries will be treated as necessary and parents/guardians will be notified when warranted. In the event of serious illness/injury requiring emergency treatment, the nurse or designee will attempt to contact the parents/guardians. If the parents/guardians are unavailable, school staff will attempt to notify emergency contacts

listed on the student's emergency card. Students requiring urgent medical treatment will be transported via ambulance to the nearest hospital whenever necessary. The cost of emergency transport is the responsibility of the student's parents/guardians.

PLEASE NOTIFY THE SCHOOL OF ANY CHANGES IN HOME OR WORK TELEPHONE NUMBERS AND/OR EMERGENCY CONTACTS.

MEDICATIONS

The school nurse should be notified whenever a student is required to take prescription medication at school. The school nurse can administer prescription medications in school with a written licensed prescriber's order and written parent/guardian consent.

Medication should be in the original prescription container with the student's name, drug name, dose and dosage interval written on the bottle. Prescription medication should be brought to school by the parent/guardian or responsible adult.

The school nurse may administer over-the-counter (OTC) medications in school such as analgesics, antihistamines and antacids with written parent/guardian consent. The annual student emergency health form provides a section for OTC medication consent.
Students should not carry prescription or OTC medications on their person or store them in their lockers. The two exceptions to this are asthma inhalers and epinephrine auto-injectors. The school nurse in conjunction with the school physician and parents/guardians will determine whether a student is permitted to self-administer medications in school. The parent/guardians should provide a medication order from their child's doctor and a signed consent form to self administer medication in school.
SHARING INHALERS WITH CLASSMATES IS PROHIBITED.

ABSOLUTELY NO NARCOTIC MEDICATIONS WILL BE ADMINISTERED AT SCHOOL.
Students requiring the use of narcotics for pain relief (i.e. Percocet, Vicodan, Tylenol # 3, Codeine, etc.) should not take the medication before coming to school or during the school day.

Insurance IN School

1. School insurance is available to all students.
2. Students using power tools as part of a class for participation must have some form of health insurance. If you are covered by your family's health policy, school insurance will pay only what your family's policy does not cover.
3. School insurance is a supplemental policy only. There are also certain financial limits and exemptions that school insurance will not pay. Please read the insurance form carefully before you buy the insurance.

The School Nurse is available for all medical emergencies that occur. In addition, regular health care including screening is available.

- **Please do not send your child(ren) to school without appropriate and safe footwear.**
- **Wheeled shoes (i.e. Heelies) are not acceptable or safe, therefore are not allowed in the elementary school, the middle or the junior/senior high school.**
- **Flip-flops and open toe shoes are not acceptable or safe, therefore are not allowed in the elementary school and the pre-school. All footwear must securely adhere to the foot.**

INVESTIGATIONS AND SEARCHES

Searches by Staff

(Adopted July 16, 1998)

The right of inspection of lockers and desks used by students and automobiles parked on school grounds is inherent in the authority granted to School Committees and administrators. This authority may be exercised as needed in the interests of safeguarding students, staff, and property and as otherwise appropriate in providing a safe and secure learning environment.

All lockers and desks remain the sole and exclusive property of the Ware Public Schools. The administration reserves the right to search lockers and desks and automobiles on school grounds without advance notice. To the extent that it is practicable and warranted under the circumstances, public schools shall make an attempt to contact the student prior to the search and provide

the student with the opportunity to open the locker and/or automobile in the presence of one (1) or more school administrators and allow the student to remove the contents for inspection by the administrator(s).

When the administration provides locks for lockers, the administration will retain keys or combinations for all locks for the purpose of inspecting lockers when appropriate. If students are allowed to provide their own locks, the administration will be given a duplicate key and/or the combination for such lock for the purpose of inspecting lockers when appropriate. Students shall only put school related items and necessary clothing items in their lockers. Students will bring no contraband or other items, which are not appropriate for a public school environment onto school grounds and/or into a school building.

If school staff has reason to believe that a student may have violated a school rule or policy or engaged in criminal conduct, the staff shall immediately report such information to the building principal or immediate supervisor or, if the building principal or immediate supervisor is not available, to his/her designee. If the school administrator has credible information to believe that contraband or other evidence relating to a potential violation of school policy or rules or criminal conduct is on the student's person, in a book bag, in a locker, desk or other area, or a vehicle on school grounds, the school administrator may conduct a search to find such contraband or other evidence provided the search is reasonable under all of the circumstance.

The administrator shall promptly notify the Superintendent of any such search if circumstances do not permit notification prior to the search. If the search yields any contraband or other evidence that indicates that a student has violated a school policy or rule or engaged in conduct, the administrator shall secure such evidence. Any evidence of a crime shall be promptly reported and turned over to law enforcement officials.

INVESTIGATIONS PROCEDURES

1. No student should be interrogated on school premises by law enforcement officials (including local and state police, fire department and/or state fire marshal's office) without the permission of the principal or his/her designee. The building administrator will promptly notify the Superintendent's office.
2. Interrogation of students on school premises by law enforcement authorities will be conducted in private with a school administrator present. Any responsibility for informing a student of his/her rights or other procedural requirements will be the responsibility of the law enforcement personnel. Any physical searches of students or their belongings will be conducted in accordance with applicable procedures.
3. If law enforcement authorities determine that a crime may have been committed and a criminal investigation is warranted, they will follow their respective department guidelines when investigating a crime. They will conduct themselves in accordance with School Committee policy to the extent that this does not conflict with their Department guidelines.
4. Once law enforcement authorities begin conducting an interrogation of a student suspected in the commission of the crime, then school administrators may be found to be acting as the agent of the law enforcement authorities with respect to the interrogation of a student suspected of criminal activity. Absent exigent circumstances, if the student is under the age of fourteen (14), the student's parent or guardian will be notified and be given the opportunity to be present during any interrogation. Similarly, absent exigent circumstances, a parent or guardian will also be notified, prior to any questioning, if their child is to be questioned in connection with witnessing a crime.
5. It is the role of both the school administration and law enforcement authorities to cooperate and communicate in the investigation of the commission of a crime, which occurs on school premises. If the school administration has any physical evidence that a crime has occurred, such evidence shall be turned over immediately to law enforcement authorities.
6. As a result of its investigation, if the school administration has any written statement from witnesses or alleged perpetrators obtained prior to the police or fire department interrogation or independent of the police or fire interrogation, such statement shall be turned over to the police. However, the names of informants shall be removed from such written statement, if, in the judgment of school officials, the disclosure of names would discourage those individuals or others from making similar disclosures in the future or may result in harassing behavior toward those informant or witnesses. The school administrators shall be responsible for notifying parents of students when written statements are provided to law enforcement officials.
7. Oral statements obtained by school administrators will be relayed to the appropriate law enforcement officials, however, the names of those individuals providing oral statements, as informants shall not be turned over to the law enforcement personnel, unless the individual agrees to disclosure or is so ordered by a court of competent jurisdiction.

GUIDELINES FOR CANINE SEARCHES OF SCHOOLS

1. When using canines to locate controlled substances in a school, the canines may be directed by their handlers to sniff inanimate objects such as desks, lockers, book bags that are not in the immediate possession of students, bathrooms that

are not being used by students, classrooms that are not being used by students, and cars parked on school grounds. These types of examinations by canines are not "searches" under the state and federal constitutions.

2. Absent exigent circumstances, canines should not be used to sniff students' persons and belongings in the immediate possession of students, nor should they be used in a manner that causes flight or significant apprehension in students. These types of examinations by canines constitute "searches" and are prohibited under the state and federal constitutions unless probable cause exists to believe that the student being sniffed possesses a controlled substance.
3. If school officials want to search particular classrooms or other areas being used by students, the students must be escorted away from the area by school officials before canines are brought in to the area to look for drugs.
4. School canine searches should be planned and conducted in a manner that leaves open an option for school and police officials to decide to seek criminal complaints against students found in possession of drugs and maximizes the likelihood that drugs found during searches will not be suppressed in court.
5. Although an alert by one canine to the presence of controlled substances may constitute probable cause, if a canine alerts to the presence of a controlled substance in a student's locker, desk, book bag, car or other belongings, a search should not be conducted until a second canine is brought in to examine the same area. We recommend a system of using canines to corroborate each other. Courts are more likely to conclude that probable cause existed if two canines are independently alerted to the presence of a controlled substance in the same area.
6. If two canines independently alert to the same locker, desk, book bag, car or other area, it is recommended that a search warrant for that area be obtained. Obtaining a search warrant best preserves the option of deciding to seek a criminal complaint if drugs are found. Courts are less likely to suppress drugs that are found during a search conducted pursuant to a warrant. But, if school and police officials decide not to seek a search warrant, the area still may be searched without a warrant. The search should be conducted by school officials, in accordance with school policy. If a controlled substance (or what appears to be a controlled substance) is found, school officials must report such information to the police and permit police officials to take custody of the controlled substance.
7. If the first canine alerts to the presence of a controlled substance in a particular locker, desk, book bag, car or other area, but the second canine does not alert to the same area, we do not recommend seeking a search warrant. In such a case, school officials should be asked to decide whether to conduct a search in accordance with school policy. If a controlled substance (or what appears to be a controlled substance) is found, school officials must report such information to the police and permit police to take custody of the substance.

SEARCH AND SEIZURE

The administration has the legal right to inspect, without notice, lockers, desks and any other facilities or areas that may be assigned to students for individual use. Failure to comply with a request for a search or fleeing will be interpreted as an admission of guilt, and the student will be dealt with accordingly.

LOST AND FOUND

Articles that have been found in the school building or on the school grounds will be placed in the lost and found location. Any item lost or left on a school bus may be claimed by contacting the bus company.

NON-DISCRIMINATION AND GRIEVANCE PROCEDURES PARENT'S AND STUDENT'S RIGHTS UNDER SECTION 504, TITLES II, IV, VI, IX AND THE AMERICANS WITH DISABILITIES ACT

It is the policy of the Ware Public Schools to comply with all applicable provisions of Section 504 of the Rehabilitation Act of 1973, as well as those contained in Title II, Title IV, Title VI, Title IX, and the Americans with Disabilities Act. These Acts prohibit discrimination against persons with a handicap in any program, which receives federal funding. A person with a handicap is defined as one who:

- has a mental or physical impairment, which substantially limits one or more major life activities;
- has a record of such impairment; or
- is regarded as having such impairment.

The Ware Public Schools recognizes its responsibility to avoid discrimination in policies and practices involving both students and staff. No discrimination against anyone who falls under the provisions of Section 504 will knowingly be permitted in any program or practice of the Ware Public Schools. Accordingly, the Ware Public Schools acknowledges that it has specific responsibilities to identify such handicapped persons, to evaluate such persons, and, if they are eligible under Section 504, to provide them with reasonable accommodations to the appropriate educational services.

Any student, parent or legal guardian who believes that he or she has been discriminated against on the basis of a handicap should immediately file a written complaint with the Director of Special Education of the Ware Public Schools, who will then investigate the complaint.

No student, parent or guardian who has filed such a complaint will be subject to coercion, intimidation, interference or retaliation for registering a complaint or assisting in the investigation of the complaint.

Parent(s)/Guardian(s) notice of rights under section 504

You have the right to:

1. Have your child to take part in, and receive benefits from public education programs without discrimination based on his/her handicapping condition(s).
2. Have the school district advise you of your rights under the Federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to have the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to non-handicapped students;
6. Have evaluation, educational, and placement decisions based upon a variety of sources by persons who know the student, the evaluation data, and placement options;
7. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. File a grievance;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing and mediation requests may be made to: Commonwealth of Massachusetts, Department of Elementary and Secondary Education, Bureau of Special Education Appeals, 350 Main Street, Malden, MA 02148-5023. Phone – (781) 338-3000;
15. Appeal to the Office of Civil Rights (OCR), Region 1, John W. McCormack, Post Office and Court House Square, Room 222, Boston, MA 02700. Phone (671) 223-9662.

The person in this district who is responsible for assuring compliance with Section 504, Titles II, IV, VI, IX and the Americans with Disabilities Act is the Section 504, Titles II, IV, VI, IX, and the Americans with Disabilities Act District Coordinator:

Name: **Director of Special Education**
Address: **P.O. Box 240, 239 West Street, Ware, MA 01082**
Phone: **(413) 967-7261**

GRIEVANCES

The Ware Public Schools has established an internal procedure in order to provide for prompt and equitable resolutions of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II of the ADA regulations largely reinforces Section 504 of the Rehabilitation Act of 1973. This procedure is also to be followed when lodging complaints involving alleged violations of Title IV, Title VI and Title IX.

Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities" sponsored by the public entity.

Title IV of the 1964 Civil Rights Acts provides that no person shall on the ground of race, color, or national origin be excluded from participating in any program receiving federal financial assistance.

Section 901(a) of Title IX of the Education Amendments of 1972 prohibits any educational program or activity from discriminating on the basis of sex.

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities within the work and school setting. Section 504 is a federal civil rights statute.

Section 601 of Title VI prohibits discrimination on the basis of race, color, or national origin.
(Note: complaints that do not allege discriminatory conduct should be directed to the building principal.)

GRIEVANCE PROCEDURE

A. DEFINITIONS

A "Grievance" is a complaint made pursuant to, and arising out of, the Ware Public Schools obligations under Section 504 of the Rehabilitation Act, Title II, Title IV, VI, Title IX, and the ADA.
An "Aggrieved Party" is a person or persons making the complaint.

B. PURPOSE

The Purpose of this grievance procedure is to secure prompt and equitable solutions to grievances, which may, from time to time, arise pursuant to Section 504, Title II, Title IV, Title IX, and the ADA.

C. GENERAL

No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaint within the context of this grievance procedure.
All documents, communications, and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.
Forms for filing grievances will be provided upon request by the Ware Public Schools' Section 504, Title II, Title IV, Title IX and ADA District Coordinator, Director of Special Education

D. PROCEDURE

1. When the aggrieved party is a student or student's parent/guardian: The aggrieved party should complete the Grievance Form and return it to the Section 504 School Coordinator of the school building in which the alleged grievance occurred. The complaint should be filed within fifteen (15) days after the complainant becomes aware of the alleged violation. (Allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis). Assistance will be provided, upon request, to enable an individual to complete the Grievance Form and pursue the grievance process.
2. Within ten (10) school days after receiving the grievance, the Section 504 School Coordinator shall meet with the aggrieved party in an effort to resolve the grievance. This investigation into the complaint is contemplated to be thorough, but informal, in nature. All interested persons and their representatives, if any, shall be afforded an opportunity to be heard and to submit evidence relevant to the complaint. If the grievance is not resolved, it will be forwarded to the Section 504 District Coordinator.
3. Within thirty (30) school days of receipt of an unresolved grievance, the Section 504 District Coordinator will conduct a hearing to determine what, if any, action shall be taken in response to the grievance. The hearing shall be held at a time and place mutually convenient to all parties. The hearing procedure will follow appropriate due process procedures, including:
    a. the opportunity for the aggrieved party to present the grievance in any suitable manner;
    b. the right of the aggrieved party to an impartial hearing officer;
    c. the right of the aggrieved party to be represented by counsel or an advocate at the aggrieved party's expense (the aggrieved party should notify the Section 504 District Coordinator if he/she will be represented by counsel);
    d. the right of the aggrieved party to a prompt decision.
4. A written determination of the validity of complaint and a description of the resolution, if any, shall be issued by the Section 504 District Coordinator and forwarded to the complainant no later than fifteen (15) working days after its filing. The determination of the validity of the complaint and the description of the resolution will be provided in an alternate format, upon request, if needed for effective communication.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) working days following receipt of the written determination to the Superintendent of the Ware Public Schools.

6. The right of a person to a prompt and equitable resolution for the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of the interested persons to meet appropriate due process standards and to assure that the Ware Public Schools comply with the ADA and implementing regulations.
8. Copies of all resolutions and findings made under this procedure shall be filed with the Superintendent's office of the Ware Public Schools.

OPEN HOUSE

There will be at least one Open House planned in the fall. It is an opportunity for parents to meet their child's teacher and to learn about the curriculum for the child's grade level. This also provides parents with an opportunity for them to see what will be expected of their child and to see how they, as parents, may help.
This event is not conference time to discuss individual student work or behavior. A separate conference with the child's teacher may be arranged for a mutually convenient time.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Ware School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues.

The Superintendent of Schools will designate the building principals as responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment.
If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.
Each such notice to parents/guardians will include a brief description of the curriculum by this policy, and will inform parents/guardians that they may:

(1) Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

(2) Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.
A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for a review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal prior to the start of each school year.

PEDICULOSIS CAPITIS (HEAD LICE) FILE: JLCCB

See policy online in the Ware Public Schools Policy Manual. The link is listed at the beginning of this document.

PHYSICAL RESTRAINT

In accordance with G.L. Chapter 71, Section 37G and the Department of Elementary and Secondary Education's regulations concerning the Use of Restraint, 603 C.M.R. S 46.00 et seq., the Ware School Committee hereby adopts a Use of Restraint Policy. In the event of any conflict between this policy and the law or regulations, the latter shall prevail. A copy of the Massachusetts Department of Elementary and Secondary Education's Use of Restraint regulations and this policy shall be available for inspection in each school building. This policy applies to all events and activities sponsored by the school district whether or not they occur on school grounds.

USE OF RESTRAINT POLICY FILE: JIF

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

I. WHAT IS A RESTRAINT? The definitions of forms of restraint shall be as defined in 603CMR 46.02. The use of mechanical restraint, medical restraint, and seclusion is prohibited.

II. WHEN MAY RESTRAINT BE UTILIZED? Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

III. WHO CAN ADMINISTER A RESTRAINT? Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

IV TRAINING Each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

APPROPRIATE AMOUNT OF RESTRAINT, FOLLOW UP PROCEDURES, AND REPORTING:

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,

- A process for obtaining principal approval for a time out exceeding 20 minutes.

PLAGIARISM

Plagiarism is using another's phrasing and/or ideas without giving credit to the source. Whether this is done intentionally or not, plagiarism is a form of stealing – stealing the intellectual product of another.
If a student commits plagiarism, he/she will receive a zero (0) grade on that piece of work and the student's parents will be informed. If plagiarism by a student occurs repeatedly, further disciplinary action will be taken.

PROMOTION AND RETENTION OF STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building principal.

SCHOOL HOURS:

Full Day	Half Day Dismissal *No Lunch Served*	Early Release Dismissal *Lunch Served*
SMK – 9:00-3:15 PM	SMK - 12:00 PM	SMK - 1:25 PM
WMS - 9:00-3:15 PM	WMS - 12:00 PM	WMS – 1:25 PM
WJSHS – 8:00-2:25 PM	WJSHS - 11:10 PM	WJSHS – 12:25 PM

NO SCHOOL/LATE START ANNOUNCEMENTS:

The Superintendent of Schools will have a notice read over local radio and TV stations starting between 5:30 A.M. - 6:00 A.M. Announcements will be made on radio stations W-A-R-E (1250 AM), W-M-A-S (94.7 FM), W-H-Y-N (93.1 FM & 560 AM), W-N-N-Z (640 AM), W-S-R-S (96.1 FM), W-T-A-G (580 AM), K-I-X (97.9 FM), W-R-N-X (100.9 FM), and on TV via W-G-G-B (Channel 40), W-W-L-P (Channel 22), and Cable Access TV (Channel 15). Announcements will also be broadcasted to homes over the Blackboard Connect (Connect-ED) telephone system. On days when a late start occurs, all schools in Ware will begin two (2) hours later than usual-this will not affect dismissal times.

SCHOOL VOLUNTEER POLICY FILE: IJOC

Volunteers are integral to the success of Ware School District. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of the Ware School District.

The Ware School District encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our schools while maintaining safety and security for students and staff.

The sole purpose of this policy is to assist volunteers in the performance of their support for Ware School District. Nothing in this policy shall be deemed to create a contract between the school volunteer and the Ware School District (Schools) or Town of

Ware (Town). Nor shall this policy in any way affect the Schools' or Town's ability or right to terminate its association with any volunteer for any reason with or without cause.

A "school volunteer" is defined as an individual who performs a service functioning within the Ware School District without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of the district to which he/she is assigned. School volunteers shall serve without benefits of any type accorded to employees of the district. Volunteer opportunities include but are not limited to: field trip chaperones (day and overnight), mentoring, tutoring, assisting in a classroom, library, computer lab, cafeteria, or on a playground or other designated duties. Participation in Booster Clubs, School Advisory committees, Parent Teacher Associations, or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this volunteer policy. A school volunteer need not be a parent of a student enrolled in the school district. A school volunteer also applies to temporary employees and limit service individuals.

An individual who wishes to volunteer at a school shall apply in writing and be approved by the principal or assistant principal prior to serving at the school. All volunteers must complete, sign, and date a Ware Public School Volunteer Program Registration Form, CORI authorization form and participate in the ethics online training program before being placed in a school or beginning service as a school volunteer. No school volunteer may be placed in a school until the Schools have received a CORI. Principals will ensure that an orientation session be provided annually. Each volunteer will receive a Volunteer Handbook.

SELLING OF MERCHANDISE

Students are not permitted to sell anything on school campus for personal profit. All fundraisers must be approved by administration.

STRUCTURED LEARNING CENTER

The Structured Learning Center (SLC) is a regular education therapeutic intervention designed to meet the social, emotional, and behavioral needs of students and achieve the following goals:

- Create a structured, safe and predictable learning environment that supports students in improving their academic skills.
- Maintain students in the public school setting by providing a quiet space to work when overwhelmed.
- Stabilize disruptive behaviors and teach alternative, appropriate behaviors.
- Transition students from out-of-district placements and into the public school environment.

According to their IEP, Sec. 504 plan, Behavior Intervention Plan, and/or District Curriculum Accommodation Plan, students may utilize the SLC on an as-needed, part-time basis, or full-time basis. Classroom teachers maintain the students on their rosters and provide assignments to the SLC.

STUDENT DRESS CODE FILE: JICA

Ware School District encourages the use of education to help students form their own identity, express themselves, and show their individuality. No uniforms are required in the Ware School District. Therefore, students currently enrolled at Ware are required to follow a dress code. This code will ensure safety and decency alike.

An outfit should not cause a disturbance within the classroom and should never cause damage or harm to the building or another student. The requirement of a proper wardrobe is a must, and students of the Ware School District are obliged to meet the following requirements:

- No articles of apparel that could cause personal injury or damage school property are allowed, including but not limited to chains, studs, steel studded clothing, dog collars and so on. If a style of dress or appearance presents a danger to any student's health, safety, or school work he/she will be asked to correct the problem. Failure to comply with the rules will result in discipline from the proper authorities (i.e. teacher or administration).
- Clothing with language or designs that are deemed to be violent, obscene, lewd, profane, sexually suggestive, offensive to individuals/groups, promote alcohol or illegal materials, and messages which demean individuals

or groups because of their racial, ethnic, sexual or cultural origins or orientation are not permissible in the school. Clothing that expresses political views is permitted as long as it meets the requirements stated above.

- Fabric resting over the shoulder must be at least two inches wide starting in the front and continuing to the back of the shirt. This regulation prohibits spaghetti strap tanks, crop tops, halter tops, tube tops, and backless shirts. A top must be long enough to meet the top of pants, skirts, shorts, etc. so as to prevent the exposure of any skin.
- Appropriate footwear must be worn at all times (i.e. sneakers, sandals, shoes or boots). Flip-flops and open toe shoes are not allowed at the S.M. Koziol Elementary School and the Ware Public Pre-School. Wheeled shoes (i.e. Heelies) are not permitted in any of the school buildings. All footwear must securely adhere to the foot.
- The wearing of hoods, hats and bandanas are not permitted in school for either sex.
- All clothing from the waist to four inches above the knee must not be torn with the exception of the outer layer of the pocket.
- Visible undergarments are not allowed for any person, including see-through clothing articles. Students wearing pants that expose undergarments will be asked to change.
- The length of skirts and shorts should be acceptable whether in public school, at work or in the public. Skirts are only permitted if they are no shorter than four inches above the center of the knee. If a skirt is questioned, the proper authority may measure from the center of the knee to the bottom of the skirt. Skirts must also be a consistent length all the way around. The length of shorts will be determined by the "fingertip rule" in which the length of the shorts is not to exceed eight inches from the center of the knee with the shorts sitting on the waist line.
- Clothing that reveals cleavage is not permitted.
- Pajamas are prohibited in school, unless permission is granted by administration on various theme days.

This list is not limited to the examples given. Responsibility for the dress and appearance of a student should be governed by the students and their guardians. In the Ware School District, the educational experience students can receive will help them throughout life. For that reason, the individual student should take the initiative in dressing appropriately under all circumstances. The dress code should be followed by all; however, some changes are allowed (due to religious, medical or other reasons). Whether or not clothing is deemed appropriate and/or safe will be determined at the discretion of the professional staff.

Failure to comply with this policy will require the student to change clothing, including potentially being sent home to do so. Please refer to the student discipline policy regarding discipline for repetitive offenses, insubordination, or refusal to change clothing.

Adoption Date: July 17, 1997
Revision Date: June 10, 2009
Last Date Reviewed: June 10, 2009

STUDENT/STAFF USE AND/OR ABUSE OF CONTROLLED SUBSTANCES

Pursuant to the Drug-Free Workplace Act of 1988 and any other appropriate State or Federal Legislation, the Ware School Committee recognizes that it has a duty to take reasonable and responsible measures to prevent the introduction of any and all drugs that may be recreationally used and/or abused into the school environment and to take prompt remedial action should we learn that it has occurred. The term "drug" in this policy applies to, but is not limited to, the following: alcohol, marijuana or marijuana related items containing THC, amphetamines, barbiturates, cocaine, heroin, codeine, hashish, LSD, methadone, organic solvent (glue, cleaner, aerosols), peyote, mescaline, etc., and any and all prescription medication improperly obtained from home or through non-medical transactions (although this does not include any legally obtained prescription or over-the-counter stop-smoking products). There will be absolutely no use of tobacco or nicotine dispensing items (to include, but not be limited to, cigarettes, cigars, rolling papers, chewing tobacco, smokeless tobacco, vaporizers, electronic cigarettes) of any kind on school grounds at any time by students and staff. Violators will be subject to student suspension and disciplinary action for staff. In addition, it should be made clear that students and faculty will be disciplined for possession or use of any of the substances heretofore described. For purposes of clarification, the use and/or abuse of such substances shall be prohibited in school buildings, in school facilities, on school grounds, on school buses at any time or at any school-sponsored event. The Ware School Committee further needs to encourage the school and the community to cooperatively develop and conduct programs that provide every child with a good understanding of the physical, psychological, and social dangers associated with drug abuse. The school administration will work cooperatively with police, medical and social agencies, and other community organizations, in the matter of drug education and drug abuse and prevention.

The Ware School District shall establish and maintain a referral system for any student enrolled in the school and seeking help with a personal problem that involves drug usage. The Ware School District recognizes that rehabilitation and education are the most significant factors in helping individuals. To this end students will have a curriculum that gives proper attention to the issues of drug abuse. All Ware School District faculty and staff shall hold confidential any and all student requests for referral to drug rehabilitation.

The Superintendent of Schools will develop guidelines and procedures, which shall provide a system of discipline and support services for students who possess, use, distribute, or sell drugs on school property and school buses or at any event sponsored by the school system. Such regulations are intended to discipline transgression of school rules, protect non-users of drugs and provide help for drug abusers.

This policy does not create regulations but does provide guidelines and establishes a framework for authority by which those regulations are supported. The administration is guided by the following:

1. Where there is evidence of a violation of this policy, the administration will conduct a thorough investigation of any student/staff, his/her locker or possessions..

2. Where there is evidence of violation of this policy, the administration will notify the parents of the student and the proper authorities for every infraction.

3. Evidence of possession and/or distribution of drugs will be referred to the police department but this shall not, in any way, diminish the right of school officials to take disciplinary action and/or make referral for rehabilitation.

4. For the purposes of this policy, "under the influence" shall mean having made use of any substance prohibited under this policy and includes but is not limited to any perceptible degree of impairment of a student's functioning.

5. A violation of this policy will be considered grounds for suspension and/or expulsion from school.

6. The Ware School District recognizes that parents have rights and responsibilities in matters that affect their children. The Administration will take reasonable measures to notify students' parents immediately whenever their children are found to be in violation of this drug policy or other drug regulations.

7. Persons who knowingly support or conceal the use, possession of, or distribution of drugs on school grounds shall be deemed to have violated school regulations and shall be subject to disciplinary action.

8. In matters involving student suspension and/or expulsion, the Ware School District will adhere to the District's discipline policies and procedures.

9. Any employee who violates this policy shall be subject to disciplinary action per collective bargaining agreement.

Specifically regarding the use and abuse of non-medicinal tobacco products, it shall be the policy of the Ware School Committee that:

- The school curriculum shall include information on the health risks associated with the use of tobacco products.
- Signs shall be posted at each school building indicating that smoking is prohibited by policy and requirements of state law.
- Any member of the staff who violates this policy shall be subject to disciplinary action up to, and including, discharge.
- Any student who violates this policy shall be subject to student disciplinary procedures up to, and including, expulsion.
- Copies of this policy are available upon request from the principal of each school.
- This policy shall be promulgated to all staff and students in appropriate handbooks and publications.

STUDENT MAKING TELEPHONE CALLS AND CELL PHONES

1. Permission must be given to use the office telephone by office personnel only.
2. The office phones may be used only in an unusual circumstance. The office staff will place the call for the students.
3. **Cell phones and other electronic devices are to be off and away during school hours!**
4. Ware Junior Senior High School has a building-specific cellular phone use provision. See W.J.S.H.S. Handbook section.

STUDENT RECORDS

Student Transfer: When a student transfers out of the Ware Public Schools, the school will send the student records directly to a public school to which the student seeks or intends to transfer, without consent of the eligible student or parent.

Student Records File: JRA-R(Partial)
The transcript part of a student record must be maintained by the Superintendent of Schools for sixty (60) years following graduation, transfer or withdrawal from school. The transcript contains administrative records that constitute minimum information necessary to reflect a student's education progress and to operate the education system.

The temporary part of a student record will be destroyed five (5) years after a student graduates, transfers or withdrawals from school. The temporary record consists of all information in the student record, which is not contained in the transcript. This information clearly shall be of importance to the education process. Such information may include relevant family background, standardized test results, class rank (when applicable), sponsored extracurricular activities, and evaluations by teachers, counselors and other school staff. You have the right to receive the information in whole or in part.

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The school committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purposes of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, websites and suitable technological applications which relate directly to the adopted curriculum.

The school committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.
Adopted: April 8, 1997

TECHNOLOGY

The Ware School Committee hereby establishes this policy concerning the acceptable use of technology in the Ware Public Schools.

Acceptable Use of Technology Process

Acceptable Use of Technology forms must be read and acknowledged by all users. Signed Access Release and Authorization forms must be on file for all technology users. Sign-in sheets will be posted by all computers. All users must sign their name including time-in and time-out information. All computer users are obligated to inform school staff of any technology malfunctions. Technology checklists will be posted by all computers. Reminders of proper use will be posted by all equipment (for example, scan all floppies, shut down procedures, etc.). Computers must be suspended (i.e., logged out of operating system) upon use.
Technology infractions will be dealt with. Discipline may include oral or written notification to parents regarding suspension, expulsion or criminal action.
Copies of referral forms pertaining to technology infractions will be sent to central office. Violation of computer policy, including, but not limited to, unauthorized attempt to copy, delete or add files or materials; unauthorized attempt to use the internet, unauthorized attempt to use another's files or materials, etc. (1st offense -warning, 2nd offense-office detention/2 week suspension of password, 3rd-pull password for remainder of semester-length of time to be determined). Administration discretion will be used in all circumstances dependent upon the severity of the offense.

STUDENT USE
ACCEPTABLE USE OF TECHNOLOGY

NETWORK

1. To use the Ware Public School System's network to promote the exchange of information that furthers education and research, and to be consistent with the mission of the Ware Public School System.

2. To use the equipment and system in a manner that respects the rights and property of others and not to improperly access, misappropriate or misuse the files, data or information of others.
3. To use the Ware Public Schools network to communicate and exchange for professional development, for research and instruction, and any other activities which support and further the Ware Public Schools goals and objectives. All files and resources on the network are the property of the Town of Ware/Ware Public Schools.
4. To efficiently use the network resources to minimize interference with others.
5. Not to use any of the Ware Public Schools network for profit or commercial business use, personal (non-school based), political or religious purposes, illegal activity, or to send material that is offensive or objectionable to recipients.
6. Not to use programs that harass other users or infiltrate a computing system and/or damage the software components.
7. It shall not be a violation of the Acceptable Use of Technology Policy for Network Administrators to access and review web sites or files or messages or other computerized information or data to verify use or access by students. Network Administrators are authorized to remove files, mail, materials or programs that violate this policy.
8. Computer logs showing internet activity and computer control sheets shall normally be maintained by the School District for a ninety (90) day period. After such time, those documents will normally be discarded. School Administrators and/or Network Administrators may elect to keep certain documents beyond the ninety (90) day period in the event they relate to an ongoing investigation or litigation (or potential litigation) or for other appropriate reasons.

SECURITY

1. To change passwords regularly, using combinations of letters and numbers, and avoiding standard English words and names.
2. Not to share the account with anyone or leave the account open or unattended. Users who provide their confidential password or account information to another or use another user's password or account shall be subject to disciplinary action on that basis and may also be held responsible for any improper activity conducted using his/her password.
3. Users will keep all accounts and passwords confidential and not accessible to others. All computer lab users must sign-in at each computer and print their name; time-in and time-out on the designated computer log sheets.

SOFTWARE

1. Not to install copyrighted software, shareware, games or files for use on school system computers or on personal equipment used for school access. Software installations can only be performed by authorized system administrators or designated school personnel.
2. Duplicating copyrighted software, files or information is prohibited.

HARDWARE

1. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration and may subject person(s) responsible to civil liability and/or criminal prosecution.
2. The use of portable school equipment and school laptops must be consistent with the conditions set forth in this policy. There shall be a record maintained by the main office at each school of all equipment which is authorized to be removed from the building and the person taking the equipment shall sign the log verifying the equipment taken, the purpose for removing the equipment from school grounds, the date and time of the removal and the date and time the equipment was returned. The Building Principal or designee shall sign the log confirming the authorization for the removal.

INTERNET SAFETY

1. The Ware Public Schools filters Internet content in compliance with the Children's Internet Protection Act. The Ware Public Schools' internet filter is intended to restrict minors' access to inappropriate or harmful material. No filter is 100% effective.
2. The internet filter(s) may be temporarily disabled by an authorized system administrator for use by a person to enable access for bona fide research or other lawful purposes consistent with this policy. Reactivation of all filters will immediately follow said research. Prior to deactivation, written approval must be obtained from the building administrator.
3. Users are not to access any obscene, pornographic or otherwise inappropriate internet and web material.
4. Users are not to subscribe or use listserv, bulletin boards, chat rooms, hot mail, web mail, instant messenger or any other form of electronic communications outside of those services approved by the school system.
5. Any attempt to harm, alter, remove or destroy equipment, materials, data or programs is prohibited. "Hacking" and other unlawful online activities are prohibited.
6. Disclosure, use and dissemination of personal information are prohibited. Users are not to give out any personal information about themselves or others, e.g. name, address, phone numbers, passwords.
7. All internet access on school premises must connect through the school system's network and internet filter.

Recommended Practices for School and Home

1. Take precautions to prevent viruses on personal equipment and the Ware Public School System's equipment. Examples of good practice include:
    - maintain updated antivirus software
    - scan floppies and external media sources before access
    - open emails from trusted sources only
    - do not propagate chain letter emails
    - use discrimination when accessing list servers and websites
    - make back-up copies of documents which relate to school work or work for the district
2. If inappropriate information is mistakenly accessed, notify a teacher or school staff member immediately.
3. Monitor file directories and delete obsolete files.

Misuse or damage to technology equipment, software, access, data and/or other technology equipment, property or resources, shall subject a user to disciplinary action up to and including expulsion from school. The user will also be liable for full restitution for any damage, including costs of materials and labor including the cost of restoration of any lost data. The student may also be subject to criminal prosecution.

Interpretation, application, and modification of this Acceptable Use Of Technology Policy is within the sole discretion of the Ware Public School System. Any questions or issues regarding this policy should be directed to the Ware Public School System Administration. **Violation of any condition of use described here or in the Student/Parent Handbook shall be cause of disciplinary action up to and including expulsion for a student.**

TEXTBOOKS

The school furnishes books to all students. This is done with the expectation that this major investment by the School Committee will be properly cared for. Unreasonable damage to textbooks will result in fines; lost textbooks must be replaced with new texts paid for by the student.

TRANSPORTATION

Bus transportation is provided for all students who are not within walking distance of the school.

Students are reminded that the official school day begins when you board the bus in the morning and ends when you leave the bus at your regular stop at the end of the day. You are under the jurisdiction of the school administration during this entire period, bus rules are also in effect at any time a student is being transported by bus to a field trip destination, after school activity, etc. Remember it is a privilege to ride the school bus. All school rules contained below as well as those listed in your School Code of Conduct are in effect.

1. Be at your bus stop **five minutes** before the designated pick-up time and be ready to board the bus with the least possible amount of delay in order to keep the bus on schedule.
2. Students shall not stand or play in the roadway while waiting for the bus.
3. Remain at least five feet from the bus when it stops to pick-up. Move towards the bus only when the door opens.
4. Once boarded on the bus, take a seat as quickly as possible.
5. Ride only on the bus to which you are regularly assigned.
6. Students shall not bring animals, pet, reptiles, weapons, explosives or any other object or material that is inappropriate for school setting onto the bus.
7. Students shall not bring dangerous weapons on the bus. Dangerous weapons are defined as any traditional weapons (knives, gun/firearms, cudgels, brass knuckles, etc.) and any object which, by its use is intended to threaten or cause bodily harm to another. Students caught with such an instrument may be suspended from transportation IMMEDIATELY and transportation for that student will not be resumed until parents or guardians have been in touch with the school principal.
8. Obey the bus operator at all times while under his/her supervision. The bus driver is in charge of the bus and passengers and is responsible for the safety of pupils and their conduct on the bus.
9. There will be no smoking, vulgarity, and boisterous or other improper conduct allowed. Maintain an acceptable manner or behavior at all times. (i.e. no threats or harassment).
10. All students must remain seated while the bus is in motion or if the bus is delayed on the road.
11. Students shall not extend arms, head, or any other parts of body or any objects out of the window.
12. Keep aisles free from any obstruction, i.e. books, musical instruments, lunch boxes.
13. Students shall not eat or drink while on the bus.
14. Students shall not damage, deface, or letter any part of the bus.

15. In the event that damage occurred to the bus by students, suspension may occur and the students may not be allowed to ride until restitution has been made to the bus company.
16. Remain absolutely quiet when approaching a railroad crossing.
17. Students may not tamper with the operating mechanism on the emergency door.
18. Students may not operate the service door. This is the responsibility of the drivers only.
19. Students loading the bus on a street where the bus passes in both directions are asked to wait until the bus passes on their side so that they will not have to cross the road.
20. Students who must cross the road when loading/unloading are asked to cross in front of the
21. Students may not bring, use, or distribute illegal substances on the bus.
22. Use emergency door in case of emergency only.

These rules and regulations are guidelines issued as a general mode. The Ware Public Schools reserve the right to deviate from the general guidelines based on the specific facts and circumstances of a given situation. Violators of these rules and regulations may be denied the privilege of riding any school bus operated for the Ware Public Schools.

For all bus offenses, a written referral will be submitted by the bus driver to the building principal. A second offense may result in loss of privilege to ride any school bus for three (3) days. A third offense may result in loss of privilege to ride any school bus for five (5) days. Disrespect, verbal abuse, or use of foul language towards any bus driver may result in loss of the privilege of riding any school bus for five (5) days or more.

Bus Rule offenses, which endanger health and safety, will be referred to the school administrators for action. These would include, but not be limited to, behaviors which normally lead to suspension from school under the School Code of Conduct, e.g., vandalism; insubordination; fighting; assault; possession, distribution, and/or use of illegal substances; possession of a dangerous weapon or incendiary devise; theft; smoking; possession of tobacco paraphernalia; harassment and any other behaviors deemed of a serious or chronic nature.

Students are reminded that the official school day begins when you board the bus in the morning and ends when you leave the bus at your regular stop at the end of the day. Bus rules are also in effect at any time a student is being transported by bus to field trip destination, after-school activity, etc.

TRUANCY

Truancy...A student who is truant from school will be subject to disciplinary action as stated in the Code of Conduct.
Massachusetts Law...Chapter 76:

Section 1:
Every child between the minimum and maximum age established for school attendance by the Board of Education shall attend a public day school in said town, or some other day school approved by the School Committee, during the entire time the public schools are in session.

Section 2:
Every person in control of a child described in the preceding section shall cause him to attend school as therein required, and, if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall on complaint by a supervisor of attendance, be punished by a fine.

Section 3:
Whoever induces or attempts to induce a minor to be absent is subject to a fine. A minor who, while school is in session, is absent unlawfully, shall be punished.

VALUABLES

1. Students should not leave money or other valuables in their hall or gym lockers. Students are responsible for taking care of any money and other valuables that they bring to school.
2. Valuable items such as iPods, MP3 players, portable CD players etc., are not allowed to be brought to school because the school cannot guarantee their security. If these items are used in school they will be confiscated.
3. Cellular phones are considered detrimental to the educational process and will be turned off and put away during school hours. The school system is not responsible if they are lost or stolen.

WEAPONS

(Adopted July 17, 1997)

The Ware School Committee is concerned over the rising tide of violence in our society and prohibits the use of tobacco products, the possession of and/or the use of illegal substances, the possession of a dangerous weapon, and/ or the use of force, vandalism or violations of other student's civil rights. These prohibitions pertain to use and/or possession within the school buildings, the school facilities, on the school grounds, or on school buses by any individual including school personnel. "Illegal substances" are defined as controlled substances including, but not limited to marijuana, cocaine and heroin. "Dangerous weapon" is defined as any traditional weapon (knife, gun/firearm, cudgels, brass knuckles, etc.) and any object which, by its' use was intended to threaten or cause bodily harm to another.

Any Ware School Department personnel shall report in writing to their immediate supervisor any incident involving a student's possession or use of a dangerous weapon on school premises at any time. Such written report of the incident must be submitted before the end of the day of the employee's first knowledge of the incident.

Supervisors who receive such a weapon report from a subordinate shall make a written report of the incident and any investigation conducted into the incident shall transmit both the subordinate's report and the supervisor's report directly to the Superintendent prior to the end of the day of the supervisor's first knowledge of the weapon incident. The Superintendent shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services (i.e. Department of Pupil Personnel Services) in the Ware School District and the Ware School Committee. The Superintendent, Police Chief, and representative from the department of social services, together with a representative from the department of Pupil Personnel Services, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

This policy contains the following provisions:

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; or a controlled substance including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the 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 or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is determined to have brought a gun/firearm to school shall be expelled. The period of expulsion shall be a minimum of one (1) year as a disciplinary sanction, subject to modification by the Superintendent, if warranted on a case-by-case basis.
4. Any student who is charged with a violation of either paragraph (1), (2), or (3) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2). Provided, however, that any principal who decides that said student should be suspended shall state in writing, if necessary, to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
5. Any student who is expelled from the Ware School District under the provisions of this section 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/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this policy.
6. When a student is expelled from the Ware School District under the provisions of this policy and applies for admission to another school for acceptance, the Superintendent of the Ware School District shall notify in compliance with the Education Reform law the Superintendent of the receiving school of the reason for the pupil's expulsion.
7. A student transferring into the Ware School District must provide the Ware School District with a complete school record as an entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

WITHDRAWAL PROCEDURE FOR STUDENTS - REQUIRED

1. Inform guidance department one week prior to your intended departure. Any student under sixteen years of age must have a parent/guardian signature.
2. On day of departure, the guidance department will provide student with a withdrawal form to be submitted to the student's teachers for verification of returned textbooks and to provide grades as of departure.
3. Prior to dismissal, the student should return this form to guidance and sign out in the withdrawal register. The guidance department will provide a transfer card and accompanying data for admittance to another school system.

STANLEY M. KOZIOL ELEMENTARY SCHOOL

MISSION STATEMENT

The Stanley M. Koziol Elementary School seeks to provide a nurturing, positive, safe learning community for all students. We encourage and support students to develop respect for self and others; grow intellectually in content knowledge and problem solving skills, and become informed and active citizens of their communities.

**The Student Handbook is simply a guideline, not a contract, and administration reserves the right to change the provisions of the Handbook without advance notice.*

ABSENTEE PROCEDURE POLICY

1. Parents/guardians MUST telephone and notify the school immediately whenever their son/daughter is absent or is going to be absent giving the reason for absence, such as illness, etc. Following every absence, the parent/guardian must write a note to the main office stating the reason for the absence.
2. If a call is not received, and your child is recorded as absent, an automated call will be sent before 10:00am to notify parents/guardians of their student's absence.
3. When a child has been absent from school on account of a contagious disease, he/she shall not be readmitted without a permit from the attending physician, or the approval of the school nurse.
4. Whenever a student is absent for three (3) consecutive days, the school nurse will call the home and inquire as to the reason for the continued absences, if and when necessary.
5. Failure to notify the school and/or give reason for absences will be considered truancy.
6. The school will notify parents/guardians of suspected truants.
7. Parents who request student work in anticipation of extended absences should make the request of the teacher and/or office at least 3 days in advance.
8. Chronic absenteeism will result in a parent/guardian notification with a 3-day letter, a 5-day letter, and then a 10-day letter. Excessive absences may result in a student's grade retention. All doctor notes or written excuses must be passed in when the student returns to school from the absence. They will not be accepted after the student has exceeded the ten days for the semester.

ABSENCES

Regular attendance and punctuality are necessary ingredients in a student's success in school. We recognize, however, that illness will prevent attendance on occasion. Please notify the office (976-6236) by 9:30 AM on the day when your child is absent.

AFTER SCHOOL PICK-UP
(Student dismissal other than regular bus transportation)

- Those students designated to be parental pick-ups will be released before the first round of buses are dismissed.
- All students to be picked up will be dismissed at 3:10 to the cafeteria. At that time they will be escorted/report to the cafeteria to be signed out by a parent or designee. (Any designee will have to be listed on the student's emergency card.)
- At 3:15 PM, parents/designees will enter through the side door leading into the cafeteria to pick up their children. (Adjacent the football field) Upon entering, a representative from the main office will have parents/designee sign in, and they will be required to present picture identification as well, particularly at the beginning of the school year. However, once again, they will also need to sign their child (ren) out before taking them out of school. This process will be adhered to consistently. There will be no exceptions, as once again, safety and accountability are the priorities.
- Parents/Designees will park in designated visitor spaces, or to the rear of the building. **Once again, dismissal is at 3:15 PM, and those students being picked up will not be dismissed early to avoid any potential congestion, delays, etc., with bus dismissal.**

CLUBS AND ACTIVITIES

The following Clubs and Activities are available to our students:

Breakfast Program, Computer Lab, Field Trips, Six Flags sponsored Reading Incentive Program, Savings Makes Cents, School Spirit Days, Caught Being Good, Step-Up Day, S.M.K. Superstars, Student Birthdays, Summer Reading Program and Rewards Programs.

School volunteers in all curriculum areas are an important and essential part of the students' and school's success. Parents and community members are encouraged to become involved in the school experience through volunteering in an area of interest.

The following Clubs and Activities are available to parents, staff and community members:
Book Fair, Classroom Helpers, Community Reading Day, Computer Volunteers, Foster Grandparents, Junior Achievement, Library Helpers, Parent Teacher Organization (P.T.O.), Parent Volunteers, Public Relations, Read with a Friend Day, Title I Parent Advisory Council.

COUNSELING PROGRAM

Counseling is available to support the social, academic, and emotional well-being of students and their families. Referrals to outside counseling services are also provided to parents/guardians and students. Please contact S.M.K. to request services (967-6236).

Stanley M. Koziol Elementary School has adopted the Responsive Classroom Approach in grades K-3. This approach consists of teaching practices for bringing together social and academic learning throughout the school day. This approach incorporates the development of the following social skills: cooperation, assertion, responsibility, empathy, and self-control. S.M.K.'s response to discipline intervention will stay aligned with the Responsive Classroom Approach. We will look at each response to a situation as an opportunity for student learning and growth. In turn, S.M.K. Elementary School will foster safe, challenging, and joyful elementary classrooms and school environment.

DISCIPLINE MATRIX CHART

STANLEY M. KOZIOL DISCIPLINARY STRUCTURE		
VW-Verbal Warning	**OD-Office Detention**	**LOR-Loss Of Recess/Time Out**
ES-External Suspension	**PC-Parent Conference/Call**	**IS-Internal Suspension**

See Discipline Process Flowchart HERE.

	MINIMUM*	LEVEL 1*	LEVEL 2*
Littering	**VW**	**LOR**	**TO**
Dress code violation	**VW/change clothing**	**PC/LOR**	**1 OD**
Chronic tardiness to school	**VW**	**PC/LOR**	**OD**
Inappropriate display of affection	**VW**	**PC/LOR**	**OD**
Forgery/Lying	**VW**	**PC/LOR**	**OD**
Theft or vandalism of school or personal property	**OD/PC** restitution	**2 ES/PC** restitution & referral to police	**3+ ES/PC** restitution & referral to police
Use of electronic devices (all)	**Confiscation/parent** notified/ loss of privilege to bring electronic devices to school	**1 ES/PC**	**2 ES/PC**
Inappropriate language profanity/gestures	**VW**	**1 LOR/PC**	**OD or 1ES/PC**
Personal/Racial slurs	**VW/PC** referral to counselor	**1 OD/PC**	**1ES/PC**
Leaving school grounds or authorized areas without permission	**1 OD/PC**	**2 OD/PC**	**1 IS/PC**
Disruptive/Insolent behavior	**VW**	**LOR/PC**	**1 ES/PC**
Truancy	**1OD/PC** zero for class & all assignments (no make-up)	**2 SD/PC** zero for class & all assignments (no make-up)	**3 ES/PC** zero for class & all assignments (no make-up) referral to proper authorities
Possession of tobacco paraphernalia	**Confiscation/PC**	**OD/PC**	**1 ES/PC**
Violation of smoking policy/tobacco products	**1 OD/PC**	**1 ES/PC**	**3 ES/PC**
Violation of Acceptable Use Policy	**1 OD/PC**	**3 ES/PC**	**5 ES/PC**
ASSAULT – Intentional verbal or physical threat of violence to someone. *(consequences below)*			
Verbal or sexual harassment/assault	**VW/PC** referral to counselor	**1 OD/PC**	**1 ES/PC**
Bullying	**Mediation/ parent notified**	**1 OD/PC**	**1 ES/PC**
Battery	**1DS/PC**	**3 ES/PC**	**5 ES/PC** referral to police
Fighting	**OD/PC** mediation	**1 ES/PC** mediation	**3 - 5 ES/PC**
Threatening/intimidation	**VW/LOR/PC**	**1 ES/PC**	**3 ES/PC**
Arson	**5 ES** Referral to police and fire departments Counseling component	**10 ES** Referral to police and fire departments Counseling component	**Possible expulsion**

Possession, use, transfer of any item of a dangerous nature determined by Administration; or weapons or explosive devices such as but not limited to knife, gun, fireworks, mace, on school grounds, activities, or transportation	**Multiple day suspension up to and including expulsion and referral to police**		
Possession/use/distribution or under the influence of controlled substances/paraphernalia, alcohol on school grounds, activities or transportation	**Multiple day suspension up to and including expulsion and referral to police**		
Illegal possession/use/distribution of prescription drugs on school grounds, activities, or transportation	**Multiple day suspension up to and including expulsion and referral to police**		

***MATRIX DEFINITIONS**

Minimum – This is the base level of discipline and actions taken by the school for a reported/observed incident/infraction.
Level 1 – This is the first tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited similar behaviors or has had other discipline-related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from minimum to level 1 status.
Level 2 – This is the second tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited the same behaviors or has had other similar discipline- related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from level 1 to level 2 status.

- The following behaviors are very serious. The consequence for these behaviors is usually suspension. These actions, individually or collectively, may lead to expulsion from school. Additionally, the police may be notified if deemed appropriate.

1. **Intimidation** – To force into or deter from action by inducing fear (usually by threat).
2. **Assault and Battery** – Any willful and unlawful attempt or use of violence on another person.
3. **Assault and Battery on School Staff** – Any student who assaults a teacher, teacher's aide, or other school staff on school premises or at a school-sponsored or school-related event, including athletic games, will be subject to discipline up to expulsion from school.
4. **Vandalism** – Cutting, defacing, or otherwise damaging in any way property belonging to the school district or school personnel.
5. **Possession of Stolen Property and/or Any Theft of Money or Personal or Public Property of**
6. **Significant Value and/or Theft Involving Breaking and/or Entering Unauthorized Areas**, **Including Lockers**
7. **Possession or Use of a Dangerous or Deadly Weapon**
8. **Possession or Use of Explosives or Incendiary Devices That Have Potential To Do Great Harm or Great Physical Damage.**
9. **Bomb Threats or Setting Off A False Fire Alarm.**
10. **Arson** – Deliberately setting a fire in a school or on a school bus.
11. **Infractions Involving Controlled Substances** – Possession, use and/or under the influence of dangerous or illegal drugs on school grounds. Selling or supplying dangerous or illegal drugs to other persons.
12. **Infractions Involving Alcoholic Beverages** – Possession, use and/or under the influence of alcoholic beverages on school grounds. Selling or supplying alcoholic beverages to other persons.
13. **Hazing –** Organizing or participating in initiating another person for the purpose of acceptance.
14. **Chronic Noncompliance** – Failure to honor or carry out reasonable requests by authorized school personnel.

HOMEWORK

Recognizing the importance of daily homework to provide a tool for incorporation what we learn in school into our daily lives. All students in grades 2 and 3 will have daily homework.

PARENT PROCEDURES ON SCHOOL GROUNDS

- **Morning Student Drop Off:** Student drop off in the front circle is between 8:45-9:00 A.M. Teachers and staff are not on duty prior to 8:45 A.M., with the exception of the early breakfast option in the cafeteria at 8:40 A.M. Breakfast is available beginning at 8:40 A.M. Students who are being dropped off and would like to eat breakfast at 8:40 A.M. need to be walked in and brought down to the cafeteria by a parent/guardian. Student drop off in the front circle begins at 8:45 A.M. and is both for students heading to classrooms or eating breakfast. Please do not drop off your child(ren) before 8:40 A.M. unless you are walking them in to breakfast. Please avoid driving to the rear of the building, as that

will create congestion and safety issues. If parking is needed, please do so near the playground and escort your child into the building. There is no parking in the front circle.

- **Student Sign-Out:** Parents and guardians must sign their students out of the building. In addition, they must be listed on the emergency card. The district will only release students to individuals on the card.

PARENT TEACHER ORGANIZATION (P.T.O.)

The P.T.O. Is a partnership of parents, teachers, and administrators whose purpose is to enhance and enrich the education of all students. The P.T.O. welcomes everyone with a stake in the education of children: stepparents, guardians, grandparents, aunts, uncles, and others. The diversity of individuals serving on the P.T.O fulfills a central role in completing the mission of S.M.K. Elementary School. The P.T.O. also supports the work of the entire school by publicizing and celebrating the hopes, dreams, and achievements of the school.

In a nutshell, the P.T.O. tries to find creative, enjoyable ways to bring together parents, teachers, administrators, and others invested in raising and educating all students. P.T.O. meetings are held once a month, and membership is open to anyone interested in playing a role in the education and achievements of elementary students. Notice of the meetings and other activities are sent home with students, published on the school pages of the Ware River News, and also posted on the Ware Public Schools website http://www.warepublicschools.com/districtCalendar.asp. Free childcare is always provided.

ELEMENTARY SCHOOL HOURS: 9AM-3:15 PM

Students enter the school building at 8:45 AM. For safety purposes, CHILDREN SHOULD NOT BE DROPPED OFF before 8:40 AM. Students arriving after 9:00 A.M. are tardy and parents are required to sign them in with a secretary at the main office. School is dismissed at 3:15 PM. On early release days, students are dismissed at approximately 1:25 PM; on half days, release is approximately 12:00 noon. Exact dates and times will be indicated on the monthly calendar.

TESTING

The Massachusetts Department of Elementary and Secondary Education, in accordance with Education Reform, will provide MCAS Tests in the spring. Test results will be shared with students and parents.

TRAFFIC SAFETY

Anyone entering the school grounds must obey the posted signs. When entering the grounds, first stop at the stop sign, and then proceed around the circle to drop students off at the appropriate entrance.

VOLUNTEERS

Volunteers who are willing to donate their time and talents can help make the learning process more exciting and meaningful. Children learn other adults do care, and the students return to the community benefiting from the wide variety of backgrounds, talents, and skills of the volunteers.

SMK Volunteer Procedure:

- Any parent/guardian who wishes to volunteer needs a CORI.
- Names will then be submitted to the Volunteer Coordinators and/or Principal who will place them within the building (other than their child's classroom) where there is a need.

WARE MIDDLE SCHOOL

MISSION STATEMENT

In a safe, caring, and challenging environment, we strive to build a bridge between elementary and secondary learning. We encourage open communication, mutual respect, and good citizenship promoting lifelong success.
**The Student Handbook is simply a guideline, not a contract, and administration reserves the right to change the provisions of the Handbook without advance notice.*

ABSENTEE PROCEDURE POLICY

1. Parents/guardians MUST telephone and notify the school immediately whenever their son/daughter is absent or is going to be absent giving the reason for absence, such as illness, etc. Following every absence, the parent/guardian must write a note to the main office stating the reason for the absence.
2. When a child has been absent from school on account of a contagious disease, he/she shall not be readmitted without a permit from the attending physician, or the approval of the school nurse.
3. Whenever a student is absent for three (3) consecutive days, the school nurse will call the home and inquire as to the reason for the continued absences, if and when necessary.
4. Failure to notify the school and/or give reason for absences will be considered truancy.
5. The school will notify Parents/guardians of suspected truants.
6. Chronic absenteeism will result in a parent/guardian notification with a 3-day letter, a 5-day letter, and then a 10-day letter. Excessive absences may result in a student's grade retention. All doctor notes or written excuses must be passed in when the student returns to school from the absence. They will not be accepted after the student has exceeded the ten days for the semester.

INSTRUCTIONAL HOURS: 9AM - 3:15PM

For safety purposes, CHILDREN SHOULD NOT BE DROPPED OFF BEFORE 8:45 AM in the front of the building. Students that attend a scheduled before school detention or a scheduled extra help session may be dropped off starting at 8:00AM. Students arriving after 9:00 AM are tardy and parents are required to sign them in with a secretary at the main office. School is dismissed at 3:15 PM. On early release days, students are dismissed at approximately 1:25 PM; on half days, release is approximately 12:00 noon. Exact dates and times are indicated on the district school calendar.

AFTER SCHOOL IN THE BUILDING

All school rules apply after school. Students cannot remain in the building after school hours without parent/guardian permission and Ware Public School employee supervision.

BEFORE/AFTER-SCHOOL EXTRA HELP

WMS teachers will provide extra help to students before and or after school. Extra help sessions vary and will be based on individual teacher schedules. Students should not arrive before 7:45 AM for morning help. Students must be picked-up from after school help by 4:00 PM.

CAFETERIA RULES

The student Code of Conduct rules and consequences hold true in the cafeteria as they do elsewhere on school property and during school functions. Students who fail to abide by these rules will lose privileges, be required to eat at an assigned table, lose an activity, or receive a detention. Repeated incidents will result in parent notification, removal from the cafeteria, office detention, internal suspension or external suspension. Cafeteria rules are posted in the cafeteria.

DANCE REGULATIONS

Dances at the Ware Middle School and Ware Junior Senior High School are open only to students enrolled at their respective schools. Students must be currently enrolled and under the jurisdiction of the school's principal (ability to discipline and/or suspend) and supervision of the school's principal (daily attendance and achievement). Students who are serving an internal or external suspension or who have been issued a teacher or office detention the day of the dance, or still owe a detention, are not permitted to attend school dances.

In order to attend a dance during the week, all students must be in school all day the day before the dance as well as all day the day of the dance.

DANCE SPONSORED BY THE PARENT TEACHER ORGANIZATION (P.T.O.)

The officers of the Ware Middle School Parent Teacher Organization, with the support of the Ware Middle School Principal, have developed the following Guidelines and Rules of Conduct for all events that are sponsored by the W.M.S. P.T.O.

Students are not to be dropped off before the event begins. We cannot be responsible for what happens outside of the event. No one is on duty until the event begins.
All students must have a parent come inside the building to pick them up. This is a safety issue and will be adhered to.

- Students who are suspended or have detention the week of the event will not be permitted to attend.
- We have a No Tolerance policy for any physical fighting. The students involved will be asked to call their parent and will be dismissed from the event. If a parent cannot be reached the student/s will remain in the office until a parent arrives.
- The above policy will also be followed in the event any student verbally abuses or is disrespectful to any chaperone during the event.
- Roughhousing is not permitted and the student will be given one verbal warning. The next incident will result in dismissal from the event.
- Photos are not permitted. This is a school policy. We will ask the student/s to refrain from taking photos. If the student/s continues we will ask that they leave camera or cell phone in the office and pick it up after the event ends.
- We ask that students use a cell phone only in the event of an emergency. We are required by law to provide land lines and no student will be denied the use of a phone when necessary.
- Appropriate attire is required. No tank tops will be permitted without a cover up. This applies to both male and female students. We will offer the student a cover up at the event or they may call a parent for a change of clothing. Any dress or skirt deemed "mini" must have leggings worn underneath. Any student wearing clothing that is considered offensive will be asked to change. (They may again call a parent).
- NO outside food is permitted other than what is available at the bake sale. We cannot allow deliveries as those individuals are not CORI'd to be in the building. Any student who is caught will be asked to remain in the office while a parent is contacted. This rule is entirely for the safety of all students.
- Any event that is sponsored by the P.T.O. is only for the students and staff of Ware Middle School.

DETENTION TEACHER AND OFFICE

The following behaviors in most cases will result in a warning and/or a teacher detention:

• **Minor disruption of class**	• **Gum chewing/food in classroom area**
• **Uncooperative classroom behavior**	• **Unsafe corridor behavior or disturbance**
• **Unexcused tardiness to class**	• **Repeated missing work**

Teacher detention is assigned by a teacher and is held either after school or in the morning at a time determined by the teacher. Students will receive at least 24 hours notice for this detention and it will be held Monday-Friday. Parents will be notified of teacher detentions via a school notice form carried home by the student. This form should be signed by the parent and returned to school the next day. Detention dates may be changed only at a parent's request when a prior appointment or emergency exists. Teachers will make time spent in detention educational and related to behavior rather than strictly punitive.

Office Detention is assigned by a school administrator and is held in an assigned detention room from 7:45 a.m.-8:45 a.m. on Tuesday and Thursday before school. Teacher detentions are forty-five minutes from 3:15-4:00 p.m. Students will receive written notice of the office detention by an after school notice form to be carried home by the student. This form should be signed by the parent and returned to the school the next day. If the student form is not returned to the teacher on the day of the detention the office will place a phone call to the parent/guardian to remind of the detention.

Students will serve all teacher/office detentions before participating in any after school activities scheduled on the same day.
Office Detention Rules

1. Students are to report to the main office by 7:45 a.m.
2. Seats will be assigned by the supervising teacher.
3. Students should have work with them sufficient for the duration of the detention.
4. Students are to work silently and alone.
5. Uncooperative or disruptive students will be brought to the attention of the administration.

The following behaviors are more serious and in most cases will result in an office referral and office detention.

- Cheating (Students will receive no credit for work which is not their own.)
- Repetition of behaviors that led to teacher/team detention
- Failure to report to homeroom
- Inappropriate cafeteria behavior
- Inappropriate detention behavior
- Skipping detention
- Spitting
- Unexcused tardiness to school (5 times in a quarter)
- Disrespectful physical or verbal behavior toward any school staff member, substitute or volunteer

DISCIPLINE MATRIX CHART

WARE MIDDLE SCHOOL DISCIPLINARY STRUCTURE		
VW-Verbal Warning	**OD**-Office Detention	**PC**-Parent Conference
	ES-External Suspension	

See Discipline Process Flowchart HERE.

	MINIMUM*	LEVEL 1*	LEVEL 2*	MAXIMUM*
Littering	**VW**	**1 OD**	**1 SD**	**3 ES/PC**
Dress code violation	**VW/change clothing**	**1OD/change clothing**	**1 ES/PC**	**3 ES/PC**
Chronic tardiness to school	**VW**	**6th** **1 OD**	**11th** **1 ES**	**16th** **3 ES/PC** **extracurricular activities forfeited**
Inappropriate display of affection	**VW**	**1 OD**	**1 ES/PC**	**3 ES/PC**
Forgery/Lying	**1 OD**	**1 DS/PC**	**3 DS/PC**	**5 ES/PC**
Theft or vandalism of school or personal property	**1 DS/PC** **restitution & referral to police**	**5 DS/PC** **restitution & referral to police**	**10 or more DS/PC** **restitution & referral to police**	
Use of electronic devices (all)	**Confiscation/parent notified/ loss of privilege to bring electronic devices to school**	**1 ES/PC**	**2 ES/PC**	**5 ES/PC**

	MINIMUM*	LEVEL 1*	LEVEL 2*	MAXIMUM*
Insubordination	**1 OD**	**1 ES /PC**	**3 ES/PC**	**5 ES/PC**
Inappropriate language profanity/gestures	**1 OD**	**1 ES /PC**	**3ES/PC**	**10 or more ES/PC**
Personal/Racial slurs	**1 OD**	**1ES /PC**	**3 DS/PC**	**10 or more ES/PC**
Leaving school grounds or authorized areas without permission	**1 OD**	**1 ES /PC**	**3 ES/PC**	**5 ES/PC**
Disruptive/Insolent behavior	**1 OD**	**1 ES /PC**	**3 ES/PC**	**10 or more ES/PC**
Plagiarism/cheating	**1 OD** zero for class & all assignments (no make-up)	**1 ES /PC** zero for class & all assignments (no make-up)	**1ES/PC** zero for class & all assignments (no make-up)	**5 ES/PC** zero for class & all assignments (no make-up)
Truancy	**1 ES/PC** zero for class & all assignments (no make-up)	**2 ES/PC** zero for class & all assignments (no make-up)	**3 ES/PC** zero for class & all assignments (no make-up) referral to proper authorities	**5 ES/PC** zero for class & all assignments (no make-up) referral to proper authorities
Violation of smoking policy/tobacco products	**1 OD/PC**	**1 ES/PC**	**3 ES/PC**	**5 ES/PC**
Violation of Acceptable Use Policy	**1 OD/PC**	**3 ES/PC**	**5 ES/PC**	**10 or more ES/PC**
Unexcused class absence	**1 OD** zero for class & all assignments (no make-up)	**1 ES/PC** zero for class & all assignments (no make-up)	**2 ES/PC** zero for class & all assignments (no make-up)	**5 ES/PC** zero for class & all assignments (no make-up)
<u>ASSAULT</u> – Intentional verbal or physical threat of violence to someone. *(consequences below)*				
Verbal or sexual harassment/assault	**2 OD** referral to counselor	**1 ES/PC**	**3ES/PC**	**10 or more ES/PC**
Bullying	**Mediation/ parent notified**	**2 ES/PC** referral to police	**4 ES/PC** referral to police	**10 or more ES/PC** referral to police
Battery	**1-5ES/PC** referral to police	**3-5 ES/PC** referral to police	**5ES/PC** referral to police	**10 or more ES/PC** referral to police

	MINIMUM*	LEVEL 1*	LEVEL 2*	MAXIMUM*
Fighting	**3 ES/PC**	**5 ES/PC** referral to police	**10 or more ES/PC** referral to police	
Threatening/intimidation	**1 DS/PC**	**3 ES/PC** referral to police	**5 ES/PC** referral to police	
Battery on staff	**10 ES/PC** referral to police/possible expulsion	**Verified Outside Counseling**		
Possession, use, transfer of any item of a dangerous nature determined by Administration; or weapons or explosive devices such as but not limited to	**10 or more ES/PC** referral to police	**Verified Outside Counseling**		

knife, gun, fireworks, mace, on school grounds, activities, or transportation				
Possession/use/distribution or under the influence of controlled substances/paraphernalia alcohol on school grounds, activities or transportation	**10 or more ES/PC referral to police**			
Illegal possession/use/distribution of prescription drugs on school grounds, activities, or transportation	**10 or more ES/PC referral to police**			
*** This Matrix provides a general guide as to the level of discipline that will be imposed for disciplinary infractions. Administrators have discretion when imposing disciplinary measures to impose more severe consequences depending upon the severity of the infraction.**				

***MATRIX DEFINITIONS**

Minimum – This is the base level of discipline and actions taken by the school for a reported/observed incident/infraction. A single repeat offense in most cases will elevate the offense to level 1 status.

Level 1 – This is the first tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited similar behaviors or has had other discipline related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from minimum to level 1 status.

Level 2 – This is the second tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited the same behaviors or has had other similar discipline related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from level 1 to level 2 status.

Maximum – This is the maximum level of discipline and actions taken by the school for a reported/observed incident/infraction regardless of past history. A third or higher repeat offense will elevate the offense from level 2 to maximum status.

The following behaviors are very serious. The consequence for these behaviors is usually suspension. These actions, individually or collectively, may lead to expulsion from school. Additionally, the police may be notified if deemed appropriate.

1. **Intimidation** – To force into or deter from action by inducing fear (usually by threat).
2. **Assault and Battery** – Any willful and unlawful attempt or use of violence on another person.
3. **Assault and Battery on School Staff** – Any student who assaults a teacher, teacher's aide, or other school staff on school premises, or at a school sponsored or school related event, including athletic games, will be subject to discipline up to expulsion from school.
4. **Vandalism** – Cutting, defacing, or otherwise damaging in any way property belonging to the school district or school personnel.
5. **Possession of Stolen Property and/or Any Theft of Money or Personal or Public Property of Significant Value and/or Theft Involving Breaking and/or Entering Unauthorized Areas, Including Lockers**
6. **Possession or Use of a Dangerous or Deadly Weapon**
7. **Possession or Use of Explosives or Incendiary Devices That Have Potential To Do Great Harm or Great Physical Damage.**
8. **Bomb Threats or Setting Off A False Fire Alarm.**
9. **Arson** – Deliberately setting a fire in a school or on a school bus.
10. **Infractions Involving Controlled Substances** – Possession, use and/or under the influence of dangerous or illegal drugs on school grounds. Selling or supplying dangerous or illegal drugs to other persons.
11. **Infractions Involving Alcoholic Beverages** – Possession, use and/or under the influence of alcoholic beverages on school grounds. Selling or supplying alcoholic beverages to other persons.
12. **Hazing –** Organizing or participating in initiating another person for the purpose of acceptance.
13. **Chronic Noncompliance** – Failure to honor or carry out reasonable requests by authorized school personnel.
14. **Disruption of the Educational Process** – Student conduct that demonstrates that he/she is unwilling or unable to abide by the school's rules and regulations and negatively impacts the learning process for other students and/or the teacher.

DISCIPLINARY/SOCIAL PROBATION

Disciplinary/Social Probation may be assigned to students whose behavior has placed others in danger, has a record of chronic misbehavior, or whose misbehavior has caused them to be suspended from school for more than five days. Students placed on Disciplinary/Social Probation will not attend after school functions, e.g., clubs, dances, performances, and intramural/junior

varsity/varsity sports practices or competition, etc., (whether held on the Ware Public Schools campus or at another location) and may be on school grounds only from 9:00 a.m.-3:30 p.m. (4:00 p.m. if extra help or detention is scheduled.) Disciplinary/Social Probation will be reviewed regularly to determine if behavior has improved and if probation may be ended.

DISCRIMINATION

Ware Middle School does not discriminate based on a student's race, color, sex, religion, natural origin, sexual orientation or disability. Students have equal access to admission to school, courses, extra-curricular activities, and will not be excluded for reasons of marriage or pregnancy. Students should be aware of the school's grievance procedure in the event that students believe they are victims of discrimination. Students should check with the principal for these procedures.

No student should haze or discriminate against another student based on a student's race, color, sex, religion, natural origin, sexual orientation or disability.

No one has the right to violate another students' civil rights. This rule is based on all students' rights to be free from verbal or physical attacks based on racial, ethnic or religious background, or their physical or mental disability, and various forms of sexual harassment.

DISMISSAL PRIOR TO CLOSE OF SCHOOL DAY

If a student is to be dismissed before the end of school day, or if there is a change in the way he/she will be going home, this information MUST be sent in the form of a parent/guardian note to the school ahead of time. Written permission is required for another adult to pick-up a child. If a child/children will be leaving school early or will be going home other than the usual way (e.g. picked up instead of riding a bus, picked up by a different adult, riding a bus to a friend's house) A NOTE MUST BE SENT TO SCHOOL in advance.

ENTERING AND LEAVING SCHOOL

Students have the right to be in the Middle School and on school grounds during the regularly scheduled school day (9:00 a.m. to 3:15 p.m.) and for school-sponsored activities.

FUNDAMENTAL GUIDING PRINCIPLES

1. The most important factor in the development and maintenance of good discipline within a school is a cooperative effort by the entire school staff, parents and students.
2. The welfare of the student is of primary importance. The focus of good discipline should be on helping the student in his/her adjustment and development in school. The welfare of all students must be weighed and disciplinary decisions must be made that are in their best interest.
3. Young people need an atmosphere of structure. They need to know the rules as well as the consequences. They need to know that the rules are enforced and that the consequences will be directly related to the frequency and severity of their actions. Limitations and controls within the school are necessary for the smooth functioning of a school for the students' personal development and safety.
4. The foundation of good discipline is that those who are involved with the student and who participate in the disciplinary process have a positive attitude toward the student and recognize the goals of discipline.
5. A positive school environment involves all members working in a cooperative effort. Members of the school community (students and staff) recognize the importance of showing respect and consideration for each other.

HOMEWORK POLICY

1. Ware Middle School requires students to take homework seriously because it is an extension of the classroom experience.
2. Homework guidelines will be established by the classroom teachers as stated in their course syllabus provided to each student.
3. During an absence a parent/guardian may contact the main office for the student's homework.

HONOR ROLL

A list of honor roll students is published at the end of each quarter. To qualify for honor roll, students must have the grade point averages as listed in the Grading Policies section below:

High Honors **90 average with no mark below A-**

Honors **85 average with no mark below B-**

LOCKERS

1. The school is not responsible for any belongings stored in lockers.
2. Students are not allowed to share or enter any other locker other than their assigned locker.
3. Students are responsible for his/her assigned locker and its contents.
4. It is highly recommended that students do not bring with them large sums of money to school.
5. Students are asked to supply their own locks**.** A copy of your lock combination must be given to the main office. If you have an extra key (to a key lock) please leave the key in the main office, where it will be labeled and put away in case the students is misplaced.
6. Defacing of school property (writing, stickers, etc.) is not allowed.
7. Backpacks are not allowed in hallways or in classrooms.

LOST AND FOUND

Lost and found items will be located in the cafeteria.
Inquiries about lost and found articles should be made at the main office.

MAKE-UP WORK

Teachers will require students to make up work missed for any reason including truancy and "cut" classes. As a general rule, missed work should be made up within an equal number of school days that were missed. (If a student missed one day, the student has one school day to make up the work. If a student missed two days, the student has two school days to make up the work, etc.) Zero credit will result from failure to make up the schoolwork. It is the responsibility of the student to seek out the teacher(s) to ask for missed assignments and confirm the due dates.

"NO GUM/CANDY" POLICY

The Ware Middle School enforces a "No Gum/Candy" policy. This has become necessary because students have been leaving gum/candy on floors, carpets, stairs, furniture, etc. which causes damage to school property. There have also been incidents when gum was deliberately placed in students' hair. Students will not be allowed to chew gum/candy or have gum/candy with them during any part of the school day, or during any after school-sponsored activity, while they are on school property. This includes the times before the start of the school day, bus time, class time, lunch/recess break, or when students are leaving school at the end of the day. No gum/candy is to be brought to school. Students who bring gum/candy to school will have it taken away and not returned to them. Students who refuse to follow the no gum/candy policy will be issued office detention(s).

OPEN BEVERAGES

Open beverage containers, and glass containers will not be allowed in classrooms or in the hallways. Any student may bring in factory sealed containers of water or juices, and the like for lunch. **No soda, no coffee, no caffeinated drinks and no energy drinks of any kind will be permitted.** Students may have water bottles in the classroom but they must be in a **CLEAR PLASTIC** container, so that the contents may be seen. Teachers will be able to remove containers if they are not in compliance. Containers may also be checked for contents if necessary.

PARENT TEACHER ORGANIZATION (P.T.O.)

The P.T.O. Is a partnership of parents, teachers, and administrators whose purpose is to enhance and enrich the education of all students. The P.T.O. welcomes everyone with a stake in the education of children: stepparents, guardians, grandparents, aunts, uncles, and others. The diversity of individuals serving on the P.T.O fulfills a central role in completing the mission of Ware Middle School. The P.T.O. also supports the work of the entire school by publicizing and celebrating the hopes, dreams, and achievements of the school.

In a nutshell, the P.T.O. tries to find creative, enjoyable ways to bring together parents, teachers, administrators, and others invested in raising and educating all students. P.T.O. meetings are held once a month, and membership is open to anyone interested in playing a role in the education and achievements of elementary students. Notice of the meetings and other activities are sent home with students, published on the school pages of the Ware River News, and also posted on the Ware Public Schools website. Free childcare is always provided.

PASSES

Students are required to obtain permission via a pass to be in the hallway during class time. Passes will include student's name, where he or she is going, the date and time, and the teacher's name. No student should be out of class without a pass.

TARDINESS TO SCHOOL

1. Students are expected to be in their homerooms for the homeroom period when the second morning bell rings at **9:10** a.m.
2. Any student who arrives to school after this time will be considered tardy and must report to the main office, be signed-in to the building by a parent/guardian, and receive a pass to be admitted to his/her class.
3. Students who are tardy to school must present a note from their parent/guardian to the main office stating the reason for the tardiness. Students who fail to submit a note will be subject to disciplinary action
4. See discipline matrix chart for consequences for chronic tardiness.

TARDINESS TO A CLASS

1. Students who are tardy to a class without proper permission will be noted tardy to class by the teacher and will receive the following:
    - Warning
    - Teacher detention
    - Office referral
2. Each unexcused tardy will result in disciplinary action to include warnings and/or detentions issued by the teacher. Chronic tardiness issues will be referred to the Administration.

TELEPHONE CALLS AND CELL PHONES

1. Cell phones and electronic devices are to be turned off and away during the school day. If a parent/guardian must contact a child during the school day, please call the main office (413) 967-6903. If a student is using a cell phone/electronic device in the school building during the school day, the cell phone/electronic device will be confiscated and will be returned only to the student's parent/guardian.
2. Permission must be given to use the office telephone by office personnel only.
3. The office phones may be used only in an unusual circumstance. The office staff will place the call for the students.
4. Any student making a call or texting a message from their cell phone without office permission will result in the device being confiscated, second time will result in a one-day suspension

TESTING

The Massachusetts Comprehensive Assessment System (MCAS) Test will be administered to all Middle School students during the spring of this school year. Students will complete various content area tests during the specified time period in March and May 2012. The results are issued by the Massachusetts Department of Elementary and Secondary Education during the fall of the following school year.

(VANDALISM) SCHOOL PROPERTY AND PROPERTY OF OTHERS

Students have the responsibility to respect and protect all school property, and the property of others is to be treated with respect. Students may not purposefully damage, deface, steal, or abuse school property or property of others. Students are responsible for caring for textbooks that are assigned to them. If a student damages or loses school materials, he/she will have to pay for them.

A student is responsible for keeping a combination lock on their locker, because he/she is responsible even if materials are taken from his/her locker. The combination is to be recorded by the student's homeroom teacher.

Vandalism of school or personal property will result in suspension.

VISITORS TO SCHOOL

All visitors, including parents/guardians, must report and sign in at the main office. Visitor passes will be given to those who remain in school on any business. All visitors must report to the main office before exiting the building to sign out and return their pass. This procedure is for the protection and safety of the entire school population. It also prevents unauthorized

persons from roaming the school building for unannounced or unknown reasons, and prevents undue interruptions of the instructional program in the classroom. If you wish to visit your child's classroom, please make arrangements with the Principal and teacher prior to your visit. All gentlemen will be asked to remove their hats upon entering the building.

WARE JUNIOR/SENIOR HIGH SCHOOL

MISSION STATEMENT

Ware Junior/Senior High School strives to provide a safe, supportive environment of mutual respect where students can achieve academic success and develop into responsible, self-sufficient, open-minded participants in a global society.
**The Student Handbook is simply a guideline, not a contract, and administration reserves the right to change the provisions of the handbook without advance notice.*

ABSENTEE PROCEDURE POLICY

1. Parents/guardians MUST telephone and notify the school immediately whenever their son/daughter is absent or is going to be absent giving the reason for absence, such as illness, etc. Following every absence, the parent/guardian must write a note to the main office stating the reason for the absence.
2. When a child has been absent from school on account of a contagious disease, he/she shall not be readmitted without a permit from the attending physician, or the approval of the school nurse.
3. Whenever a student is absent for three (3) consecutive days, the school nurse will call the home and inquire as to the reason for the continued absences, if and when necessary.
4. The school will notify parents/guardians of suspected truants through connectEd messages, progress reports, report cards, and iPass online records.
6. Chronic absenteeism will result in a parent/guardian notification with a 2-day letter and then a 5-day letter and may result in a student's non-promotion or loss of credit for that semester or year. All doctor notes or written excuses must be passed in when the student returns to school from the absence. They will not be accepted after the student has exceeded the five days for the semester. Excessive absences may result in a student's grade retention. All unexcused absences count towards a potential loss of credit.
7. Students who exceed 5 absences in a semester will forfeit their eligibility for extracurricular activities.
8. Each department may have an attendance criteria that may be reflected in the student's grade.

AFTER SCHOOL IN THE BUILDING

All school rules apply after school. Students cannot remain in the building after school hours without supervision.

ATHLETIC REQUIREMENTS

1. All student athletes must show that they have passed a physical examination within 13 months of the current season.
2. For activities beginning in the fall, final grades of the previous year will be used in determining eligibility.
3. In order to be academically eligible a student must have a 1.70 GPA (C-) and no Fs on his/her report card. A student must also maintain a minimum 1.70 GPA or better to continue to play during the season. ***No waivers will be granted.***
4. If a student is retained he/she will be ineligible for the entire fall season of the following year. That student may become eligible for the winter season, if he/she meets the above requirements for the first and second quarters.
5. A sports user fee of $100.00 per athlete/per sport must be paid to participate in any sport.

CAFETERIA AND LUNCH

1. Each student is responsible for disposing of his/her own trash in the proper receptacle.
2. Students who do not appropriately dispose of their own trash or display any other inappropriate behavior, i.e., loud, boisterous, rude, food throwing, etc., will result in disciplinary action.
3. **Permission is needed from the lunchroom monitor before leaving the cafeteria for any reason.**
4. Students who are tardy to, or fail to attend lunch will be subject to disciplinary action.
5. Items will not be purchased during the last 5 minutes of lunch.
6. Weather-permitting, seniors are allowed to eat outdoors as long as they maintain appropriate behavior.
7. Outside food orders such as pizza deliveries are not allowed. Any/all outside food orders must have the approval of the front office, and should not be a regular practice.

CUTTING OF CLASS

1. Teachers will take attendance at the beginning of each class and immediately notify the office of any student not on the absentee list who is absent from his/her class.
2. Class cut: Truancy in class will result in a minimum of one (1) office detention.
3. Each class cut will result in a grade of zero in that class missed for that day and no make-up privileges.

DANCES RULES AND REGULATIONS

School organizations wishing to sponsor a dance must obtain approval from the administration.

The following regulations will be in effect at all dances:

1. There will be no admittance one-hour after the dance begins.
2. Once a student leaves a dance he or she may not return.
3. Smoking and/or drinking alcohol inside the building or on school grounds is not allowed.
4. The dress for the occasion will be announced by the sponsoring organization.
5. All school rules regarding behavior are in effect.
6. Any student who has internal or external suspensions within the previous 2 weeks of the dance will not be eligible to attend the dance. This includes weekends and/or vacations when they fall within the suspension period. Any student sent to the office for any disciplinary reason the day of the dance will not be able to attend the dance.
7. Any student with past disciplinary offenses may be excluded from extracurricular activities, including dances, by the administration.
8. Dances are considered an extension of the school day and student behavior must comply with all the expectations outlined in the Student Handbook. The administration reserves the right to deny student attendance at school dances for behavior or conduct deemed serious enough to have a negative effect on good school discipline and/or may endanger the health and safety of others.
9. Coats and backpacks are not permitted in the dance area, and must be checked in with a chaperone.
10. Dances at W.J.S.H.S. are open only to students enrolled at the school.
11. In order to attend a dance during the week all students must be in school all day prior and all day the day of the dance.

DETENTIONS

TEACHER'S DETENTION

1. Teachers will give twenty-four (24) hours written notice when assigning a detention. Teachers will specify the date and length of time the detention is assigned.
2. Failure to serve a teacher detention will result in two office detentions.
3. Students will not be allowed to postpone detentions without the teacher's approval and correspondence from parent or guardian. Students who postpone detentions without teacher's approval will result in an additional day of ineligibility for all after school activities.

OFFICE DETENTION

1. Twenty-four (24) hours written notice will be given for an office detention.
2. Grades 7-12, office detentions will be held weekly on Tuesdays, Wednesdays, and Thursdays from 2:30 – 3:30 P.M.
3. Students will not be allowed to postpone detentions. Consideration will not be made without a request in writing by their parent prior to administrative approval. Students who have detentions postponed will result in an additional day of ineligibility for all after school activities.
4. If a student is absent on the day he/she has an office detention he/she will automatically serve that detention on the next scheduled office detention day. A new notice is not required.
5. Students who skip an office detention will be assigned an additional office detention. If the student skips the next assigned detention, in-school suspension will be assigned.
6. Students are responsible for knowing the date of their detention after the written notice has been issued.

DISCIPLINE MATRIX CHART

WARE JUNIOR/SENIOR HIGH SCHOOL DISCIPLINARY STRUCTURE		
VW-Verbal Warning	**OD**-Office Detention	**ES**-External Suspension
	PC-Parent Contact	**IS**- Internal Suspension

See Discipline Process Flowchart HERE.

	MINIMUM*	LEVEL 1*	LEVEL 2*	MAXIMUM*
Littering	**VW**	**1 OD**	**2 OD**	**3 IS/PC**
Dress code violation (Refusal to change when asked will result in refusing a reasonable request consequences.)	**VW/change clothing**	**1 OD/change**	**2 OD/PC/change**	**3 IS/PC/change**
Tardiness to school	**VW**	**2nd-4th 1 OD**	**5 th -7th 1 IS**	**8th 3 IS/PC loss of parking extracurricular activities forfeited**
Truancy	**1 OD/PC zero for class & all assignments (no make-up)**	**2 OD/PC zero for class & all assignments (no make-up)**	**3 IS/PC zero for class & all assignments (no make-up) referral to proper authorities**	**5 IS/PC zero for class & all assignments (no make-up) referral to proper authorities**
Unexcused class absence (This includes if a student walks out of class, or is asked to leave class.)	**1 OD zero for class & all assignments (no make-up)**	**1 IS/PC zero for class & all assignments (no make-up)**	**3 IS/PC zero for class & all assignments (no make-up)**	**5 IS/PC zero for class & all assignments (no make-up)**
Inappropriate display of affection (hugs, kisses, holding hands, etc.)	**VW**	**1 OD**	**2 OD/PC**	**1-3 IS/PC**
Forgery/Lying	**1 OD/PC**	**1 IS/PC**	**3 IS or ES/PC**	**5 IS or ES/PC**
Theft or vandalism of school or personal property	**1 ES/PC restitution & referral to police**	**5 ES/PC restitution & referral to police**	**10 or more ES/PC restitution & referral to police**	
Violation of cell phone, iPod, electronic device policy (all)	**VW**	**1 OD confiscation/parent notified/suspended privilege to bring electronic devices to school**	**1 IS/PC/suspended privilege**	**3 ES/PC/loss of privilege**
Refusing a reasonable request	**2 OD**	**1 IS/PC**	**3 ES/PC**	**5 or more ES/PC**
Inappropriate language profanity/gestures	**2 OD**	**1 IS/PC**	**3 ES/PC**	**5 or more ES/PC**
Personal/Racial slurs	**2 OD/PC**	**1 IS/PC**	**3 ES/PC**	**5 or more ES/PC**

Disrespect to staff member or volunteer	**2 OD/PC**	**1 IS or ES/PC**	**3 IS or ES/PC**	**5 ES/PC**
Leaving school grounds or authorized areas without permission	**2 OD/PC**	**1 IS/PC**	**3 IS/PC**	**5 IS/PC**
Disruptive/Insolent behavior	**2 OD**	**1 IS OR ES/PC**	**3ES/PC**	**10 or more ES/PC**
Plagiarism/cheating	**2 OD/PC zero for class & all assignments (no make-up)**	**1 IS/PC zero for class & all assignments (no make-up)**	**3 ES/PC zero for class & all assignments (no make-up)**	**5 ES/PC zero for class & all assignments (no make-up)**
Motor vehicle violation	**VW**	**1 OD/PC parking suspended**	**1 IS or ES/PC parking suspended, referral to police**	**3 or more DS/PC referral to police, parking revoked**
Unauthorized non-alcoholic beverages	**VW with confiscation**	**1 OD/PC with confiscation**	**1 IS/PC with confiscation**	**3 ES/PC with confiscation**
Possession of tobacco paraphernalia	**2OD/PC**	**1 IS/PC**	**3 ES//PC**	**5 ES/PC**
Violation of smoking policy/tobacco product	**2 OD/PC**	**1 IS/PC**	**3 ES/PC**	**5 ES/PC**
Violation of Acceptable Use Policy	**2 OD/PC suspended from account**	**3 IS/PC suspended from account**	**5 ES/PC Loss of access**	**10 or more ES/PC Loss of access**
Sale of items not authorized by administration	**2 OD/PC forfeit of merchandise/revenue**	**1 IS/PC forfeit of merchandise/revenue**	**3 ES/PC forfeit of merchandise/revenue**	**5 ES/PC forfeit of merchandise/revenue**

<u>ASSAULT</u> – Intentional verbal or physical threat of violence to someone.

(consequences below)

Verbal or sexual harassment/assault	**2 OD referral to counselor**	**1 ES/PC**	**3 ES/PC**	**10 or more ES/PC**
Bullying	**Mediation/ parent notified**	**2 ES/PC referral to police**	**4 ES/PC referral to police**	**10 or more ES/PC referral to police**
Battery	**1-5 ES/PC mediation/ referral to police**	**3-5 ES/PC mediation/ referral to police**	**5+ ES/PC referral to police**	**10 or more ES/PC referral to police**
Fighting	**3 ES/PC mediation**	**5 ES/PC mediation referral to police**	**10 or more ES/PC referral to police**	
Threatening/intimidation	**1 ES/PC**	**3 ES/PC referral to police**	**5 ES/PC referral to police**	
Battery on staff	**10 ES/PC referral to police/ possible expulsion**	**Verified Outside Counseling**		
Arson	**10 ES referral to police & fire departments/ counseling component/ possible expulsion**			
	MINIMUM*	**LEVEL 1***	**LEVEL 2 ***	**MAXIMUM***

Possession, use, transfer of any item of a dangerous nature determined by Administration; or weapons or explosive devices such as but not limited to knife, gun, fireworks, mace, on school grounds, activities, or transportation	**10 or more DS/PC possible expulsion/ referral to police**	**Verified Outside Counseling**		
Possession/use/distribution or under the influence of controlled substances/paraphernalia, alcohol on school grounds, activities or transportation	**10 or more DS/PC referral to police**			
Illegal possession/use/distribution of drugs on school grounds, activities, or transportation including prescription drugs	**10 or more DS/PC referral to police**			
*** This Matrix provides a general guide as to the level of discipline that will be imposed for disciplinary infractions. Administrators have discretion when imposing disciplinary measures, and may impose more severe consequences depending upon the severity of the infraction.**				

***MATRIX DEFINITIONS**

Minimum – This is the base level of discipline and actions taken by the school for a reported/observed incident/infraction.

Level 1 – This is the first tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited similar behaviors or has had other discipline related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from minimum to level 1 status.

Level 2 – This is the second tier of discipline and actions taken by the school for a reported/observed incident/infraction when a student has exhibited the same behaviors or has had other similar discipline related incidents in the past school year. In most cases, a second and any additional repeat offense moves the offense from level 1 to level 2 status.

Maximum – This is the maximum level of discipline and actions taken by the school for a reported/observed incident/infraction regardless of past history. A third or higher repeat offense will elevate the offense from level 2 to maximum status.

The following behaviors are very serious. The consequence for these behaviors is usually suspension. These actions, individually or collectively, may lead to expulsion from school. Additionally, the police may be notified if deemed appropriate.

1. **Intimidation** – To force into or deter from action by inducing fear (usually by threat).
2. **Assault and Battery** – Any willful and unlawful attempt or use of violence on another person.
3. **Assault and Battery on School Staff** – Any student who assaults a teacher, teacher's aide, or other school staff on school premises, or at a school sponsored or school related event, including athletic games, will be subject to discipline up to expulsion from school.
4. **Vandalism** – Cutting, defacing, or otherwise damaging in any way property belonging to the school district or school personnel.
5. **Possession of Stolen Property and/or Any Theft of Money or Personal or Public Property of Significant Value and/or Theft Involving Breaking and/or Entering Unauthorized Areas**, **Including Lockers**
6. **Possession or Use of a Dangerous or Deadly Weapon**
7. **Possession or Use of Explosives or Incendiary Devices That Have Potential To Do Great Harm or Great Physical Damage.**
8. **Bomb Threats or Setting Off A False Fire Alarm.**
9. **Arson** – Deliberately setting a fire in a school or on a school bus.
10. **Infractions Involving Controlled Substances** – Possession, use and/or under the influence of dangerous or illegal drugs on school grounds. Selling or supplying dangerous or illegal drugs to other persons.

11. **Infractions Involving Alcoholic Beverages** – Possession, use and/or under the influence of alcoholic beverages on school grounds. Selling or supplying alcoholic beverages to other persons.
12. **Hazing –** Organizing or participating in initiating another person for the purpose of acceptance.
13. **Chronic Noncompliance** – Continuing failure to honor or carry out reasonable requests by authorized school personnel.
14. **Disruption of the Educational Process** – Student conduct that demonstrates that he/she is unwilling or unable to abide by the school's rules and regulations and negatively impacts the learning process for other students and/or the teacher.
15. **Public Displays of Affection** – Hugging, hand holding, walking arm in arm, kissing, and other public displays of affections are not permitted.

DISCRIMINATION

Ware Junior/Senior High School does not discriminate based on a student's race, color, sex, religion, natural origin, sexual orientation or disability. Students have equal access to admission to school, courses, extra-curricular activities, and will not be excluded for reasons of marriage or pregnancy. Students should be aware of the school's grievance procedure in the event that students believe they are victims of discrimination. Students should check with the principal for these procedures.

No student should haze or discriminate against another student based on a student's race, color, sex, religion, natural origin, sexual orientation or disability.

No one has the right to violate another students' civil rights. This rule is based on all students' rights to be free from verbal or physical attacks based on racial, ethnic or religious background, or their physical or mental disability, and various forms of sexual harassment.

DISMISSAL PRIOR TO CLOSE OF SCHOOL DAY

1. NO STUDENT IS ALLOWED TO LEAVE SCHOOL PROPERTY AT ANY TIME WITHOUT WRITTEN CONSENT FROM A PARENT OR GUARDIAN.
2. Students who are 18 years old or older should not dismiss themselves without consent from a parent or guardian. Students who are 18 years old or older who miss classes as a result of unexcused dismissals will be subject to the class or department-specific criteria for absences, and the resulting consequences when five or more unexcused dismissals occur including the possible loss of credit.
2. Any student with a note from home requesting early release from school for family reasons must bring the note to the office prior to homeroom to be initialed by office personnel.
3. In emergency situations only, parents who need to have their child dismissed but did not send in a note should call the main office to request dismissal. Upon approval and documentation of the request, the student will be called to the main office to sign out at the dismissal time.
4. Students being dismissed will be released only to adults whose names are listed as parents/guardians, emergency contacts, or designated parties.
5. Parents/guardians must report to the main office in order to dismiss their children prior to the end of the regular school day.
6. A student who is ill during school is to report to the school nurse, who will, if necessary, call the student's parent/guardian to arrange for dismissal. Students are not to call home on a cell phone or the office phone to get dismissed when they are feeling ill.
7. Students entering school from a dismissal must report to the office for a pass back to class.

EXTERNAL SUSPENSION

Any student suspended from school will have the opportunity to make-up all work within a time period designated by the teacher. Students will not be allowed to participate in **or attend any extra-curricular activities (including junior varsity/varsity sports and school club activities) as a participant or spectator on or off school property**, while the external suspension is in effect. Furthermore, students are not allowed on school property, without administrative approval, at any time during the external suspension period. This includes nights, weekends, and vacations. Violators will be asked to leave, resulting in an additional suspension action and removal by local law enforcement. Students
who are suspended more than once in a semester, either internally or externally, forfeit their eligibility for extracurricular activities for the remainder of that semester.

EXTRA HELP

If a student wishes to stay after school for extra help, he/she is encouraged to make arrangements with his/her teacher/s in advance, to ensure that the time and date is mutually agreed upon.

HOMESCHOOL

Homeschool students may not participate in any extracurricular activities including graduation.

HOMEWORK POLICY

1. Ware Junior/Senior High School requires students to take homework seriously because it is an extension of the classroom experience.
2. Homework guidelines will be established by the classroom teachers as stated in their course syllabus provided to each student.
3. During an absence a parent/guardian may contact the guidance office for the student's homework.

LOCKERS

1. The school is not responsible for any belongings stored in lockers.
2. Students are not allowed to share or enter any other locker other than their assigned locker.
3. Students are responsible for his/her assigned locker and its contents.
4. It is highly recommended that students do not bring with them large sums of money to school.
5. Students are asked to supply their own combination lock **(no key locks).** A copy of your lock combination must be given to the main office.
6. Defacing of school property (writing, stickers, etc.) is not allowed.
7. **Backpacks are not allowed in hallways or in classrooms.**

LOST AND FOUND

Lost and found items will be located in the nurse's office.
Inquiries about lost and found articles should be made at the nurse's office.

MAKE-UP WORK

1. Students who are tardy to school or are dismissed from school are responsible for any missed work due that day: homework, assignments, tests, quizzes, etc. If the student fails to do this, this will result in a 0 for the missed work. Missing a class due to tardiness or dismissal does not extend deadlines for work that is due.

2. Students must make up any missed tests, quizzes, or other missed work upon their return to school from their absence. An absence of one day allows for a one day makeup period. An absence of two days allows for a two day makeup period. An absence of three days allows for a three day makeup period. Absences of four or more days will result in makeup work being completed within a reasonable amount of time determined by the individual teachers.

3. Assignments, projects, tests, or any work that had been assigned due on a day a student is absent is to be submitted to the teacher on the day the new student returns to school.

OPEN BEVERAGES

Open beverage containers, and glass containers will not be allowed in classrooms or in the hallways. Any student may bring in factory sealed containers of water or juices, and the like for lunch. **No soda, no coffee, no caffeinated drinks and no energy drinks of any kind will be permitted.** Students may have water bottles in the classroom but they must be in a **CLEAR PLASTIC** container, so that the contents may be seen. Teachers will be able to remove containers if they are not in compliance. Containers may also be checked for contents if necessary.

Jr. PARENT TEACHER STUDENT SPIRIT ASSOCIATION (Jr. P.T.S.S.A.)

The Jr. PTSSA is a group of individuals working together voluntarily to promote school spirit and pride, along with the help and participation of the school administration, parents, teachers and Ware Junior High Students. Jr. P.T.S.S.A. welcomes volunteer's participation, time and talent. A CORI check is required for all volunteers. Forms are available in the Superintendent's Office. Please join us and share your ideas!

PARENT TEACHER STUDENT SPIRIT ASSOCIATION (P.T.S.S.A.)

The P.T.S.S.A. is a group of dedicated individuals united in promoting school pride and spirit. *Mission*: To promote school pride and community spirit by supporting school activities. With the participation of administration, parents, teachers and students, the P.T.S.S.A. achieved a number of successful fun filled activities for the entire school community. Meetings are held every third Monday of the month in the high school library 6:30 PM. The P.T.S.S.A. welcomes volunteer's participation, time and talent. A CORI check is required for all volunteers. Forms are available at the Superintendent's office.

PASSES

1. It is necessary for a student to have a pass whenever he/she receives permission to leave a class or when entering a class after the bell. Please keep to the right, passing in an orderly manner.
2. When a teacher/staff member is responsible for the tardiness he/she is to furnish the student with an explanatory pass.
3. It is not permissible to obtain a pass from the office for the purpose of being excused for being late to class unless you are tardy for school.
4. Students who wish to use the library must have permission from their classroom teacher.

SIGNING IN AND OUT OF CLASS/SCHOOL

Students will be required to sign out each time they leave and sign in each time they return to the classroom, office, library, guidance, fitness or nurse's area/s. Students with early dismissal permission are to sign out in the office and leave school grounds directly.

TARDINESS TO SCHOOL

1. Students are expected to be in their first period class by **8:00** a.m.
2. Any student who arrives to school after 8:00 a.m. will be considered tardy and must report to the main office to receive a pass to be admitted to his/her class.
3. Students who are tardy to school must present a note from their parent/guardian to the main office stating the reason for the tardiness.
4. Any student who accumulates 7 or more unexcused tardies throughout the semester will be ineligible for all extra-curricular activities (i.e.: athletic participation, dances, student government, class-sponsored activities, etc.)
5. See discipline matrix chart for consequences for chronic tardiness.

Tardiness to school	**VW**	**2nd-4th** **1 OD**	**5 th -7th** **1 IS**	**8th** **3 IS/PC** **loss of parking extracurricular activities forfeited**

TARDINESS TO A CLASS

1. Students who are tardy to a class without proper permission will be noted tardy to class by the teacher.
2. Each unexcused tardy will result in disciplinary action. A running total of both tardies to school and tardies to class will be monitored, and consequences delivered in accordance with the discipline matrix.

TELEPHONE CALLS AND CELL PHONES

1. Permission must be given to use the office telephone by office personnel.
2. The office phones may be used only for emergency situations. Students should not be making phone calls during class time.
3. Cell Phones are not to be on or used during school hours. Any violation of this policy will result in disciplinary action in accordance with the electronic device consequences outlined in the discipline matrix.
4. Students who wish to listen to music on their cell phone or iPod during lunch or passing times must use headphones. Music cannot be played out loud throughout the building.

(VANDALISM) SCHOOL PROPERTY AND PROPERTY OF OTHERS

Students have the responsibility to respect and protect all school property, and the property of others is to be treated with respect. Students may not purposefully damage, deface, steal, or abuse school property or property of others. Students are responsible for caring for textbooks that are assigned to them. If a student damages or loses school materials, he/she will have to pay for them.

A student is responsible for keeping a combination lock on their locker, because he/she is responsible even if materials are taken from his/her locker. The combination is to be recorded by the student's homeroom teacher.

Vandalism of school or personal property will result in suspension.

VEHICLES ON SCHOOL PROPERTY

1. Students are charged a $25.00 parking fee for the year.
2. Parking (which is a privilege, not a right) will be available for Seniors only. If space is available, Juniors may be permitted. Students' grades and behavior will be looked at for first priority. Students must issue to the office their vehicle registration form. Applications may be obtained from the office. The form must be completed and returned to the office along with a registration fee.
3. Any student parking on school grounds without permission will be subject to disciplinary action.
4. All students who drive to school should do so in a responsible manner. This means they should drive slowly and cautiously at all times on campus.
5. Students will be assigned a parking space, which cannot be used/shared with other students. Violation will result in the loss of parking privileges.
6. Violations will result in disciplinary action by the school and police department. Students who are consistently involved in disciplinary infractions or who park in unauthorized areas are subject to the loss of parking privileges.
7. Excessive tardiness will result in the loss of parking privileges.
8. Students must exit their vehicles promptly upon arrival at school and are not allowed to return to their vehicles during the school day except with explicit permission from the administration.
9. Any student caught leaving school without permission in their vehicle will immediately have their parking privileges revoked.

VISITORS TO SCHOOL

All visitors, including parents/guardians, must report and sign in at the main office. Visitor passes will be given to those who remain in school on any business. All visitors must report to the main office before exiting the building to sign out and return their pass. This procedure is for the protection and safety of the entire school population. It also prevents unauthorized persons from roaming the school building for unannounced or unknown reasons, and prevents undue interruptions of the instructional program in the classroom. If you wish to visit your child's classroom, please make arrangements with the Principal and teacher prior to your visit.

WORK PERMITS

If students are under the age of eighteen and have employment, they must obtain a work permit by contacting the office of the superintendent of schools. Work permits are issued on Monday through Friday
8:00 a.m.-4:00 p.m.

GUIDANCE INFORMATION

GRADES 7-12

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment. All students must obtain a pass from their teacher to go to the guidance office.

ADD/DROP COURSES

During the school year, courses may be added/dropped under exceptional circumstances, only if the principal, teacher, guidance counselor and parent agree that it would be in the best interest of the student. The parent/guardian must verify his/her consent for a drop by signing a Course Withdrawal Form. When a course is dropped, a grade of „W" will be added to the student's transcript if the student was passing the course at the time of the withdrawal, or a „WF" if the student was failing

Students will have five days at the beginning of each semester to change classes. All other requests after the five-day drop/add period must be granted by the Administration. It is recommended that changes for second semester be done at the beginning of the school year to allow more flexibility in course choices.

DUAL ENROLLMENT

Opportunities for juniors and seniors for Dual Enrollment (taking a college level class for both college and high school credit) exist through local colleges/universities. Options vary from taking a college class here at WJSHS, to taking an online course, to attending classes on the actual college campuses. GPA and other requirements vary according to the different institutions. Currently, there is the possibility of state funding being available to cover the cost of tuition and fees for one course/semester for seniors, from the summer session preceding their senior year through their spring semester. Books must be purchased by the student.

Announcements regarding these programs are made through guidance, and posted on the district website under the guidance section. ***Initial*** info and paperwork will be handled through guidance. However, please note that it is the responsibility of the student to contact the college to follow-up regarding registration, orientation programs and placement testing. See guidance for details.

INTERNSHIP – GRADE 12 STUDENTS WITH ADMINISTRATIVE APPROVAL

Students must complete an application form which is available from the Guidance Department. This course provides students in grade 12 with the opportunity to have a meaningful work experience in a professional setting. Each student will be assigned a "Supervisor" within the school who is a faculty member. The supervisor will oversee the intern's work and will evaluate the student's performance at the end of each marking period based on preset criteria. Students who choose to intern should be dependable and trustworthy.

EXTERNSHIP – GRADE 12 STUDENTS WITH ADMINISTRATIVE APPROVAL

Students must complete an application form which is available from the Guidance Department. This program is an occupational internship which provides students with hands-on work experience. Students are encouraged to locate a site related to their career interests. Students who participate in this program have an opportunity to develop job skills and sound work attitudes which may lead to future employment. Educational and professional as well as occupational experiences are the responsibility of the student. The guidelines for the externship program are:

1. Only seniors who have successfully fulfilled all the requirements for graduation will be eligible for this program.

2. Applications must be submitted prior to the deadline (October 1st each school year) with all applicable signatures in place. Approvals and or denials will be determined by October 31st each school year.

3. Students may not receive any monetary compensation for work completed during externship.

4. Students will be expected to maintain a 90% attendance rate as a minimum standard.

5. The job supervisor must successfully pass a CORI check in order to oversee a student in the workplace.

6. Both the job supervisor and the student must complete the prescribed mid-semester and final evaluations. The program coordinator will work with each participating student to facilitate the completion of these evaluations and the assigning of the final grade. These tasks will be similar to those found on the Massachusetts Work-Based Learning Plan.

7. Permission for travel and workplace liability will be required of all students. These documents must be signed by parents/guardians and relevant parties prior to the student beginning his or her externship.

ENTRY PROCEDURE FOR STUDENTS - REQUIRED

State law mandates the following entry documents:

Medical records (to include current immunizations)

Discipline record from transferring school

Academic records

Commonwealth for MA Department of Elementary and Secondary Education - Sect.37L Any student transferring into a new school district must provide the new district with "a complete school record," including, but not limited to, "any incidents involving suspensions or violation of criminal acts or any incident reports in which such student was charged with any suspended act." The responsibility under Sect. 37L rests with the student who is transferring; the student may either get the record from the former school and present them to the new school, or may request that the former school send the records directly to the new school.

A signed release form is required for the release of student records. To expedite the admissions process, students should provide a copy of their transcript when registering into school.

WITHDRAWAL PROCEDURE FOR STUDENTS – REQUIRED

1. Inform guidance department one week prior to your intended departure. Any student under sixteen years of age must have a parent signature.

2. On day of departure, guidance will provide student with a withdrawal form to be submitted to student's teachers for verification of returned textbooks and to provide grades as of departure.

3. Prior to dismissal, the student should return this form to guidance and sign out in the withdrawal register. Guidance will provide student data for admittance to another school system by fax or mail.

GRADING POLICIES

Courses are double-blocked and meet 5 times per week per semester for one credit. GPA is based on a scale of 4.0. Courses are weighted to determine rank and GPA. Advanced and certain upper level classes are weighed by a factor of 1.1 and AP by a factor of 1.25.

Letter Grade	Numerical Grade	Weighted Course Values STANDARD	Weighted Course Values HONORS	Weighted Course Values AP
A+	97-100	4.3	4.7	5.4
A	94-96	4.0	4.4	5.0
A-	90-93	3.7	4.1	4.6
B+	87-89	3.3	3.6	4.1
B	84-86	3.0	3.3	3.8
B-	80-83	2.7	3.0	3.4
C+	77-79	2.3	2.5	2.9
C	74-76	2.0	2.2	2.5
C-	70-73	1.7	1.9	2.1
D	65-69	1.0	1.1	1.3
F	Below 65	0	0	0

Other **SYMBOLS** **INC** – Incomplete **W** - Withdrawn

All students must take the equivalent of eight, one-credit courses per year

MINIMUM CREDIT REQUIREMENTS TO ATTAIN THE FOLLOWING GRADE STANDING

STUDENTS MUST HAVE THE FOLLOWING HIGH SCHOOL CREDITS

AT THE BEGINNING OF THE SCHOOL YEAR TO BECOME A:

SENIOR	**20 credits**
JUNIOR	**13 credits**
SOPHOMORE	**6 credits**

<u>Transfer students will have credit requirements pro-rated</u>

No seventh or eighth grade courses will be awarded credit toward graduation (*Including Grade 8 - Algebra 1*)

GRADUATION REQUIREMENTS FOR THE CLASS OF 2013 AND BEYOND

28 high school credits required for graduation

The minimum credit distribution should be as follows:

Four	English credits
One	U.S. History credit
One	Biology credit
Six	Humanities/Arts Component credits (see below)
Seven	Science/Technology Component credits to include a computer course (see below)
Two	Physical Education credits
MCAS	Competency Determination

HUMANITIES AND ARTS COMPONENTS

All students are to pass a minimum of 6 credits to include 1 Social Studies course.
An administrative waiver may be granted.
(ELECTIVES WILL ALTERNATE/VARY EACH YEAR)

ENGLISH COURSES
Writing Skills Workshop I, II
AP English Language and Composition
AP English Literature and Composition
Page to Stage

SOCIAL STUDIES COURSES
Psychology
World History II
United States History II
Sociology

ADDITIONAL COURSES
Art Expressions
Art I, II
Ceramics
Digital Photography
Drawing

Spanish I-II-III-IV
Vocal &/or Instrumental
Virtual H.S.**

** Subject dependent

SCIENCE AND TECHNOLOGY COMPONENTS

All students are to pass a minimum of 7 credits to include 1 Science course, 2 Math courses, And 1 computer based course. An administrative waiver may be granted.
(ELECTIVES WILL ALTERNATE/VARY EACH YEAR)

MATH COURSES
Algebra I, II
Accounting I, II
Analysis
Int. Math I, II
Geometry
Pre-Calculus
Calculus
Special Topics in Math
Basic Geometry
Algebra Rev/Trig
Senior Math

BUSINESS COURSES
Personal Finance
Marketing
Career and Business Skills
Accounting I, II

SCIENCE COURSES
Anatomy/Physiology (*honors*)
Environmental Science
Chemistry (*honors*)
General Chemistry
Sci-Tech Modules
Physics
Intro to Human Anatomy
Biotechnology
AP Biology

ADDITIONAL PROGRAMS
Virtual H.S.**

** Subject dependent

WARE JUNIOR/SENIOR HIGH SCHOOL
GRADUATION REQUIREMENTS: 28 COURSE CREDITS

(For students in the graduating class of 2013 and beyond)

Course	Grade-Level Requirements	Credits
English:		**4 credits**
English 9 or Honors English 9, Writing Skills Workshop	9	*The 4 credits must be:* English 9 Honors English 9……1 credit
English 10 or Honors English 10	10	English 10 or Honors English 10...1 credit
English 11	11	English 11, AP English,
English 12	12	or dual enrollment English……1 credit
English 11 or 12 may be substituted with AP English or dual enrollment English		English 12, AP English, or dual enrollment English……1 credit

Mathematics: 2 semesters 2 semesters	 9, 10 11, 12	**4 credits**
Physical Education/Health: Health/ PE PE PE PE	 9 10 11 12	**2 credits**
Science: Environmental Science Biology	 9, 10 9, 10, 11, 12	**3 credits** *(1 credit must be Biology)*
Social Studies: World History II U.S. History I U.S. History II	 9 10 11	**2 credits** *(1 credit must be U.S. History)*
Fine Arts: Performing Arts I, II Instrumental/Vocal (Music) Art I, II Art Expressions Drawing Ceramics	9, 10, 11, 12	**1 credit**
Technology/Computers: CAD Computer Science Sci. Tech. Computer Information Systems Digital Photography Virtual High School	9, 10, 11, 12	**1 credit**
Additional Credits: Consideration will be given to a student's particular interest or goals.	9, 10, 11, 12	**11 credits**
MCAS		Competency determination; English Language Arts (ELA), Mathematics, and Science

MINIMUM COLLEGE ADMISSIONS STANDARDS

Academic Unit Requirements:	**16 units of college preparatory course work**
English:	4 units
Mathematics	3 units (Algebra I & II, Geometry/Trig or comparable course work, a fourth year of math is suggested)
Sciences:	3 units (2 units with lab, e.g. Biology, Chemistry, Physics)
Social Studies:	2 units (1 year U.S. History)
Foreign Language:	2 units of a single language, 3-4 suggested
Electives:	2 units (choose from subjects listed above, Arts & Humanities and/or computer science

Minimum recommended grade point average for Massachusetts public colleges and universities (i.e. Westfield State, UMass Amherst etc.) is a 3.0 which is a B average in the above listed college prep work.
For students whose GPA falls below 3.0, there is a provisional sliding scale utilizing SAT scoring...see your guidance counselor for assistance regarding requirements for specific programs. Four year private colleges may differ in their requirements. Check with counselor regarding specific requirements for individual schools and refer to preceding college prep requirements. Check with college view books and websites for specific program requirements.

TWO-YEAR COLLEGES

Most two-year colleges, such as community colleges, have an open door policy to meet the needs of a diverse population. However, some programs are more competitive and will require specific courses. Health and engineering majors are examples of programs that require three years of college math and two years of a lab science and may require SAT scores. Check with college view books and websites for specific program requirements.

HONOR ROLL

A list of honor roll students is published at the end of each quarter. To qualify for honor roll, students must have the grade point averages listed in the Grading Policies chart above:

High Honors	**90 average with no mark below B+**
Honors	**85 average with no mark below B-**

LOSS OF CREDIT

Students absent more than five days in a semester are subject to loss of academic credit due to excessive absences, regardless of whether the absences were excused. The Principal or appointed designee will meet to review the student's individual situation. He/she can allow full credit, deny all or partial credit, or place a student on academic probation. Academic probation involves the student having the semester's credit withheld. Additionally, certain requirements may be made of the student in order for him/her to regain the lost credit. The Principal and the Attendance Review Committee will make the final decision based upon the student's subsequent attendance record and success in meeting the requirements it had set for the student. Parents/Guardians will be notified by mail when a student reaches his/her fifth absence in a semester. The Parents/Guardians will be notified when a student accumulates ten absences and are contacted regarding loss of credit. Students have five (5) school days to appeal in writing to the Principal, who will determine the outcome regarding the loss of credit, restore credit, or probation). Any student who loses credit will automatically become ineligible for extra curricular activities.

NATIONAL HONOR SOCIETY AFFILIATION

WJSHS is a member chapter of the National Honor Society, which is sponsored by the National Association of Secondary School Principals. The purpose of NHS, as found in the national constitution, is to:

- Create enthusiasm for scholarship.
- Stimulate a desire to render service.
- Promote leadership.
- Develop character.

A formal induction ceremony will take place in the spring. Candidates for membership will receive an information packet, due in to the NHS Chapter Adviser, in January. In order to be scholastically eligible, candidates must have the requisite 3.5 cumulative GPA, recalculated at the end of semester one. Additional eligibility determinates are evidence of service, leadership and character, as specified in the chapter by–laws.

PROGRESS REPORTS

Progress reports are issued to all students by mid-quarter (5 weeks). Senior students will not receive fourth quarter progress reports.

FINAL EXAMS

Teachers of senior students may, at their own discretion, exempt seniors from their final exams if the student has an average of 85 or higher. If this is the case, the teacher must insert a grade of "E" for exempt from the final exam.

REPORT CARDS

Report cards are issued four times a year at approximately ten-week intervals.

SUMMER SCHOOL/NIGHT SCHOOL/CREDIT RECOVERY

1. A student with a final grade of 55 or less will not be able to make-up that class in summer school.
2. For any student attending summer school the school/program must be approved by the administration.
3. Only seniors with administrative and teacher approval can make up required courses in a summer school program. If a student fails a required course they must retake it at Ware Junior/Senior High School for credit.
4. If a student is allowed to take a summer school course, both the final grade for that course and the final grade for the failed course will appear on student's transcript. (Both grades will be averaged in for the GPA).
5. If a student passes a class at Ware Junior/Senior High School they may not retake that class at summer school for an improved grade without the consent of the teacher and administration.

TESTING GRADES 9-12

SAT Subject Tests: Consists of tests from particular academic subject areas and is required for admission to competitive colleges.

SAT: The SAT is the nation's most widely used college admission test. It measures the skills you have learned in and outside of the classroom and how well you can apply that knowledge. It tests how you think, solve problems and communicate.

PSAT/NMSQT: The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. These tests, taken primarily by high school juniors, not only expose students to college testing procedures, but are also used to identify National Merit Scholars. For the past two years, we have also included the sophomores in this testing.

MCAS: The Massachusetts Comprehensive Assessment System. Ware Junior/Senior High School participates in the statewide mandated testing program "MCAS". All students in grades eight and ten are tested in May in the following subject areas: English language arts, mathematics, science and technology, history and social science. Testing will also be done in grade seven in English and Math. Testing for English MCAS will be in the month of March and math during the month of May. According to Massachusetts state law, students in the Class of 2003 and beyond will need to earn competency determination in English Language Arts, mathematics and science/technology in order to graduate and receive their high school diploma. This means that students will need a score of 220 or higher on each of these exams. Additionally, students who score below 240 (proficient) on the English Language Arts and mathematics tests will be placed on Educational Proficiency Plans. These EPPs, simply stated, prescribe the increasingly rigorous courses in English and or math that the student must continue to take and pass in order to graduate. Parents/guardians will receive notification by mail in October/November informing them if their son/daughter is on an EPP.

NON-CUSTODIAL PARENT REQUEST FOR STUDENT RECORDS
PER 603 CMR 23:00: M.G.L. ch. 71, 34D, 34F

I, _____, the non-custodial parent of
(Please Print or Type Name of Non-Custodial Parent)

_____, _____, a student at
(Please Print or Type Name of Student) (Date of Birth)

_____, request access to the student record.
(Please Print or Type Name of School)

By my signature below, I attest that:

1. I have not been denied legal custody or been ordered to supervised visitation, based on a threat to the safety of my child that is specifically noted in the order pertaining to custody or supervised visitation.

2. I have not been denied visitation.

3. My access to my child has not been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, and/or

4. No order of a probate and family court judge prohibits the distribution of my child's records to me.

I understand that, upon receipt of this request, the school will immediately notify the custodial parent that it will provide access to me after 21 days, unless the custodial parent provides the principal with documentation that I am not eligible to obtain access as set forth above.

I understand that the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from these records.

I understand that any and all copies of records provided to me will be marked to indicate that they shall not be used to enroll the student in another school.

_____ _____
(Signature of Non-Custodial Parent) **(Date)**

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

All educators, administrators, staff and students share responsibility for monitoring and reporting incidents of bullying/intimidation within the school community.

Bullying is defined as the victimization, intimidation or mistreatment by others in the school community, based on unequal physical, psychological or social power or perceived power. Bullying does include cyber-bullying and may constitute a crime. Bullying includes behaviors that can cause physical and/or emotional harm, are unwelcome, intentional, and usually repeated. Bullying can be verbal, physical, direct (face-to-face) and/or indirect (e.g. through another person, in writing, etc.). Bullying generally involves a pattern of conduct that is directed at another person, rather than a single, isolated incident. Bullying does not include elements of bias (as defined under: Harassment).

1. **Name of Reporter/Person Filing the Report: _____**
   (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. **Check whether you are the :** ☐ **Target of the behavior** ☐ **Reporter (not the target)**

3. **Check whether you are a:** ☐ **Student** ☐ **Staff member (specify role) _____**

   ☐ **Parent** ☐ **Administrator** ☐ **Other (specify) _____**

Your contact information/telephone number: _(_____)_____

4. **If student, state your school:_____Grade: _____**

5. **If staff member, state your school or work site: _____**

6. **Information about the Incident:**

Name of Target (of behavior):_____

Name of Aggressor (Person who engaged in the behavior)**: _____**

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ ☐ Student ☐ Staff ☐ Other: _____

Name: _____ ☐ Student ☐ Staff ☐ Other: _____

Name: _____ ☐ Student ☐ Staff ☐ Other: _____

Where did the incident occur? (check all that apply)	What happened during the incident? (check all that apply)		Did a physical injury result from this incident? (check one)
☐ School Bus/Stop ☐ To/From School ☐ Text/phone/internet/Social Media ☐ School sponsored activity ☐ Event off school property ☐ School Grounds ☐ Other:_____	☐ Taunting ☐ Threat ☐ Intimidation ☐ Stalking ☐ Theft ☐ Other	☐ Retaliation ☐ Humiliation ☐ Exclusion ☐ Physical Contact ☐ Cyber-bullying	☐ No ☐ Yes, medical attention required ☐ Yes, medical attention NOT required Student absent from school as a result of incident? ☐ Yes ☐ No Number of days absent:

Describe additional details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

_____

_____

_____

_____

_____

_____

Form Given To: _____ Position: _____

Date: _____ Signature:_____

The completed form should be submitted to the Principal.

PARENT CONCERN/COMPLAINT SHEET

NOTE: The completed form should be submitted to the Principal.

Name of Parent/Guardian: _____

Address: _____

Phone number and time you can be reached: _____

Student Name: _____

School/Grade: _____

Date and Time of concern: _____

Have you contacted the school? Yes _No_ Who did you speak with? _____

A. Description of Concern (as communicated by parent): _____

_____

_____

_____

B. How would you like to see this concern resolved _____

_____

_____

_____

_____

C. Disposition: _____

_____

_____

_____

(Use space below for continuation from previous page)

A.

B.

C.

Adoption Date: May 16, 2007
Reviewed: August 1, 2018