

QUALTERS MIDDLE SCHOOL



Student Handbook

2017-2018

All students regardless of national origin, limited orientation, gender identity, disability, or housing status, including athletics and other extracurricular activities.

race, color, sex, religion, English proficiency, sexual

orientation, gender identity, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

Principal

Suzanne Ryan

Assistant Principals

David McGovern

Kevin Hoffman

www.mansfieldschools.com

To request a hard copy of this handbook, please contact the main office.

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

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MANSFIELD PUBLIC SCHOOL SYSTEM DIRECTORY

www.mansfieldschools.com

Qualters Middle School, 240 East Street, Mansfield, MA 02048, 508-261-7530

Phone: 508-261-7530

Fax: 508-261-7535

Principal: Suzanne Ryan

Assistant Principals: David McGovern, Kevin Hoffman

Assistant Director of Special Education: Jim Leonard

Central Administration, Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048

Superintendent of Schools

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Assistant Superintendent for Teaching and Learning

Michael Connolly (508) 261-7500

Assistant Superintendent for Finance and Operations

Edward Donoghue (508) 261-7503

Director of Special Education

Bernadette Conroy (508) 261-7507

Director of Human Resources

Jocelyn LeMaire (508) 261-7500

School Resource Officer

Detective Kenneth Wright (508) 261-7540

Supervisor of Attendance

Peter Vargas (508) 261-7530

Mansfield School Committee

Kiera O'Neil, Chairperson

Lynn Cavicchi, Vice Chair

Linda Fernando

Jenn Walsh

Lauren Scher

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- Denotes District Policy Code Identification.

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It is the intent of the Mansfield School Committee that student handbooks will conform in all respects with School Committee Policy and federal and state laws and regulations.

The Mansfield Public Schools adheres to federal and state laws and regulations. The Mansfield School Committee reviews and updates its policies on a continual basis. Changes to district policy are sometimes made after the beginning of a school year and thus will not be reflected in this publication. Any School Committee policy referenced in this handbook may have an updated version on the district website that would supersede the handbook policy. For the most recent version of all district policies, please visit the School Committee page at www.mansfieldschools.com.

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BELIEFS AND EXPECTATIONS

DISTRICT RIGHTS AND RESPONSIBILITIES

An education in the Mansfield Public Schools is the right of every resident in the Town of Mansfield. Students have the right to be treated fairly and humanely and in a manner that adheres to the spirit and intent of all rights granted in the laws of the Commonwealth of Massachusetts and in the Constitution of the United State of America.

All students are required to conduct themselves in an appropriate manner with respect for themselves, their fellow students, and all other members of the school community, including but not limited to: aides, administrators, bus drivers, cafeteria workers, custodians, librarians, monitors, secretaries, substitutes, and teachers.

Students have a responsibility to observe the rules and regulations of the Mansfield Public Schools. The Principal makes these rules and regulations with the advice of the Principal's assistants, teachers, students and parents.

The Principal is responsible for maintaining discipline on the school premises adequate for the safety of all persons and property and the orderly conduct of instruction. Accordingly, the Principal has the authority to take all reasonable action to carry out this responsibility. The authority of the school extends to all school-sponsored functions and activities, all school property, and all school-sponsored travel.

The classroom teacher, with the assistance of the administration as needed, is responsible for maintaining discipline of the students in the classroom and in other areas when students are under their supervision. The teacher may take all reasonable action to carry out this responsibility.

HAROLD L. QUALTERS

Our middle school was formed in 1969 and was known as the Mansfield Middle School. The name was changed in 1972 to the Harold L. Qualters Middle School in honor of Harold Qualters. Mr. Qualters contributed over 35 years of service to the Mansfield school system, starting back in 1934 when he taught Math and English. He became Junior High Principal in 1946, Principal of the Park Row School in 1954, and the High School Principal in 1957. In 1967, Mr. Qualters was appointed Assistant to the Superintendent, a position he held until his death on April 25, 1971.

OUR CORE VALUES

The Qualters School community is committed to being a place where:

- Students develop positive self-esteem in a climate of high expectations.

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- Students recognize that mutual respect is a cornerstone to a sense of belonging to the school community.
- Students develop a strong work ethic and leave QMS as confident, caring, responsible learners who are capable of tackling new challenges.

THE QUALTERS IDEAL

The Qualters Ideal is not that we will all agree with each other,
or even like each other, every minute of the day.
It is rather that we will respect each other's rights,
especially the right to be different, and that, at the end of the day,
we will understand that we are one people, one school and one community.

STUDENT RIGHTS

- To be treated with the same respect that all people should have.
- To do your work without being disturbed by others.
- To have your personal property rights respected for items that are normally accepted in school.
- To ask questions when you don't understand something.
- To get a good education and do your best work.
- To have and express your own opinion provided you do so in a respectful manner.
- To know how you are doing in your schoolwork.
- To be safe from someone hitting or harming you.
- To speak and listen to language that is appropriate for school.
- Not to be teased.
- Not to be harassed physically or verbally.

HANDBOOK POLICIES AND PROCEDURES #CHCA, CHCA-E

The Qualters Middle School Handbook has been prepared to create a better understanding among students, parents, and teachers. These documents combine to serve as a reference on the basic policies governing the operation of Qualters Middle School.

No handbook can completely explain all the policies and practices of a school. This does not diminish its usefulness. It merely takes notice of the fact that the school is obligated to treat every student as an individual and assess every situation in the light of how it affects the education and development of the individual student. The administration reserves the right to alter any of the recommended policies or procedures prescribed within this student handbook. When applying the policies and regulations of the school, students will always be accorded their due process. Massachusetts General Law supersedes the provisions of this handbook, to the extent that any provision of this handbook is in conflict with the law.

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SCHOOL—HOME COMMUNICATION

BULLETINS AND ANNOUNCEMENTS #KDD, EBCE

We will conduct opening exercises and pledge our allegiance to the flag during the homeroom period from 7:25-7:30. Some notices of club meetings, intramurals, social events, general information and specific instructions are read during this time. We expect students to be courteous, respectful, and attentive to the announcements each morning. Special notices may be announced over the intercom, but every effort will be made to keep these to a minimum. All morning announcements are posted in front of the main office and on the QMS website daily at qms.mansfieldschools.com.

CONFERENCES (SCHOOL)

Parent-teacher conferences are typically scheduled at the start of Term 2. Evening and afternoon conference times are available. Conference meeting times are scheduled by the Team Liaison and are on a first-come, first-served basis. Information on scheduling conferences will be sent home with your child and will be available on the QMS website.

CONFERENCES (PARENT)

Parent conferences can be scheduled as needed either by the teacher or by the parent. To schedule a conference, email the specific teacher you wish to speak with or the Team Liaison.

COMMUNICATION

- **PHONE:** The phone number for Qualters Middle School is: 508-261-7530
- **MAIL:** The address for Qualters Middle School is: 240 East Street, Mansfield, MA 02048
- **EMAIL:** All teachers and administrators can be reached by e-mail. Use their first name dot last name, i.e. john.doe@mansfieldschools.com.

CURRICULUM NIGHT

All parents/guardians are invited to attend Curriculum Night, which is held in September. At this time teachers give an overview of their classes, including curriculum descriptions, expectations, and routines. The evening is ended with an opportunity to ask questions of the classroom teacher in an informal manner.

CUSTODY ISSUES

Official court orders regarding the custody and care of any student must be filed in the Qualters Middle School Guidance Office at the beginning of each school year or at any time during the school year, should the custody of a student change.

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GIFTS TO EMPLOYEES #GBEBC

The Mansfield Public Schools adheres to all Massachusetts General Law Chapter 268A and State Ethics Commission's rules and regulations.

While families often give gifts to teachers, coaches, and other staff at the holiday time or end-of-year/end-of-season as an expression of gratitude for their hard work, it is important that parents who choose to do so adhere to the requirements under state ethics and conflict of interest law in order to avoid placing teachers and staff in an awkward position. These guidelines are as follows:

- **Individual Gifts:** Under state law, public school teachers and other public employees are generally prohibited from accepting gifts valued at \$50 or more (aggregated) for the school year. Public employees are required to disclose gifts received from individual students and parents/guardians that are not class gifts.
- **Group Gifts:** An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to \$150, if a group of students and/or parents wish to pool their contributions toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient.
- **Gifts to the Classroom, Program or the School:** Families may also give gifts to the classroom, to academic, co-curricular and extracurricular programs, or to the school or District, in accordance with the rules of the Mansfield Public Schools.

PARENT ORGANIZATIONS

QMS Parent Advisory Council (QMS PAC)

The QMS Parent Advisory Council is the parent organization at the middle school; it works in partnership with the teachers and administrators at QMS. Every parent/guardian of a QMS student automatically is a member of QMS PAC. PAC monthly meetings with the QMS Principal are a way for parents to stay informed, make recommendations, and provide the QMS administration with important feedback and insight from the parent's perspective. The PAC also raises funds to support student learning at QMS and awards funds through a grant process. To learn more about QMS PAC, please visit their website at qmspac.wordpress.com.

Mansfield Special Education Parent Advisory Council (MSEPAC)

The Mansfield Special Education Parent Advisory Council (MSEPAC) offers membership to all parents of students found eligible for special education in the Mansfield district, as well as other interested parties. The MSEPAC is authorized by state law to provide advice to the district regarding special education programs and policies. Additionally, the MSEPAC is authorized to meet with designated school officials and to engage in activities that enable the MSEPAC to participate in the planning, development and evaluation of the district's special education

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programs. To learn more about this organization, contact the Mansfield Public Schools Special Education Department.

School Council #BDFA

The School Council is a representative, school-based committee composed of the Principal, parents/guardians, teachers, and community members. The School Council has an advisory role in shaping the policies and programs of QMS. The QMS PAC holds an election for parent representatives to serve on the QMS School Council at Curriculum Night each fall.

SCHOOL MESSENGER

The Mansfield Public Schools use the School Messenger notification system to communicate important information to parents and guardians that needs to be distributed immediately. Information can be sent to personal email accounts and telephone numbers on file with the school.

SCHOOL STRUCTURE

The Qualters Middle uses a team teaching system that is a foundational element of the middle school model. There are a total of nine teams, three per grade, at QMS. Each team is made up of six teachers (English Language Arts, Math, Science, Social Studies, Special Education, and Literacy (grade 6) or Foreign Language (grades 7 and 8). Each Team Liaison has a designated Team Liaison who manages most matters on team. Please contact your Team Liaison with any questions or concerns.

SCHOOL-RELATED PROBLEMS AND CONCERNS

The following guidelines may be helpful for addressing concerns or problems.

1. Any concerns regarding a school-related matter should first be raised by the parent with the staff member most directly involved.
2. If the matter remains unresolved, the parent may wish to speak with the building Principal. Appointments can be scheduled by contacting the office.
3. If the matter is still unresolved, the parent may wish to speak with the Superintendent. For appointment, call the Superintendent's Office at 508-261-7500.
4. If the matter remains unresolved, the parent may wish to bring to the attention of the School Committee by writing a letter to the Mansfield School Committee at Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048 or e-mailing the Committee at school.committee@mansfieldschools.com.

We urge parents to use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting "at the top" inevitably results in no decision and the matter will be remanded to the staff member most directly involved.

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The following are examples (not an all-inclusive list) of issues that are most appropriately addressed at the levels indicated:

1. Teachers
 - a. Student homework assignments, quizzes, tests
 - b. Course content, instructional materials, academic progress, extra help
 - c. Issues related to classroom discipline, relationships with students and staff
2. Team Liaisons
 - a. Academic Team-based issue/concern
 - b. Social issue/concern
 - c. Schedule team meetings/conferences
 - d. Volunteer questions
3. Guidance Counselors
 - a. Problems between home and school; teacher and student, student and other students
 - b. Personal matters relating to student development, behaviors, interactions with others
 - c. Course selection and student schedule
 - d. Private school and vocational school decisions/applications
4. Special Education Department
 - a. Request for special education testing
 - b. Questions about English Language Learner services or homeless student services
 - c. Individualized Education Plan (IEP) questions/concerns
5. Principals/Assistant Principals
 - a. Any issue arising out of a building when no other staff member can be identified
 - b. Student placement issues (instructional level, team placement, etc)
 - c. Instructional and extracurricular program issues
 - d. Issues related to the physical plant
 - e. Complaints, dissatisfaction or concerns regarding school personnel
 - f. Student records, school-wide discipline, bus conduct, school policies/procedures
6. Assistant Superintendent
 - a. Curriculum planning/development
 - b. Professional development
 - c. Compliance under Civil Rights law (including Title IX and Section 504) and regulations
7. Superintendent
 - a. Questions regarding application of School Committee policies or administrative procedures
 - b. School Committee meetings and agenda items
 - c. Any school system records or documents
 - d. Budgetary matters

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- e. Hiring and supervision of staff
 - f. Complaints, dissatisfaction, or concerns regarding school personnel which were not addressed at the Principal's level
 - g. Concerns or questions about the curriculum
 - h. Transportation matters
8. School Committee
- a. Matters pertaining to School Committee policy and procedures
 - b. Concerns about specific courses to be added/deleted/changed
 - c. Complaints/concerns about the Superintendent
 - d. School Committee agenda items and minutes of meetings
 - e. Budgetary matters
 - f. Long-range planning (facilities, programs, etc.)

VISITORS #KI

Student guests are not allowed during the school day. Parents and authorized visitors are welcome but are required to enter the building through the front lobby doors, sign in and out at the main office, and wear guest passes during their visits.

VOLUNTEERS

Volunteers are welcome in Qualters Middle School. The principle areas of volunteer services include: photocopying, special projects and activities, and field trips. Volunteer information is distributed at the beginning of the school year by the Qualters Middle School Parent Advisory Council (PAC). A Volunteer Sign-In Book is located inside the school office. Volunteers are asked to sign in every time they enter the building and to wear a volunteer/visitor badge.

To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers. The one-page CORI Form is available in the Office of the School Principal or online on the district website.

ASPEN STUDENT PORTAL

ASPEN is a data management system that is used by the Mansfield Public Schools. ASPEN is the main communication tool for parents to check on their student's academic standing. QMS teachers and staff upload items including but not limited to: homework, grades, projects, materials, and other important information. Each student receives an ASPEN username and password at the start of the school year. It is strongly recommended that parents/guardians keep a copy of the ASPEN username and password and check the student's account on a regular basis. If the username and/or password is lost or not working properly, please contact the QMS main office.

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ATTENDANCE

ATTENDANCE POLICY AND PROCEDURE #JH, JHB

School attendance is compulsory in Massachusetts for all persons between the ages of six (6) and sixteen (16). It is the shared responsibility of the student, their family, and the school to maintain a good attendance record. When a student is absent from or tardy to school, the parent/guardian must present to the school office on the day the student returns the proper written documentation in order to excuse the absence/tardy indicating the date, the name of student, the days of absence/tardy and the reason for the absence/tardy. Regardless if the absence/tardy is excused please notify the main office if a student needs to be absent/tardy to school. In addition, when a student is absent for five consecutive days or more a doctor's note must also be presented. Failure to attend school without a valid excuse may warrant school personnel seeking help for the student and their family through supportive counseling, meetings and, if necessary, court action.

ABSENCE FROM SCHOOL

We understand students may stay home from school when sick and not see a doctor. Students are not required to present a note from a parent when returning from an absence. However, in order for absences to be medically excused, documentation from a doctor is required. Parents are required to call (508) 261-7530 by 9:30 a.m. and notify the school when their child is absent. Parents will be notified through the automated school messenger system before noon if a child is marked absent and a parent did not call in the absence.

Absences As A Result Of Disciplinary Infractions

A student who cuts class receives zero credit for the work from the class that has been cut and cannot make up the missed work for class credit. A student who is suspended externally receives an absence for each day but may make up the work they missed while serving the suspension for full class credit.

After a student has been absent for two or more days, parents/guardians may request work for their children. Requests for work are to be made by calling the main office before 8:00 am and work will be available for pickup starting at 1:00pm.

Excusable Absences/Tardy

In order for an absence to be excused the student must provide the proper written documentation for the following reasons:

- Documented school visitation (no more than five in an academic school year)
- Documented court appearance
- Authorized school field trip (signed permission slip provided to teacher)
- Religious observances (prior written notification to administration)
- Bereavements with parental letter
- Family emergency (submit written explanation to building administration for approval)

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- Documented hospitalization (Medically exempt)
- Medical (documentation from a health care provider/doctor). **Dismissal from school by the School Nurse is not considered an excused medical absence.**

Home And Hospital Tutoring

Our policy is in compliance with the state's regulations that govern the school's responsibility to provide home-based tutoring. The Mansfield Public Schools support educational services for students upon receipt of a physician's written order that the student must remain at home or in a hospital setting for medical reasons for a period of not less than 14 school days in a year. The tutoring services are of sufficient frequency to allow the student to continue their educational programs as long as the sessions do not interfere with the student's medical needs. Educational tutoring plans are created on an individual basis. The tutoring form must be renewed every 60 days.

Incomplete (I)

Students who receive an "I" on their report card will have 2 weeks following the distribution of grades (report cards) in order to make-up all missing assignments. If the work is not completed on time, the teacher will submit a grade to Guidance based on the work complete.

Medically Exempt (M) Absences

Students with documented medical issues are able to obtain a recorded medical exemption (M) for purposes of attendance and grade record. Students with a medical exemption will not receive a numerical grade for the class in which the "M" was given.

ARRIVALS

School officially begins at 7:25 a.m. The school is open at 7:00 a.m. Students may not arrive before that time. If students arrive between 7:00 a.m. and 7:15 a.m. they must report to the Cafeteria (Grade 6), the Gymnasium (Grade 7), or the Auditorium (Grade 8) and must remain there until they are dismissed. If students arrive at school between 7:15 a.m. and 7:25 a.m., they should go to their locker and then to first period. If students arrive after 7:25 a.m. they are late and must go to the attendance desk for a late pass.

EARLY DISMISSALS

If a student needs to be dismissed from school early, the student needs to bring a note in the morning to the attendance desk. The note should include the following: name of student, date, time of dismissal, parent/guardian's name who will be picking up the student and their signature. The parent/guardian must come into the school office to sign out the student for the day. If the student returns, they must report to the office first before going to classes.

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RELIGIOUS HOLIDAYS/OBSERVANCES

In recognition that the community continues to become more diverse, the Mansfield Public Schools recognize that a number of religious and holy days occur during the school year. The Mansfield Public Schools adhere to the following practices:

- All students will be allowed to observe and participate in their religious activities, without penalty. These students will receive an excused absence. Students will be allowed to make up class work, homework and/or any assignments during their religious absence.
- Long-term reports or special projects which are due on one of the major religious days, will be submitted to the teacher on a mutually-agreed-upon date, prior to or following the student's return to school, with no late penalty.
- Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holiday or holy day. Provisions should be made for students who expect to be absent. Please notify the teacher in order to obtain assignments that may be necessary ahead of time. In no situation will a student be made to feel uncomfortable because they chooses to exercise their religious convictions. Mansfield Public Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other school work during their absence. Students will be given the opportunity to make up this work within an appropriate amount of time determined by the teacher.

STUDENT ABSENCE NOTIFICATION PROGRAM

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee will meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day will be equal to two (2) or more class periods in the same day) in a school year. The meeting will be to develop action steps to improve student attendance and will be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

TRUANCY

Truancy (skipping school) is a very serious violation of the State's attendance laws. If students are reported truant, they will be referred to the school's attendance officer and may face court action.

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TARDINESS

If students are not in their homeroom by **7:25 AM**, they are tardy. A parent must telephone the school or excuse them for the tardiness in writing. If the excuse is written, it must include the date and the estimated time of the student's arrival at school, must be written and signed by the parent or guardian. After the 5th tardy, a letter will be sent home reviewing district attendance policies and possible consequences for continued tardiness. Students who are habitually tardy, even with written excuses, may be subject to disciplinary action including involvement with administration and the attendance officer.

VACATIONING STUDENTS

The most important aspect of learning is the interchange of thoughts, ideas and facts among teacher, student and peers. No amount of reading or writing assignments can replace this process. When parents find it necessary to take their child on vacation during the school year the following practice will be adhered to:

- Teachers plan the next day's instruction based on previous classes. Teachers will not be expected to provide work prior to a planned vacation. Upon the student's return to school, the teacher will provide the work that needs to be made up and the student will have two days for every day missed to make up their work.
- Students who are out of school at the end of the marking term may receive an incomplete on their report card. If the work is made up in the appropriate amount of time the grade will be changed but will not be officially reflected until the next report card.

CURRICULUM AND PROGRAMS

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC) is a separate classroom, coordinated by a licensed educator, where a variety of academic supports are provided to students in need. Students are referred to the ALC through a cooperative effort of their teachers, administrators, Guidance Counselors, and School Nurses.

AFTER-SCHOOL ACTIVITIES/ENRICHMENT

After-school activities are a wonderful way for students to expand their knowledge in different subject areas. If a student is staying after school the following rules are expected to be followed:

1. Once you leave the building for the day, you are not allowed back into the school
2. No wandering in the halls.
3. Students staying after must be accounted for by the teacher.
4. All students must have a pass upon leaving the teacher.

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5. The late bus is available only to those students who stayed after school and were engaged in extra help or extracurricular activities.

Eligibility for all extracurricular activities is **dependent upon student attendance**. A student absent on the day of a school activity will be ineligible to participate in extracurricular activities on that day. Final eligibility ruling for a student to participate will be determined by the administration. Saturday participation will be determined by Friday's attendance. At least three hours constitutes attendance for participation in extracurricular activities.

The school also has a variety of after-school activities which we encourage all students to get involved with. Information on enrichment opportunities can be found on the QMS website at: qms.mansfieldschools.com and in the QMS main office.

BAND AND ORCHESTRA

The QMS Band, Chorus and Orchestra programs are open to all students from grades 6-8.

Each student may participate in one of the three programs. Students range in skill from fourth and fifth year players/singers to brand new student musicians. All students in Band and Orchestra participate in lessons and full ensemble rehearsals. Students in chorus participate in full ensemble rehearsals. There are numerous concerts and performance opportunities during the school year. Information about participating in the band and orchestra programs will be distributed to students at the start of the year. For more information, visit the QMS Band, Orchestra and Chorus pages using the links on our school's homepage.

EXTRA HELP

Students may take advantage of special help sessions, which occur Monday through Thursday from 1:49 to 2:20 p.m. If a student is not doing well academically, or is having trouble understanding something in one of their classes, has something to make up due to an absence, or would like assistance from a teacher for a particular assignment or special project, students should stay for extra help. It is the student's responsibility to make arrangements with their teacher ahead of time if they would like to stay after. Bus students may take the late bus home after extra help sessions, but must get a pass from the teacher and bring it to the cafeteria where they will receive a bus pass. If the student is not a bus student but wishes to take the late bus frequently a late bus pass may be purchased. Information is available in the school office.

FIELD TRIPS #IJOA

Field trips and other educational travel that support and enrich the school curriculum are viewed as acceptable, worthwhile and appropriate educational experiences. School field trips are not considered an absence. Students are required to make up work missed in order to receive credit for the class missed. All school rules and regulations extend to field trips. Field trips are designed to complement and enrich the present curriculum. Parents/guardians are notified in advance of the arrangements for the field trip. Teachers and volunteers supervise

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the trips. In order to participate in field trips, the student must return a signed Parental Permission release form. Parents/guardians fund all field trips. The Mansfield Public Schools ensure that all students will be able to participate in school field trips regardless of financial need. Families experiencing financial difficulties may request payment of the field trip through the Principal.

To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all parent volunteers. The one-page CORI Form is available in the QMS Main Office and on the district website.

PHYSICAL EDUCATION (PE)

All students in Grades 6 to 8 participate in physical education and Health. It is important that each child be dressed properly for PE class. Children should wear elastic waist pants/shorts/skorts and sneakers. Hiking boots, indoor soccer or football cleats are not allowed. Children should not wear long earrings, and/or large hand or wrist jewelry. Necklaces should be removed or tucked inside clothing. Hats are not to be worn in gym. In order to be excused from PE class, a note from a doctor or healthcare provider must be provided.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a federally-mandated initiative that addresses the needs of struggling students. It follows a three-tiered model of instruction. The Qualters Middle School has established teams to provide support for teachers, who request assistance to develop, expand and implement strategies in the regular classroom to help meet the diverse needs of students.

The RTI team will:

- Use universal screening tools and other forms of data to identify students at risk for academic, behavioral or social/emotional issues.
- Design intervention plans to meet their needs.
- Monitor the progress of the student over time to ensure that they are closing the gap with their peers.
- Discontinue the intervention(s) once the student has closed the gap relative to their peers.
- Increase or modify the intervention(s) if the student is not making progress.

Glossary of Response to Intervention Terminology

Universal Screening: Class-wide assessments such as benchmark or baseline assessments are administered to identify students who are potentially struggling.

TIER 1/Core Instructional Interventions: All students receive instruction in the regular education classroom. Frequent progress monitoring using curriculum-based measurements (CBM) is conducted to assess struggling students' performance levels and rates of improvement.

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TIER 2/Targeted Group/Individual Interventions: Students whose progress in Tier 1 is not adequate receive additional support. A team consisting of the classroom teacher, special educators and other necessary staff makes instructional decisions based on an individual student's performance. The team identifies the academic problem; determines its cause; and then develops, implements, and evaluates a plan to address the problem. At QMS, this measure is addressed through the general education teachers, small group support, and progress monitoring. The interventions are flexible and individualized to meet the student's unique needs.

TIER 3/Intensive Individual Interventions: Students whose progress is still insufficient in Tier 2 may receive even more intensive intervention support. In Mansfield, Tier 3 may involve a full psychological and academic evaluation for the identification of a learning disability.

SPECIAL EDUCATION #IHB

All eligible students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the Individuals with Disabilities Act, and Section 28 of the Commonwealth of Massachusetts Regulations. Under the law, parent notification regarding the special education process is always the first step. In each school building, the Massachusetts Special Education Regulations are available for review.

Individualized Educational Program (IEP)

At no cost to families, evaluations to identify special education needs are provided for students from age three (3) through twenty-one (21) who have a disabling condition. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). A student has the following rights regardless of their age:

1. A student has the right to stay in their program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
2. A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of their ability.

At the Quarters Middle School, the following services are offered: screening to detect possible learning difficulties, formal assessments of student's learning abilities for TEAM Evaluations,

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development of Individualized Educational Programs, and consultation with parents/guardians, school staff and outside agencies.

As required by regulation, the Mansfield Public Schools provides a continuum of special education services to eligible students in the least restrictive environment.

The student referral process includes the following steps:

1. Phase One: Classroom teacher makes appropriate accommodations in the classroom and has conference with parents
2. Phase Two: Consultation with Student Support Team (SST).
3. Phase Three: Interventions and progress monitoring
4. Phase Four: Special Education evaluation if recommended by the SST.

Occupational/Physical Therapists (OT/PT)

The OT/PT staff provides school-based occupational therapy (OT) and physical therapy (PT) and related services as defined under § 300.34 of the Individuals with Disabilities Education Act (IDEA) and are provided to students who meet criteria for special education services under Special Education. The OT/PT staff provides support and assists the student in achieving the IEP goals.

Speech and Language

The Speech and Language Specialists provide direct individualized and small group services to modify the communication behavior of students presenting articulation, voice, and language and/or fluency problems. Assessments to determine each child's individual needs are completed by the speech and language specialists. Speech and language services are provided in the classroom or in a separate setting depending on the type of service and the needs of the student.

Section 504

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

If you have questions about section 504 or your child's 504 plan, please contact our building 504 Coordinator:

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David McGovern - Assistant Principal
 508-261-7530 X 23103
David.McGovern@mansfieldschools.com

STUDENT OF THE MONTH

The purpose of this program is to recognize the efforts of students on each team who “stand above the crowd.” Each team teacher puts forward the names of two students on a monthly basis. The team selects these students by consensus. These students demonstrate the following characteristics:

- Good effort
- Leadership
- Perseverance
- Consideration
- Participation in acts of kindness
- Well-roundedness
- Other considerations that the team may find appropriate

ACADEMIC EXPECTATIONS

GRADING

All subjects will be graded as follows:

Work of outstanding quality	90 – 100
Work of very good quality	80-89
Work of acceptable quality	70-79
Poor work, but passing	60-69
Poor work, not passing	Below 60

I = Incomplete work due to absences

P = Pass

F = Fail

N = Narrative Attached

M = Medically Excused

HOMEWORK

Homework is an extension of learning at school. Homework provides practice and drills that reinforce classroom learning, as well as opportunities for independent study, research, and creative thinking. Parents can help their children by seeing that assignments are completed. Homework assignments, projects, assessments, and much more are posted on the ASPEN system for student/parent review.

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HONOR ROLL (QMS)

In order for students to receive recognition as an honor student, students will have to meet the following criterion:

- **High Honors** – All grades must be **90 and above** in all subjects
- **Honors** – All grades must be **80 and above** in all subjects

PROGRESS REPORTS AND REPORT CARDS

Progress reports, parent conferences, and portfolios help to provide an overall picture of a child's progress. However, regular and open conversation between parent and teacher is the most important part of understanding a child's development. Progress reports are issued four times a year for Grades 6 through 8. Progress reports are sent home with students in October, December, March, and May.

In addition to mid-term progress reports, students/parents/guardians will receive computerized quarterly report cards listing the grade for each subject taken during a designated term. This will include the academic subjects. Students also will receive a grade for the specialist classes. Students who participate in band or orchestra will also be graded.

Students must bring progress reports and report cards home to be signed by parents/guardians and must promptly return them to their homeroom teacher. Students who continue to forget to return these will be assigned detention.

The exact dates of marking terms, progress reports, and report cards will be posted on the QMS website.

PROMOTION POLICY (QMS)

Students who fail any of the four major academics (ELA, Math, History/SS, and Science) for the school year (average of all 4 terms), and/or whose attendance does not meet state guidelines may be considered for retention.

Students who fail up to two academic courses for the year will be allowed to attend summer school to meet the promotion criterion. Students failing more than two academic courses will be ineligible for summer school and will be retained.

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BEHAVIORAL EXPECTATIONS/STUDENT CONDUCT

ACADEMIC MISCONDUCT

Cheating and plagiarism are a serious academic offense that impedes learning and diminishes personal growth.

Cheating

Cheating includes but is not limited to cheating on tests, quizzes, homework, or any other assignment regardless of point value. If a teacher determines that a student has cheated, the teacher will notify parents and administrators, and the consequences may be as follows:

- 1st offense: automatic zero on the assignment or exam
- 2nd offense: 1 day internal suspension, 1 day **external** suspension, or evening or Saturday detention, and a zero on the assignment or exam
- Any subsequent offenses may result in more severe disciplinary action.

Plagiarism

According to Webster's Collegiate Dictionary, 10th ed., to plagiarize is "to steal and pass off the ideas or words of another as one's own... to commit literary theft." Plagiarism may include any of the following acts: downloading an entire document from the Internet; cutting and pasting portions of a source from the Internet; copying or paraphrasing from the work of another student; copying or paraphrasing from published sources, such as Cliff's Notes, Spark Notes, books, magazines, newspapers, etc., without proper documentation.

If a teacher determines that a student has intentionally plagiarized, the teacher will notify parents and administrators, and the consequences may be as follows:

- 1st offense: the opportunity to redo the assignment for an automatic credit reduction of 25-30%
- 2nd offense: a zero on the assignment and possible further consequences may follow.
- Any subsequent offenses may result in more serious disciplinary action.

ATTIRE

Students in the Mansfield Public Schools are expected to be dressed to demonstrate respect for the community at all times, and students must adhere to the policy at all school-sponsored events.

We expect students to comply with the following dress standards and ask parents to support them. Dress in an appropriate manner conducive to a learning environment. Hence, students will:

- a) Dress in a manner that minimizes risk to their physical well being and/or risk to the physical well being of others.

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- b) Skirts or shorts will be worn so that they are no shorter than the length of the students' outstretched fingertips with their hands relaxed at their sides.
- c) Not wear clothing containing obscenities, sexually suggestive phrases, and references promoting the use and/or abuse of alcohol, tobacco and other drugs, or gang-related material.
- d) Not wear or carry coats, wallet chains, belt chains, or other apparel that may be deemed inappropriate during the school day. Students will not wear sunglasses in school unless they are required for documented medical purposes.
- e) Not wear hats (unless they are required for documented medical purposes or for religious reasons), do-rags, hoods, sweatbands, bandanas, or other items that cover the head.

Teachers who believe that a student is dressed in a manner that is distracting and/or disruptive to the educational process will refer that student to an administrator. If an administrator determines that the student has violated the dress code, the student may be sent home from school until they conform to the dress code. Anyone who needs clarification of the dress policy or who has specific questions should see the Principal or Assistant Principal.

BACKPACKS/HANDBAGS/SHOULDER BAGS

Students are welcome to use backpacks and bags to carry materials to and from school, but backpacks, handbags and shoulder bags or any other carrying devices are to be stored in lockers during the day. Students may only carry personal items in a small pocketbook that is not large enough to put a book in.

BEVERAGES AND FOOD

Students are not permitted to bring open beverages into school, including but not limited to open containers of juice, soda, coffee, tea and/or any type of "take-out" beverage. Once a container is opened it may not be brought into a hallway, cafeteria, or any other area of instruction. Students may bring only bottled water to class.

In addition,

- Students should not consume food in the hallways or the classroom.
- Students may not chew gum in school.
- Students with diagnosed medical conditions warranting beverage availability should bring a note from their Primary Care Physician to the School Nurse, who will authorize permission for the student to have access to beverages. Also students who require such accommodations through their IEP or 504 plans are permitted to have access to food and beverages.

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CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and the students appreciate the cooperation of everyone in:

1. Depositing all lunch litter in wastebaskets
2. Placing disposable lunch trays and utensils in the wastebaskets
3. Leaving the table and the floor clean for others

Throwing food or any other object in the cafeteria, or stealing food is prohibited and offenders will receive disciplinary action from an administrator. Inappropriate and disruptive behavior may result in exclusion from the cafeteria and/or Level II discipline. Students are not permitted to leave school during lunchtime. Neither food nor drink may be taken from the cafeteria.

MEAL CHARGES

The goal of the Mansfield Public Schools Food Services is to provide student access to nutritious no- or low-cost meals each school day. However, unpaid charges place a large financial burden on our district. The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price benefits or who pay for full-price meals have insufficient funds to pay for school meals, and to communicate the process for the collection of unpaid meal charges and delinquent account debt in compliance with federal requirements for the USDA Child Nutrition Program.

Under federal regulation, funds from the non-profit food service account cannot be used to cover the cost of charged meals or food items that have not been paid.

Meal Payment and Account Limits

Free meal status allows a student to receive a free meal (breakfast and lunch) everyday.

Reduced-price eligible students are able to purchase a breakfast for \$.30 and lunch for \$.40 each day. A reduced-price eligible student will be allowed to charge a maximum dollar equivalent of five (5) meals to their account after the balance reaches zero, which will be known as the "account limit."

All other students who pay for meals at the school's published paid meal rate each day will be allowed to charge a maximum dollar equivalent of five (5) meals to their account after the balance reaches zero, which will be known as the "account limit".

Charged Meals and A la Carte Items

Charged meals offered to students will be reimbursable meals that are available to all students. A la carte items are not included in the USDA program, and charging of a la carte items is not

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allowed. Milk purchased alone and not part of a school lunch or breakfast is considered an a la carte item and must be paid for when purchased.

If the student has a negative meal account balance, a la carte items cannot be purchased until the negative balance is paid, regardless of the student's ability to pay for a la carte items at the time of sale.

Alternate Meals

When a student reaches the "account limit" and does not have sufficient funds in their account or cannot pay cash for a meal, the District will provide an alternate lunch meal (Robinson students are exempted from receiving an alternate meal and will continue to receive a regular lunch meal). Regular breakfast meals will continue to be served.

The designated lunch menu alternate will contain all of the components for a complete lunch meal under state and federal requirements: milk, fruit, vegetables, whole grain, and meat / meat alternate (e.g., a sunflower & jelly sandwich or a turkey sandwich, with milk, fruit, and vegetables). Accommodations will be made for special dietary needs. The cost of the alternative meal will be charged to the student's account at the standard rate.

This alternate meal will be offered until the account is current and the debt is paid. The designated meal alternative will be charged to the student's account at the standard rate. Parents/guardians are responsible for payment of these meals to the Food Service program.

Student Meal Accounts

All families are encouraged to prepay for school meals to avoid unpaid meal charges. Funds should be maintained in student meal accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for an individual student at the end of the school year will be carried over to the next school year.

Meal Payment Options

- a. Cash or Check payments may be made at any cafeteria register. Checks should be made out to "Mansfield Food Service". Please include the child's full name on the memo line. Even if you choose to pay at the register for your student's meals, you can register at MySchoolBucks.com to see what is being purchased and to have a "low-balance" email reminder sent to you. This part of the website is free of charge.
- b. MySchoolBucks.com is an online program that allows the parent to "see" what is happening in the account. An account may be linked to a credit card or bank account and electronically transfer funds into a student meal account. There is a small transaction fee to use this electronic transfer. The "low-balance" email reminder and transaction report are free.

Block On Accounts

A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or set dollar cap.

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Refunds and Unclaimed Funds

- a. Withdrawn or graduating students may request a refund by writing or emailing Dawn Langtry, Food Service Director, 250 East Street, Mansfield, MA 02048, dawn.langtry@mansfieldschools.com for a refund of any money remaining in their account.
- b. Students who are graduating at the end of the year will be given the option to transfer remaining funds to a sibling's account with a written request.
- c. All refunds must be requested within 180 days of the student leaving the district. Any unclaimed funds after 180 days will become the property of the Mansfield Public Schools Food Service Program.

Preventing Meal Charges

Low-balance email reminders and account tracking is available on MySchoolBucks.com and is free of charge to help ensure households are aware of the potential to accrue meal debt. The Food Services Department will call or email households on a bi-weekly basis or as needed to inform parents/guardians of a negative balance owed by the student.

Students may be discreetly reminded at the time of purchase if they need to bring in money for meal purchases. When a student is close to the allowable limit for meal charges, they will be told if payment is not received, they may only be offered an alternative meal.

Food Services will notify the building administration and the parent/guardian before a student is offered an alternative meal. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child if applicable.

Applying for Free and Reduced Price Meals

Free and Reduced Price Meal Applications may be submitted at any time during the school year. The determination of free or reduced price meals based on the application is valid for the entire school year. A new application can be completed if your financial situation changes during the school year.

Applications and directions are available as part of the opening day packet from your child's school. The applications and directions are also posted on the Mansfield Public School website under the Food Service tab. If you need assistance with completing an application, please contact Dawn Langtry, Food Service Director, 508-261-7400 x33124 or dawn.langtry@mansfieldschools.com.

Parents/guardians are expected to submit the Free and Reduced Lunch Application as soon as possible each school year or as their financial situation changes, unless they have received a letter of Direct Certification from the Food Service Department. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district.

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Unpaid Charges, Delinquent Debt, and Bad Debt

All communication regarding unpaid meal debt will be directed at parents/guardians. Unpaid meal charges are considered “delinquent debt” and are identified as a financial obligation of the parents/guardians. Mansfield Food Services is required by federal regulation to continue to collect meal charges defined as delinquent

Student meal account balances may be checked at any time by logging into www.myschoolbucks.com or by emailing the Food Services Director. Payment for negative account balances may be made online at anytime via the MySchoolBucks.com account portal. Students may bring cash or check payments (payable to Mansfield Food Services) to the cashier in their school cafeteria. Payment also may be made by check and mailing it or dropping it off at the Food Service Director’s Office, Mansfield High School, 250 East Street, Mansfield, MA 02048.

Checks Returned for Non-Sufficient Funds (NSF) will result in a penalty fee (currently \$25). When a check is returned to the Town Treasurer’s Office for “NSF,” a letter will be mailed by the Food Services Director to inform the parent/guardian. Payment along with any applicable fees must be received within ten (10) business days of the date of the letter. When the NSF notice is received, the Food Services Director will deduct the check amount from the student’s account.

All accounts must be paid by the end of the school year or at the time a student withdraws from the district. Any balance owed to the Food Service program will be carried over into subsequent years in an attempt to collect the debt. Repayment plans may be developed on an individual basis in order to clear the balance owed. The consequences of non-payment will be determined on a case-by-case basis by the building principal.

CARE OF SCHOOL PROPERTY #ECAC

Students may not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil or any other instrument or cause damage to the infrastructure within the indoor or outdoor facilities of the school district. Students may not tamper with the fire alarms, fire extinguishers, or any electrical systems, including the computer network. Anyone who willfully or negligently destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students, may face punitive measures as defined by Massachusetts General Law and make restitution for damaged property. Staff members should obtain and report to the administration the names of students who violate the terms of this paragraph.

Each student must promptly return all classroom and library books, athletic clothing, supplies and equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student will be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and will bear the cost of repairing or replacing the damaged, lost or stolen materials. Failure to return such materials upon request will subject the student to disciplinary consequences and the potential loss of privileges. Neither food nor drink should be brought into either the auditorium or the gymnasium.

All students regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

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COMPUTERS & INTERNET RESPONSIBLE USE POLICY #IJNDB

Purpose

The Mansfield Public Schools provides computing resources and Internet access to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to students. As a user of these services and facilities, students have access to valuable district resources and to internal and external networks. We expect students to use the resources responsibly, ethically, productively, and legally.

Consequences

If a student violates this policy, appropriate action will be taken which may include restriction and loss of network privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension or expulsion, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws.

Responsible Use – General Principles

We expect students to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical. By using Mansfield Public Schools Internet systems and devices, the student agrees to follow all District policies, regulations, and guidelines and state and federal law. Students are expected to report misuse or breach of protocols to appropriate district personnel.

- We expect users to exercise good judgment in the use of these resources and to have the highest standards of conduct and personal integrity. Users are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you use good judgment and follow high ethical principles, you will make the right decisions. If you are not sure if an action is legal, ethical, or proper, you should discuss the matter openly with your teacher.
- All federal, state, and local laws and District policies and behavior guidelines that cover student conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
- Any use of the District's computing resources in ways that disrupt the school environment, contribute to creating a harassing environment, or create a legal risk to the District is prohibited.
- Using computing resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, libelous, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.
- District computing resources may not be used to post or send items with sexually obscene content, or images exhibiting or advocating the illegal use of drugs or alcohol.

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- Students are expected to conserve and fairly share District resources through the proper and considerate use of printers, server space, video or audio streaming, and network bandwidth.
- All Internet data that is composed, transmitted, or received via our devices and network is considered the property of the Mansfield Public Schools and part of our records and may be subject to disclosure to law enforcement or other third parties.

Student and Staff Records Privacy

The District has a legal and moral obligation to protect the personal data of students and families. Information for students/families will be stored and transmitted using approved practices and systems.

The Mansfield Public Schools complies with the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information.

Social Networking, Electronic Messaging, and Phone Usage

The Mansfield Public Schools encourages the appropriate use of online communication, including social media, to increase student learning, parent and community engagement, and operational efficiency.

- School staff members will model and actively practice positive digital citizenship and help students use new technologies in a meaningful, safe, and responsible way. Teachers utilizing social media with students will educate students about digital citizenship, which includes appropriate and safe online behavior, interacting with individuals on social networking websites, and cyber-bullying awareness.
- Students in grades 3 – 12 are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community.
- School staff members are prohibited from exchanging personal telephone contact information with current students of any age without explicit written permission of the Principal. The Principal may authorize such exchanges in situations where student safety or operational efficiency would be improved by communication by telephone.
- Coaches or club/activity advisors are prohibited from exchanging personal telephone or email contact information with student team or club/activity members without prior approval of the Principal or their designee. All electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters. Messages from coaches and club/activity advisors sent to individual students will be copied to the Principal or designee.

System Security

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Students should not share their password or use another person's password, another user account, access a file, or retrieve any stored communication without authorization from the building Principal or Central Office.

Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, and/or unauthorized tampering with computer systems is prohibited and may result in district disciplinary action as well as legal action.

Monitoring

All computer equipment, services, or technology that we furnish are the property of the Mansfield Public Schools, and students should have no expectation of privacy. We reserve the right to monitor local network and Internet traffic, including information sent or received through our online connections or stored on our computer systems for any reason, including but not limited to ensuring quality control and investigating system problems, ensuring student safety and district security, or as may be necessary, ensuring that the District is not subject to claims of misconduct.

The Superintendent or designee will approve access to files on District-owned equipment or information only when there is a valid reason to access those files. Authority to access user files can only come from the Director of Technology in conjunction with requests and/or approvals from the Superintendent or designee. External law enforcement agencies may request access to files through valid subpoenas and other legally-binding requests. The District's legal counsel must review all such requests. Information obtained in this manner can be admissible in legal proceedings or in a District discipline hearing.

CORRIDOR TRAFFIC

With approximately 1000 students and staff in our building it is necessary to have some simple rules to follow in the hallways. These will help us to avoid confusion, injury and tardiness to class. Students should do the following in the corridors:

- Stay to the right.
- Keep moving to their scheduled class or activity. They should not hang around, talk too loudly, run, shove, or push anyone. Passing time is limited.
- Carry all necessary books when they have several classes that are near each other. Due to the number of students in the school, backpacks and tote bags are not allowed. Girls may carry small pocketbooks for personal belongings.
- Do not go back to their locker between each class.
- Be alert to the traffic around them and follow all directions given by teachers/staff during passing time.
- Pass to classes in a safe and responsible way.

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DRUG AND ALCOHOL POLICY #JICH, JICH-A, ADB

In the Mansfield Public Schools there is a zero tolerance policy for drugs and alcohol.

1. Any student identified as selling or distributing any non-controlled substance, such as, but not limited to, cold medications, caffeine pills, vitamins, or any other over the counter medicines, on school grounds or at a school sponsored function may be subject to suspension or expulsion.
2. Any student found with drug paraphernalia in their possession on school grounds or at a school-sponsored function may be subject to suspension or expulsion.
3. Any student identified as being under the influence of alcohol or any illegal drug while on school property or at a school sponsored function may be placed on a ten-day external suspension and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. For first offenses only, a student suspended under this paragraph may voluntarily agree to attend two substance abuse meetings. If the student attends the first substance abuse meeting during the initial five days of external suspension, the ten-day external suspension will be commuted to five days external suspension followed by five days internal suspension (QMS) or three Saturday detentions (MHS). Attendance at a second substance abuse meeting will occur during the five days of internal suspension (QMS) or during the next five school days (MHS). Proof of attendance will be written summaries of the meetings provided to the Assistant Principal, and these summaries will indicate the place and time the meetings convened, and the name of the individual who convened the session.
4. Any student suspended as a result of an incident defined in paragraph three (3) above may not be re-admitted to school until they have had both a physical and a psychological examination. The purpose of these examinations is to document that the student is physically and psychologically able to re-enter school and re-commence their studies. If desired, the school psychologist will provide the psychological examination free of charge. The physical examination will be done at the parent's expense. Either or both of these specialists may refer the student to other agencies according to the needs of the student. If the student is unable to obtain clearance, the Principal will take all necessary steps to ensure that treatment has begun. If the student is unable to obtain clearance after a reasonable period of treatment, the Principal will forward a recommendation Superintendent of Schools that the student not be allowed to return to the Mansfield Public Schools.
5. Any student found in possession of alcohol (regardless of quantity) while on school property or at a school-sponsored function may be placed on a ten (10) day external suspension, and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. A student suspended under this paragraph may voluntarily agree to attend two substance abuse meetings. If the student attends the first substance abuse meeting during the initial five days of external suspension, the ten-day external suspension will be commuted to five days external suspension followed by five days internal suspension (QMS) or three Saturday detentions (MHS). Attendance at a second substance abuse meeting will occur during the five days of internal suspension (QMS) or

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during the next five school days (MHS). Proof of attendance will be written summaries of the meetings provided to the Assistant Principal, and these summaries will indicate the place and time the meetings convened, and the name of the individual who convened the session.

6. Any student found in possession of any controlled substance while on school property or at a school-sponsored function is subject to discipline pursuant to the requirements of the Massachusetts General Laws, Chapter 71, Section 37H and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. All illegal substances will be turned over to the Mansfield Police Department along with the name of the student offenders. The Police Department will determine whether the offense warrants legal prosecution.
7. Any student identified as selling or distributing alcohol, illegal drugs, and/or controlled substances, such as, but not limited to Valium, Prozac, Percocet, Ritalin, or any other medication prescribed by a physician on school property or at a school-sponsored function, may be subject to expulsion from Mansfield Public Schools.

ELECTRONIC MEDIA & COMMUNICATION DEVICES #IJNDB

The use of electronic media devices (CD players, MP3 players, radios, video game players, and any other electronic media devices) and electronic communication devices (cellular phones and other communication devices) are prohibited in the Mansfield Public Schools during the school day and during detentions. Electronic media devices should be secured and turned off upon entering the building, before the start of classes until exiting the building at the end of the day. If a student is using electronic media devices or electronic communication devices during the school day, the equipment may be confiscated, secured in the main office, and returned to the student or their parent/guardian. Repeated violations may result in disciplinary action, including detention and/or suspension.

In the event that a parent deems it necessary for their child to use an electronic communication device in school, the parent must request, in writing, permission from the Principal. This request must include the reason and the length of time for which the device is needed. All requests are subject to approval at the discretion of the Principal. Mansfield Public Schools will not be held financially responsible if a device is lost or stolen.

ELECTRONIC VIDEO & STILL-IMAGE DEVICES #IJNDB

The unauthorized use of electronic video devices (handheld video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times in the Mansfield Public Schools. If an unauthorized student uses an electronic video or still-image device, the equipment may be confiscated, secured in the main office, and returned to their parent/guardian. Any unauthorized capture or distribution of electronic video or still images may result in a suspension and/or possible prosecution by the Mansfield Police Department.

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The Mansfield Public Schools recognize and support student efforts to capture images that serve as nostalgic reminders of their middle school years. Yearbook staff holds the formal responsibility for this creative endeavor, but students often want a more personal record. If students wish to use electronic video or still-image devices while on school property, they must request permission from the Principal.

ELIGIBILITY FOR STUDENT ACTIVITIES #JJA

Eligibility for all extracurricular activities is dependent upon student attendance. A student absent on the day of a school activity will be ineligible to participate in extracurricular activities on that day. Final eligibility ruling for a student to participate will be determined by the administration.

Saturday participation will be determined by Friday's attendance. At least three hours constitutes attendance for participation in extracurricular activities.

FINANCIAL OBLIGATION

Students occasionally incur financial obligations as a result of circumstance or willful misbehavior. Lost books, lost locks, misplaced and or damaged school supplies and equipment, or punitive assessments as the result of vandalism or negligence can result in such financial obligations.

FIREARMS

In accordance with the Massachusetts General Laws Chapter 71, Section 10, Chapter 150, the following regulations relative to firearms are enforced in the Mansfield Public Schools.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university will be punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" will mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Replicas and/or toy firearms are not permitted in school. Violation of this policy will result in disciplinary action as outlined in Level III of the Discipline Policy.

HAZING #JICFA-E

In accordance with Massachusetts General Laws, Ch. 269, Sec. 17, hazing is not permitted. It is a crime to participate in or to organize hazing, or for a person at the scene of such a crime to fail

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to report the incident. Any student involvement in an act of hazing may face a suspension of up to ten days, including possible expulsion from school, and may be subject to legal prosecution.

In accordance with Massachusetts General Laws, Ch. 269, Sec.17, whoever is a principal organizer or participant in the crime of hazing, as defined herein, will be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, will 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 will include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent will not be available as a defense to any prosecution under this action.

In accordance with Section Eighteen (18), whoever knows that another person is a victim of hazing as defined in section seventeen and is at the scene of such crime will, 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 reasonably practicable. Whoever fails to report such crime will be punished by a fine of not more than one thousand dollars.

In accordance with Section Nineteen (19), each institution of secondary education and each public and private institution of post secondary education will issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Sections Seventeen and Eighteen to unaffiliated student groups, teams or organizations will not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams and organizations.

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

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sections seventeen and eighteen and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

LOCKER POLICY #JIHA

As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker if necessary to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations. As such, there should be no expectation of privacy in any locker, desk, or other property belonging to the Mansfield Public Schools. Every student will be issued a school-assigned locker and a school-assigned lock on the first day of school. Students are not permitted to access any locker other than their school-issued locker, and cannot replace the school-issued lock with their own lock. It is expected that a student will keep their locker locked. (See "Search and Seizure" section).

LOST AND FOUND

Students who find lost articles are asked to take them to the main office, where the owner can claim them. Any unclaimed items may be distributed to local charities at the end of each month.

SCHOOL BUS BEHAVIOR #JICC, EEAEC

All school rules apply when students ride the buses. Misconduct of any kind on buses may result in suspension and/or exclusion from the bus.

Remember, it is a privilege to ride the school bus. If a student is not well-behaved and courteous, or if they endanger the health or safety of other pupils, this privilege may be revoked. The bus driver has complete authority over students during the time it is the driver's responsibility to deliver them safely to and from school.

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These rules of behavior must be obeyed:

- There will be no eating or drinking on the bus. Eating on the bus poses a risk of choking and potentially endangers students with food allergies.
- Students should be at their assigned stops in advance of the posted time for the bus arrival.
- Students are to remain well back from the roadway while awaiting the arrival of the bus. The bus will start loading only at the direction of the driver.
- Students waiting for buses will not go on private property or cause any damage to such property as this might lead to a civil action by the owner of that property against the student or students.
- For safety reasons there will be no standing on the bus. Students will enter the bus in an orderly fashion and go directly to their assigned seat and remain seated until their destination is reached and the bus is stopped.
- Students will cooperate with and be courteous to the driver and fellow students.
- There will be no littering or defacing of the buses or the property of other students.
- There will be no disturbing the driver by any means. There will be no eating, drinking, shouting, vulgar language, roughhousing, or throwing things on the bus.
- Students will keep their hands, arms, and heads inside the bus.
- For safety reasons, any carry-on items other than backpacks and lunch boxes are not allowed on the bus unless the object is small enough to be placed under the seat in front of the student (less than one yard long, one foot wide and ten inches high), or on the student's lap.
- The emergency door is to be used for **emergency only**. Students must not touch safety equipment on the bus.
- Students will be picked up and unloaded only at their regularly-scheduled stops.

Any students disregarding the above regulations will be reported by the bus driver to the school Principal who will take the necessary action to see that such a disregard does not occur again. Such action may mean that the violator forfeits their privilege to ride the bus for a period of time in accordance with school policy.

If a student chooses to break a rule, the following consequences may be applied:

1. After two warnings by the bus driver, a bus conduct report will be written and the student will be sent to the Principal.
2. After the second incident, the student's parents or guardians will be called following the student's conference with the Principal.
3. After the third incident the student's riding privilege may be rescinded for three days. These students may not be able return to bus ridership without a conference with parents and Principal (and possibly bus driver).
4. Subsequent incidents may result in an extended loss of ridership privileges for the student.

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SOCIAL EVENT REGULATIONS

When students attend an after-school party or a dance, they are participating in a social event. We hope they do attend social events. If they do, we expect them to follow these rules:

- Only QMS students may attend school social events. No outside guests are allowed.
- Students must follow all rules that would apply during a normal school day at all school functions.
- Students must behave in a courteous, responsible, and respectful manner.
- Students may not leave a social event before it is over unless an appropriate adult picks them up.
- Students' parents must provide transportation at the immediate close of the social event.

TEXTBOOKS

When students are issued a textbook, they must cover it to prevent it from being damaged. We ask students to take good care of all books and treat them as if they were their own. If students lose any books or equipment, or if it is damaged while signed out to them, they will have to pay to replace them. The student won't be given a new book until they have paid for the lost or damaged one. If at a later time the book is found, the student will be refunded the money paid.

TOBACCO #JICG

The Massachusetts Education Reform Act prohibits smoking in school and on school property. Students are not permitted to smoke or use tobacco products at anytime in the building and on the school grounds or in transportation vehicles used for school-sponsored events and activities. In addition, use of any tobacco product or smoking is banned at all school-sponsored events, even though this use does not take place on school grounds. Because it is illegal for anyone under 18 years of age in Massachusetts to purchase tobacco products, possession of all tobacco products on school grounds is prohibited.

Students who violate this rule will be subject to a Level II consequence. For purpose of this policy, "smoking" will mean all uses of tobacco products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, 'vapor', or other substitute forms of cigarettes and nicotine products.

DISCIPLINE PROCEDURES AND DUE PROCESS

DISCIPLINE (Unless otherwise defined by Massachusetts General Law) #JIC

The Mansfield Public Schools act in accordance with the implementation of Chapter 222 of the Acts of 2012 as stated in Massachusetts General Law 71, 37H, 37H ½, 37H ¾.

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Problem Resolution

The staff of the Mansfield Public Schools is committed to resolving problems informally whenever possible. Parent/guardians are encouraged to call the teacher(s), Guidance Counselor, department chairperson or school administrator(s) to initiate conferences, to receive updates on their child's progress, or to voice a concern. Students are reminded that they may access the Guidance Office for assistance to help mediate student-student conflicts.

When there is a concern about an educational or disciplinary problem, the parent/ guardian should first consult the teacher directly involved with the situation, and an attempt should be made to resolve the problem at that level. A conference may be requested, and the student may participate in that conference when appropriate.

When an issue has not been resolved at the level of the teacher, an additional meeting can be arranged between the parent/guardian, the teacher, department chairperson and a school administrator.

Goals

The goal of the discipline policy of the Mansfield Public Schools is to create an orderly and productive environment essential for the effective, efficient, and safe operation of the schools. The intention of this policy is to provide the students with notice of the school standards and expectations regarding student behavior and the consequences for violations of the rules and regulations.

All members of the school community have the responsibility to conduct themselves with respect for the rights and property of others in school and during all school-sponsored activities, both on and off school grounds, including those times when riding school buses or other school-provided vehicles.

DISCIPLINARY OFFENSES

In the Mansfield Public Schools there are three levels of disciplinary offenses: Level I/Minor Offenses; Level II/Major Offenses; and Level III/Illegal Acts. Most disciplinary violations are included within these three levels of offenses, but the school retains the right to identify acts of misconduct as deemed appropriate at the discretion of the Principal.

PROCESS FOR DISCIPLINARY OFFENSES & APPEALS #JIC

In 1975, the United States Supreme Court ruled that public school students facing suspension are protected by the due process clause of the Fourteenth Amendment of the United States Constitution. A student suspended by a disciplinary action is entitled to due process, including the right to receive oral and written notice of the charges against them, an explanation of the evidence supporting the charges, and an opportunity to present their side of the story prior to suspension. A student facing a suspension of greater than ten (10) days is entitled to a formal hearing to express their position relative to the incident that resulted in a disciplinary action

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and to a written explanation of the reasons for any action taken prior to the suspension, in cases where an Emergency Removal is required under section 37H ¾, students may be removed prior to hearing.

LEVEL I: MINOR OFFENSES

Level I offenses include pass violations, tardiness, failure to attend assigned detention and chronic gum chewing.

Penalty

Student may be assigned one (1) to five (5) detentions, depending on the severity of the incident. These detentions may be served with the classroom teacher immediately after school (if appropriate) or office detention between the hours of 1:50 - 2:50 pm. If a student is assigned to more than one teacher detention in the same day, they must report to the teacher who assigned the first detention and then bring a note to the second teacher letting that teacher know that they are not skipping their detention.

Teacher Detention

A student failing to report to a teacher detention will be reported to an administrator and will be assigned a detention, as deemed appropriate by the administrator. The length of a teacher-assigned detention is from 1:49-2:20 p.m. Students assigned to detention are to report to the room designated at the time given and for the number of days assigned. 24-hour notice is to be given. Parents should be made aware of assigned detentions

Office Detention

A school administrator may assign office detention on certain designated days of the week immediately after school for those students with undesirable patterns of attendance, for frequent tardiness, or for behavioral misconduct. Office detentions may be assigned in lieu of internal or external suspensions, at the administrator's discretion. Failure to attend office detention, or behavioral misconduct in office detention, may result in a suspension from school. Students must have sufficient materials and books to study for the time in detention and must cooperate with the detention supervisor. Office Detentions are scheduled between 1:50 - 2:50 p.m. In certain situations, an extended detention lasting until 3:50 pm may be assigned.

Saturday Detention

Saturday detentions are assigned by an Assistant Principal for Level I and II offenses and are held from 8 a.m. – noon in the Mansfield High School Library. Students are expected to bring school work to complete during the detention.

No Right to Appeal

Disciplinary consequences assigned for Level I offenses cannot be appealed to the building Principal.

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LEVEL II: MAJOR OFFENSES

Level II offenses include truancy, insubordination, disrespectful behavior, disruptive behavior, harassment, vulgar and obscene language, fighting, other physical altercations, smoking, repeated Level I offenses, unauthorized access to another student's locker, failure to report to a class or other assigned area (library, assembly, Nurse's office, guidance office), or participation in a school-sponsored activity while suspended.

Penalty

Student may be subject to office detention, an extended detention, Saturday detention, or suspension from school of one (1) to ten (10) days. Saturday detentions are scheduled from 8 a.m.—noon. Office detentions are scheduled from 1:50 - 2:50 p.m. Extended detentions last until 3:50 p.m.

Short-term Suspension Procedures #JIC

A student facing suspension of ten (10) days or less is entitled to oral and written notice of the charge(s), an explanation of the evidence that the school authorities have regarding the charge(s), and an opportunity to present their side of the story. The student has the right to have a parent or guardian present during the hearing, unless the parent is unreachable, after "reasonable efforts." The procedures for appealing administrative action taken for Level II offenses are as follows:

1. A written request for an appeal hearing must be submitted to the Principal within twenty-four (24) hours of notification of disciplinary action.
2. The Principal will conduct an appeal hearing as soon as possible after receiving a letter requesting an appeal, normally within five (5) school days. The Principal will render a prompt decision upon completion of that hearing, normally within three (3) school days, unless the student demonstrates good cause for a delay.
3. The appeal process for suspensions of less than ten (10) days ends with the Principal.

LEVEL III: ILLEGAL ACTS

Level III offenses include all acts that are illegal under the laws of the Commonwealth of Massachusetts, including, but not limited to: vandalism, theft, sexual harassment, assault, possession of illegal drugs, use of illegal drugs, distribution of illegal drugs, possession of dangerous weapons or objects, false alarms, threats, or violation of the civil rights of a staff member or another student, or unauthorized use of computer networking systems and/or tampering with computer equipment, resident programs, or files.

Penalty

Student may be subject to Level I and Level II penalties, a suspension of greater than ten (10) days, or expulsion. Upon belief that a student has committed a Level III act, the police may be notified.

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Long-Term Suspension Procedures #JIC

A student facing a suspension of more than ten (10) days, or the possibility of expulsion, will be accorded the following rights:

1. Prior oral and written notice of possible suspension
2. Oral and written notice of the charge(s), offense, potential length of suspension
3. The right to be represented by an attorney or advocate, at the expense of the student
4. Adequate time to prepare for the suspension/expulsion hearing
5. Access to documentary evidence prior to the hearing
6. The opportunity to present witnesses and evidence at the hearing
7. Access to interpreter services if needed
8. The opportunity for a parent or guardian to be present during the hearing, after a reasonable effort to contact
9. A prompt written decision normally rendered within three (3) school days of the hearing, which includes specific grounds for the decision
10. Notification to appeal the Principal's decision to the Superintendent

Superintendent's Appeal Hearing

The procedures for appealing administrative action taken for Level III offenses are as follows, except for procedures defined by Massachusetts General Law and referenced elsewhere in the pages of the Common Handbook.

1. A written request for an appeal hearing must be submitted to the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal at their discretion, for good cause.
2. The long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.
3. The Superintendent will conduct an appeal hearing within three (3) school days of the request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. The Superintendent will render decision upon completion of that hearing, within five (5) calendar days.
4. The decision of the Superintendent will be the final decision of the school district with regard to the suspension.

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OTHER OFFENSES, SECTION 37H $\frac{3}{4}$ #JIC

In accordance with the New Student Discipline Rules Ch. 222 of the Acts of 2012, Ch. 71, Section 37H $\frac{3}{4}$, disciplinary action, including suspension may be taken for all other serious offenses.

The Law, codified at M.G.L. c.71, 37H $\frac{3}{4}$ does not apply to cases involving possession of weapons or drugs in school, instances of student assaults on staff members, or cases in which a student has been indicated for a felony or felony delinquency. The process for imposing discipline in those matters is still subject to M.G. L. c. 71, 37H & 37H $\frac{1}{2}$. The new law limits the duration of suspension to not more than 90 school days; this limitation does not apply to suspensions or exclusions under 37H & 37H $\frac{1}{2}$. In all cases the school district must continue to provide educational services to students if they suspended or excluded for more than school 10 days.

EMERGENCY REMOVAL #JIC

Under section 37H $\frac{3}{4}$, nothing will prevent a Principal or designee from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially disrupts the order of the school. The temporary removal will not exceed three (3) school days, which will include the day of the emergency removal.

EXTERNAL SUSPENSION #JIC

Students assigned an external suspension are not allowed to be present on school grounds at any time during the duration of their external suspension, except to attend scheduled meetings as required to uphold their due process rights. Students assigned an external suspension are not allowed to attend or to participate in any school-sponsored activity. If an externally-suspended student is found on school property during the dates of the suspension, the length of the suspension may be extended. If an externally-suspended student attends or participates in a school-sponsored activity during the dates of the suspension, the length of the suspension may be extended.

Any student suspended externally as a result of a violent act or threat may be referred to a psychologist for a safety and/or threat assessment. If the school administration determines that the offense necessitates a safety and/or threat assessment, the student may not return to school until the psychologist has completed the safety and/or threat assessment and has provided the administration with the results, regardless of the length of the assigned suspension. If the results of the threat and/or safety assessment raise concerns regarding the student's return to school, the student and their parents/guardians will be required to meet with the administration.

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MASSACHUSETTS LAW CHAPTER 71

Controlled Substances, Dangerous Weapons, Assault Upon Staff, Section 37H #JIC
In accordance with the education reform act of 1993, ch. 71, section 37h, a student may be subject to expulsion according to the following regulations:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife: or a controlled substance as defined in Ch. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b) Any student who assaults a Principal, 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.
- c) Any student who is charged with a violation of either paragraph (a) or (b) will 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.
- d) After said hearing, a Principal may, at their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).
- e) Any student who has been expelled from a school district pursuant to these provisions will have the right to appeal to the Superintendent. The expelled student will have ten (10) days from the date of the expulsion in which to notify the Superintendent of the appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal will not be solely limited to a factual determination of whether the student has violated any provisions of this section.
- f) When a student is expelled under the provisions of this section, schools and school district within the Commonwealth will be required to admit such student and to provide educational services to said student. If the student does apply for admission to another school or school district, the Superintendent of the school district to which application is made may request and will receive from the Superintendent of the school expelling said student a written statement of the reason for said expulsion. Upon expulsion of said student, schools and school district will be required to provide educational services to such student to be determined by the school Principal.

Suspension/Expulsion: Felony Complaint Or Conviction, Section 37H ½ #JIC

In accordance with the Education Reform Act of 1993, Ch. 71, Section 37H 1/2, the following disciplinary action may be taken upon a felony complaint or conviction:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal may suspend

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such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student will receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student will also receive written notification of the right to appeal and the process for appealing such suspension; provided, however, that such suspension will remain in effect prior to any appeal hearing conducted by the Superintendent.

The student will have the right to appeal the suspension to the Superintendent. The student will notify the Superintendent in writing of this request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent will hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student will have the right to present oral and written testimony on their behalf, and will have the right to counsel. The Superintendent will have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent will render a decision on the appeal within five (5) calendar days of the hearing. Such decision will be the final decision of the school district with regard to the suspension.

1. Upon the student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal may expel such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student will receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student will also receive written notification of the right to appeal and the process for appealing such expulsion; provided, however, that such expulsion will remain in effect prior to any appeal hearing conducted by the Superintendent.

The student will have the right to appeal the expulsion to the Superintendent. The student will notify the Superintendent in writing of the request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent will hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student will have the right to counsel. The Superintendent will have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent will render a decision on the appeal within five (5) calendar days of the hearing. Such decision will be the final decision of the school district with regard to the expulsion.

Upon expulsion of said student, schools and school district will be required to provide educational services to such student to be determined by the school Principal.

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Education Services And Academic Progress Under Sections 37H, 37H ½ and 37H ¾ #JIC
Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion will have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The Principal will inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

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

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

Discipline Guidelines For Students Educated On An IEP

All students are expected to meet the requirements as set forth in this handbook.

Massachusetts General Laws require that additional provisions be made for students who have been found eligible or are currently in the evaluation process, by an Evaluation Team, to have special needs and whose program is or could be described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students.

1. The Principal or designee will notify the Special Education Office of the suspension of a special needs student and a record will be kept of such suspensions.
2. In accordance with special education regulations, when it is known that the suspension(s) of a special needs student will accumulate to greater than ten (10) days in a school year, a manifestation hearing will convene to determine whether the student's disciplinary behavior is a manifestation of their handicapping condition. The IEP will be reviewed to determine appropriateness of the student's placement or program.
3. If a special education student commits an offense that causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.
4. There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include:
 - a) carrying or possession of a weapon

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- b) knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance
- c) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Discipline Guidelines For Students Not Yet Eligible For Special Education

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of special education and related services;
- The parent requested an evaluation of the student; or
- District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the district, which can include suspension or expulsion without educational services. If, after the evaluation, the student is determined to be eligible the district must provide special education and related services in accordance with the IDEA.

Discipline Guidelines For Students Educated On 504 Plans

School personnel may not suspend a student on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

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SCHOOL SAFETY

CANINE SEARCH

In cooperation with the Mansfield Public Schools, the Mansfield Police Department may conduct canine searches of the middle school, high school, and student parking lots with prior approval from the Superintendent of Schools.

FIRE DRILL #EBDC

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students and the students are expected to stay with the teacher in order that attendance may be taken.

LOCKDOWN DRILLS #EB

In the event that a lockdown drill is conducted, it is essential that when the first signal is given, students and staff obey orders promptly and adhere to the reverse evacuation plan as outlined in the crisis manual.

EVACUATION OF THE SCHOOL

If it is necessary to evacuate the building, students must follow the directions of the adult in charge. If they are not with an adult when the building is being evacuated, they should leave by the nearest exit. We expect students to follow all of the established procedures for a fire drill if we must evacuate the building in an emergency. In the event of a lockdown, students must follow the instructions of the teacher in charge.

PREVENTION OF PHYSICAL RESTRAINT OF A STUDENT

The Mansfield Public Schools complies with the Massachusetts Department of Elementary and Secondary Education's (DESE) regulations 603 CMR 46.00 to the extent required by law, in order to protect students of the district from the use of unreasonable physical restraint at school and at school-sponsored events and activities, whether or not on school property. The Mansfield Public Schools prohibits the use of mechanical restraint, medical restraint, and seclusion restraint.

School personnel will use physical restraint only as an emergency procedure of last resort and only after other less-intrusive alternatives have failed or been deemed inappropriate, with these goals in mind:

1. To administer a physical restraint when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and

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2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

School personnel will not use physical restraint when it is medically contraindicated, as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

SCHOOL CANCELLATION AND CLOSING

In the event of unusually severe weather or other special circumstances that might prevent or delay the opening of school, announcements are broadcast between 6 - 8 A.M. on the following stations. Parents/guardians need to make advance arrangements for a possible delayed start of school, which could be up to ninety (90) minutes. In the event that students need to be released from school early, parents/guardians should check these stations for current information:

- WBZ Channel 4
- WCVB Channel 5
- WLNE Channel 6
- WHDH Channel 7
- WJAR Channel 10
- WPRI Channel 12
- WBZ Radio 1030 AM
- WRKO Radio 690 AM
- WPRO Radio 630 AM

Information about school cancellations will also be posted on the Mansfield Public Schools website (www.mansfieldschools.com), and parents will receive a School Messenger alert. Families should notify the school office in writing of any changes to their emergency contact information.

SCHOOL RESOURCE OFFICER

The Mansfield Public Schools and the Mansfield Police department have established a School Resource Officer (SRO) program to help maintain a safe school environment. In keeping with the Mansfield Public Schools' mission, the primary role of the SRO is to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment
- Enforce local, state, and federal laws
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues

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- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience
- Serve as a liaison between the schools and the Mansfield Police Department in addressing issues of concern to both departments

The School Resource Officer (SRO) is:

Officer Ken Wright

Tel: 508-261-7540 Ext. 33155 (school)

Tel: 508-261-7300 Ext. 61225 (Mansfield Police Department)

Email: kenneth.wright@mansfieldschools.com

SEARCH AND SEIZURE #JIH

The Fourth and Fourteenth Amendments to the United States Constitution guarantee freedom from unreasonable search of one's person and property. Equipment assigned to students, such as lockers and desks, belongs to the Mansfield Public Schools. As such, there is no expectation of privacy in lockers, desks, or any other property belonging to the Mansfield Public Schools, which reserves the right to inspect such property.

The search of students or their property or their vehicles on school property will comply with the following procedures:

1. There will be reasonable suspicion for school personnel to believe that a search will disclose evidence of a violation of a school rule or law.
2. When such reasonable suspicion exists, a search may be conducted under the explicit authorization of the Principal or designee.
3. Items that might be used to disrupt or interfere with the educational process, such as weapons or illegal substances, will be removed from the student's possession. Parents will be notified when such a search has been conducted. Body searches are not conducted.
4. School personnel will assist or permit the police to search a student, their possessions, or assigned school equipment, when the police have obtained a search warrant authorizing the search, or consistent with applicable legal requirements.

SURVEILLANCE CAMERAS #ECAF

The Mansfield School Committee supports the use of security cameras throughout the District for the purpose of enhancing school safety and security, as part of the District's overall security plan. The Committee's goal is to foster measures that improve the safety and security of the teaching and learning environment for students and staff, to maintain order and discipline on school property and on school vehicles, to ensure public safety for students, staff, and visitors to our schools, and to help safeguard District facilities, grounds, and property.

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The District's security camera system will be in operation and may be monitored by school personnel throughout the year. Security cameras may be used both inside and outside of school buildings and on school buses to record students, staff, and property.

Security cameras are installed in public areas only; these areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries.

Security cameras may not be used in an area where there is a "reasonable expectation of privacy." No security cameras will be placed in restrooms, changing rooms, private offices, Nurse's offices, and locker rooms.

STUDENT SERVICES

ADJUSTMENT COUNSELOR AND SCHOOL PSYCHOLOGIST

The Adjustment Counselors and School Psychologists at the Qualters Middle School have special training to help students overcome problems that impede learning and to assist students in emotional and psychological growth and maturity. The Adjustment Counselors and School Psychologists support children, parents and teachers by facilitating and providing assessments, direct counseling, topic-specific groups, crisis intervention, and parent workshops.

Students may benefit from assistance with separation/adjustment issues, social conflicts, and family changes such as a death, divorce or moving. Referrals may be received from teachers, administrators, parents and students. All services except crisis intervention require the permission of parents/guardians.

COMPUTER LAB

The computer lab, located on the second floor, is open two days a week after school. Check the lab for available days and times. Students are not allowed in the computer lab unsupervised and should make arrangements to utilize the lab on the days it is open.

FOOD SERVICES #EF, EFC

A lunch period is scheduled daily. Hot lunch, which includes milk, is served daily at a cost of \$3.00. Milk may also be purchased separately for \$0.70. School staff members supervise the lunch period.

Students in all schools are issued four-digit pin numbers that are used to purchase food in the cafeteria. Parents may deposit money into their child's account by sending in a check or cash, or online with a credit card.

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Students who go through the cafeteria line with either no prepayment or no money for lunch will be given a lunch, but must bring payment the next day. No child will be allowed to go hungry at school, however students will be given a predetermined lunch, they will not have the option to choose from any meal on the lunch menu.

Prepayment is recommended to avoid lost or forgotten lunch money. Prepayment by check for lunch, not including available snacks, may be made out to the Mansfield Food Service and given directly to the cafeteria staff. Parents will be informed if a student's balance is outstanding.

Applications for Free and Reduced Lunch are available at the QMS main office and on the district website. Applications may be submitted at any time during the school year.

HEALTH SERVICES #JLC, JLCD, ADFR

The mission of the Health Services in the Mansfield Public Schools is to enhance the educational process by modification or removal of health-related barriers to learning and to promote an optimal level of wellness. The role of the School Nurse is to provide first aid, illness assessment and case management for students with special health care needs. The School Nurse does not diagnose or prescribe treatment. Based on the Nurse's assessment, parents may be contacted and advised to follow up with their private physician. **Students may not text/call parents for a health-related dismissal.** All health-related dismissals must occur through the health office. Nurse dismissals are not considered excused absences. Students may not leave the building due to illness without authorization. If the School Nurse is not available, students are to report to the Main office for assistance.

The following Health Services are provided in the Mansfield Public Schools:

- Student Health Records that include the student's medical history, immunizations, screening results and physical examinations that are required in grades Pre-K, K, 4,7,10 and each year for high school sports eligibility
- Individual Health Care Plans (IHCP) that include skilled nursing care and case management for student with special health care needs
- Screenings for height, weight, vision, hearing, postural development: Massachusetts State regulations require Health Services in public schools to perform screening for all students. Students in grade 7- 8 will participate in postural screening and students in grade 7 will participate in hearing and vision screenings. Abnormal results will be provided to parents. Height and weight will be measured in grade 7. Parents and legal guardians will be provided with an opportunity to request, in writing, that their student not participate in the program.
- Direct nursing care including First Aid, Illness Assessment, Communicable Disease Control and Health Care Referrals
- Medication Administration if a student's physician determines that it is necessary for a student to receive medication during school hours.
 - The medication must be registered with the School Nurse with the written permission of a parent/guardian and a physician's order. All medications,

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including prescription and over the counter, must be provided by the parent in the original container with the prescription or manufacturer's label. No student is allowed to carry medication at school without parent permission and the approval of the School Nurse, who may require a physician's approval.

- Health Insurance Assistance
- Individual Health Counseling
- Individualized Health Education

Life-Threatening Allergies

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) among school populations, the Mansfield Public Schools works in cooperation with parents, students, and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication, and emergency response.

The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with life-threatening allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- Building-based general medical emergency plans
- Life-threatening allergy emergency plans
- Individual healthcare plans for all students diagnosed with LTA
- Appropriate training of staff
- Availability on site of medical equipment for quick response to life-threatening allergic reactions
- And such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.

Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on their allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

Guidelines For Contacting The School Nurse

If a student is experiencing any of the following, parents/guardians are to contact the School Nurse:

- Newly diagnosed with a chronic health problem, e.g., seizures, diabetes, asthma, severe allergies
- Daily medication for an extended period of time
- Documentation of immunization or boosters

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- Communicable disease
- Health problem that may affect school performance, e.g., vision or hearing, attention deficit disorder
- Health problem that may affect school attendance
- Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, e.g., broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, upcoming surgery, concussions, or any head injury
- Family experiencing a problem and needing support, assistance, or a referral for help, e.g., death in the family, change in marital status, parenting issues, substance abuse, mental health problems

Sharing the above information will allow the School Nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the School Nurse with any questions or problems.

Head Injury Management Policy #FIF, IF-R

Head injuries and concussions can have serious consequences for students, but proper management can help to maximize recovery and minimize academic impact.

Please notify the school nurse as soon as possible following any head injury. The school nurse will work with you, your student, physician, and school staff including Athletic Trainer and coaches if applicable to ensure that appropriate accommodations are in place. Suspected concussions that occur during school activities are reported to families for referral to a provider.

Based on state regulations regarding concussion, please note the following: ****All students must be cleared by their primary care provider to return to physical activity and full academic workload once they have improved. There are no exceptions to this. The nurses can provide you with a form letter to bring to your doctor for completion or you may obtain a written document from your doctor stating your student is fully cleared from concussion restrictions and may fully participate in academics and athletics including physical education.**

***In addition: All students that are athletes (during any season) must be cleared as above before returning to play. This process requires communication with the Athletic Trainer, documentation from your physician, passing the ImPact test and a graduated return to play. We recommend your student meet with the Athletic Trainer at their earliest convenience to discuss a specific plan. Please refer to Head Injury Management and Protocols available on district website under School Committee Policy Index.**

School Exclusion Guidelines

For the protection of your student as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

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- The student has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The student has a temperature of over 100 degrees. The student may return after they are fever-free for 24 hours without the use of fever reducers.
- The student has an eye infection that may need to be evaluated by a physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the student is at a developmental level that prevents them from maintaining proper hygiene.
- The student has persistent coughing or trouble breathing. They may need to be evaluated for asthma, or a serious respiratory infection.
- The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The student has head lice or nits. The student may return to school after the first treatment and all nits are removed.
- The student has diarrhea within 24 hours. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when they have been symptom-free for 24 hours.
- The student has been vomiting within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when they have been symptom-free for 24 hours.
- The student has an illness that prevents them from participating comfortably in activities as determined by the staff.
- The illness results in a greater need for care than the staff determine they can provide without compromising their ability to care for other students.

LIBRARY USE

The QMS Library is open for student use from 7:15AM to 2:45 PM. Before Homeroom, students are encouraged to use the library to return, take out, or renew books. During the day students may use the library with their class or with a pass from one of their teachers. After school, the library is a quiet place to work. Computers are available for student use in the library.

STUDENT TRANSPORTATION SERVICES/SCHOOL BUSES #EEA, EEAA

The Mansfield Public Schools determines student eligibility and provides bus transportation to eligible students. The school day begins when the student boards the bus and ends when the student gets off the bus. During this entire period the students are under the jurisdiction of the school administration.

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- In accordance with Massachusetts Law, Chapter 71, Section 68, as most recently amended, only students in Grades K through 6 residing two or more miles from their assigned school are eligible for free transportation services.
- Students may have to walk up to a half mile to their bus stop.
- Students who are bus riders must have written permission signed by the Principal before they will be allowed any short-term change in their assigned bus. A short-term change will be done on an emergency basis only, such as for illness or a mechanical car problem.
- Walkers are **never** allowed bus transportation.
- Students are normally assigned to bus transportation to and from their home address. Parents/guardians may request transportation for a child to and/or from an address other than home. A child may be picked up at a different location than they are dropped off at **as long as the location is the same five days per week**. For example, a student may be picked up at home every morning and dropped off at a daycare location every afternoon. To make this request, a parent/guardian must complete a Bus Change Form in the school office. Requests are granted on a space-available basis through the Central Office, and must be completed yearly.
- Students in Grades K-6 whose legal residence is within 2.0 miles from their assigned school may purchase transportation on a space-available basis. Applications are available in the school office. A list of streets that are less than 2.0 miles is posted in all the Mansfield Public Schools, at the Mansfield Public Library, and at the Mansfield Town Hall.
- Whenever seats are declared available on a regular (not special education) school bus, and when the route timing will not be adversely affected, the school department may make said seats available to non-eligible students in grades K-6 residing less than two miles from school and to all students in Grades 7 through 12 on a PAY-N-RIDE basis.
- Special Education students will be transported on special education vehicles or regular school buses in accordance with the specifications of their Individualized Educational Program and in conformance with applicable state requirements.
- It is the responsibility of the parent to provide health information to school bus drivers. If your child has a Life-Threatening medical condition that their bus driver should be aware of, please use the form available on the school website entitled "Emergency Medical Information for Bus Drivers." Return completed forms by mail to Michael J. Connolly Bus Co., 241 Francis Ave., Mansfield, MA 02048 or fax to Connolly at 508-261-7517. Due to confidentiality laws, we do not share health information with the bus company.

The Pay-N-Ride fees for the 2016-2017 school year are as follows:

- First Student..... \$ 225.00 for the year
- Second Student..... \$ 200.00 for the year
- Third Student..... \$ 150.00 for the year
- Maximum per Family... \$ 575.00 maximum per family

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Parents/guardians must provide transportation when a student stays for after-school programs, extra help, discipline, etc. One-day notice will be given so that the parent/guardian can make arrangements for transportation.

Under MA General Laws, students who are eligible for free or reduced lunch may be eligible for a transportation fee waiver. Parents may request a fee waiver application at their child's school. It must be filled out and have attached proof of income, i.e., copy of payroll stub, income tax return, etc.

COMPLIANCE and SCHOOL DISTRICT POLICY

HOMELESS STUDENTS #JFABD

To the extent practical and as required by federal law under the McKinney Vento Act, the Mansfield Public Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

For further information and assistance, please contact:

McKinney-Vento Homeless Assistance Act Liaison:
Bernadette Conroy, Director of Special Education
Mansfield Public Schools
508-261-7507
Bernadette.Conroy@mansfieldschools.com

NON-DISCRIMINATION #AC, JIE

The Mansfield Public Schools does not discriminate on the basis of race, color, age, disability, sex, sexual orientation, gender identity, religion, national origin, ancestry, retaliation, marital status, genetics, military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The Mansfield Public Schools is committed to compliance with Title VI and Title VII of the 1964 Civil Rights Act, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967 (ADEA), the Family and Medical Leave Act of 1993

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(FMLA), and with Massachusetts General Laws, c. 76 §5, Chapter 151B, and 151C, all as amended.

The Mansfield Public Schools has designated a Title IX compliance officer to coordinate the District's efforts to comply with these laws and to respond to matters of civil rights that arise in the school setting. If a student or employee feels that they have been discriminated against or harassed on the basis of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, homelessness, or any other status or category protected under federal or state law, they may complain to the Principal of the school, director of human resources (employees), or to Title IX Officer for the school district.

Discrimination complaints are dealt with at the individual school level whenever possible, with notification to the district-wide Title IX Officer. All reasonable efforts will be made to inform only those with a "need to know" of the complaint.

Title IX Officer and Section 504/ADA Coordinator:

Michael Connolly, Assistant Superintendent
Mansfield Public Schools
2 Park Row
Mansfield, MA 02048
508-261-7500

Middle School 504 Coordinators:

David McGovern & Kevin Hoffman 508-261-7530

Qualters Middle School Principal:

Suzanne Ryan, 508-261-7530

Alternative Complaint Procedures:

Individuals are not limited to a formal complaint process through the Mansfield Public Schools but may seek resolution through other agencies.

Inquiries Regarding Federal Law:

U.S. Department of Education
Office for Civil Rights, Boston Office
5 Post Office Square, 8th Floor
Boston, MA 02109
617-289-0111
TTY: 800- 877-8339
OCR.Boston@ed.gov

Inquiries Regarding State Law:

Massachusetts Department of Elementary and Secondary Education

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Office of Program Quality Assurance Services
75 Pleasant Street
Malden, MA 02148
781-338-3000

Massachusetts Commission Against Discrimination (MCAD)
1 Ashburton Place, #601
Boston, MA 02108
617- 994-6000

SEXUAL HARASSMENT/HARASSMENT

(Unless otherwise defined by Massachusetts General Law) #ACAB, JBA

All persons associated with the Mansfield Public Schools including, but necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere 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. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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

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

Definition of Sexual Harassment

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

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3. Such conduct has the purpose or effect of unreasonably interfering with individual's work or educational performance or creating an intimidating, hostile, offensive working or educational environment.

Reporting Sexual Harassment to the Grievance Officer:

The School Committee will annually appoint a Title IX grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below.

Title IX Grievance Officer:

Michael Connolly, Assistant Superintendent
2 Park Row Mansfield, MA 02048
(508)-261-7500
michael.connolly@mansfieldschools.com

Complaint Procedure:

1. Any member of the school community who believes that they have been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints will be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain their response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, will be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
1. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

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TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO #IHAMA

In accordance with state and federal law, the Mansfield Public Schools will provide age- and developmentally-appropriate, evidence-based alcohol, drug, and tobacco education and prevention programs in grades K-12.

The alcohol, tobacco, and drug prevention program will address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on non use by school-age children.

TEEN DATING VIOLENCE POLICY

The Mansfield Public Schools is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Mansfield Public Schools is committed to promoting an environment free from dating violence. Accordingly, the Mansfield Public Schools seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful, and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Mansfield Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation, and corrective action will be taken where necessary, including disciplinary action where appropriate.

Students, who believe that they have been a victim of teen dating violence, believes that they are in danger of teen dating violence, or has a restraining order against an individual, may report the matter to any of the following individuals: (1) Principal, (2) Assistant Principal, (3) guidance/counselor, (4) teacher, or (5) School Nurse.

Students who observe an act of teen dating abuse, sexual violence, or stalking, or who have reasonable grounds to believe that these behaviors are taking place, should report incidents to school faculty and/or staff. The targeted student will, however, not be subject to discipline for failing to report teen dating abuse, sexual violence, or stalking. The staff member who receives the report must notify the Principal or designee verbally or in writing no later than the end of the student's school day.

When a report of teen dating violence is received, whether it occurred off school property or has occurred on school property, on the way to or from school or at a school-related event, or a violation of a restraining order on school property, on the way to or from school or at a school-related event is received, the Mansfield Public Schools will act promptly to notify the appropriate authorities of the alleged incident. Reporting of any such incident will be

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conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Any student who knowingly makes a false accusation of dating violence will be subject to disciplinary action.

Additionally, school staff must comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51A complaints will be done by following the Mansfield Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the Principal of the suspected abuse and neglect. Furthermore, school staff will report all crimes to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

BULLYING PREVENTION AND INTERVENTION #JICFB, JICFB-R

The Mansfield Public Schools are dedicated to providing a safe and secure learning environment for all students. Bullying, harassment, discrimination, and hate crimes are violations of civil rights, disrupt the educational process, and will not be tolerated. Unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, is prohibited in our school buildings, on school grounds, or in school-related activities. The Mansfield Public Schools will endeavor to maintain learning and working environment free of bullying, harassment, and retaliation.

We will investigate promptly all reports and complaints of bullying, cyberbullying, harassment, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Definition of Bullying

The repeated use by one or more students or by a member of a school staff 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 themselves or of damage to their property
- iii. Creates a hostile environment at school for the target
- iv. Infringes on the rights of the target at school
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

Definition of Cyberbullying

Bullying through the use of technology or any electronic communication, which will include, but will not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence

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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. Cyber bullying will also include the creation of a web page or blog in which the creator assumes the identity of another person or 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 will 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, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Examples of bullying include but are not exclusive to:

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

Prohibition Against Bullying

Under School Committee Policy, 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 up to and including suspension and expulsion for students, and termination for employees.

The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

Reporting Bullying Or Retaliation

District employees must immediately report any instance of bullying behavior that they have witnessed or become aware of to their building administrator.

Students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student should report it to a member of the school staff or Principal/designee as soon as possible. The target will, however, not be subject to discipline for failing to report bullying.

Each school will have a means for anonymous reporting by students of incidents of bullying. However, no formal disciplinary action will be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying will be subject to disciplinary action.

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Responding To A Report Of Bullying Or Retaliation By A Student

The Principal or designee will first assess the safety needs of the alleged target to protect the alleged target from possible further incidents and will work with staff to create a personal safety plan for the alleged target, which may include:

- Assign seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus
- Identify a staff member (in most cases it will be the Guidance Counselor) who will act as a “safe person” for the target
- Alter the aggressor’s schedule so that there is no access to the target
- Contact the parents/guardians about the safety plan as needed

When a safety plan is set up, the Principal/designee will begin a full investigation into the allegations of bullying or retaliation. The Principal/designee will take additional steps to promote safety during the course of and after the investigation, as necessary to protect a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Responding To A Report of Bullying by School Staff

Upon receipt of a report of alleged bullying of a student by a member of the school staff:

- The Principal or designee will be responsible for taking appropriate actions in accordance with this Plan and other applicable district policies and procedures, including providing for the safety of the alleged target where necessary.
- If the Principal is the alleged aggressor, then the Superintendent/designee will be responsible for such actions.
- In the event the Superintendent is the alleged aggressor, the School Committee/designee will be responsible for such actions.

Nothing in this policy prevents the school or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally-protected category under local, state, or federal law, or school or district policies. In addition, nothing in this policy is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H, 37H1/2, or 373/4, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Mansfield Public Schools Bullying Prevention and Intervention Plan covers the behavior.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Mansfield Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. Harassment prohibited by the district includes, but is not limited to, harassment on

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the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities, or;
- Submission to or rejection of such conduct by a student is used as the basis for decisions that affect the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

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

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

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

SPECIAL EDUCATION #IHB

All students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the federal Education of All Handicapped Children law and the Commonwealth of Massachusetts Regulations Section 28. In each school building, the Massachusetts Special Education Regulations are available for review. No-cost evaluations to identify special education needs are provided for children from age three (3) through twenty-one (21) who have a disabling condition and have not yet obtained a high school diploma. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

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Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). A student has the following rights regardless of their age:

- A student has the right to stay in their program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
- A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of their disability.

District Compliance Coordinator
Bernadette Conroy, Director of Special Education
Mansfield Public Schools
508-261-7507
Bernadette.Conroy@mansfieldschools.com

Massachusetts Department of Elementary and Secondary Education
Bureau of Special Education Appeals
350 Main Street
Malden, MA 02148

STUDENT RECORDS #JRA, JRA-R

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians and eligible students certain rights regarding student educational records. These rights include:

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a request. Parents/guardians or eligible students should submit to the school Principal or other appropriate school official a written request that identifies the record (s) that they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The school department may charge a reasonable copying fee.
2. To ask the Mansfield Public Schools to amend a record. Parents/guardians or eligible students should write to the school Principal, clearly identifying the part of the record that they want changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the

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hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. With certain exceptions set forth in the state and federal regulations, to consent to disclosures of personally identifiable information contained in the education record of the student.

Complaints regarding student records issues may be sent to:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

MASSACHUSETTS STUDENT RECORDS REGULATIONS

In the Mansfield Public Schools, student records are maintained in accordance with the Massachusetts Student Records Regulations. The student record consists of the school transcript and the temporary record. The temporary record includes all information that is relevant to the educational needs of the student and is kept by the school.

Accessibility

The parent/guardian of a student, and an eligible student who is at least fourteen (14) years of age or has entered the ninth grade, has the right to inspect all portions of the student record upon request to the Principal. The record must be made available to the parent/guardian or eligible student not later than two consecutive workdays after the request is made, unless the parent/guardian or eligible student consents to a delay. The parent/guardian or eligible student may request copies of any part of the student record. A fee may be charged for the cost of copying.

Confidentiality

No individual or organization other than the parent/guardian, eligible student or school personnel working directly with the student is allowed access to students' records without the specific written consent of the parent/guardian or eligible student except in limited instances as specified by the Massachusetts Student Records Regulations.

Authorization for Release of Student Records

In accordance with the Commonwealth of Massachusetts Regulations 603 CMR 23.02, the Mansfield Public Schools may release certain information about students and parents/guardians to third parties without first obtaining consent, unless the parent/guardian or eligible student notifies the Mansfield Public Schools in writing that they do not want such information to be released. "Third parties" are defined in these regulations to be, "...any person, private or public agency... or organization other than the eligible student, their parent, or authorized school personnel". For example, third parties to whom the Mansfield Public

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Schools may release student record information would include parent teacher organizations, and newspapers that report on student activities, etc.

The directory information that may be released is limited to the following:

- Student's name, address, telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Weight and height of members of athletic teams
- Class
- Participation in officially-recognized activities and sports
- Degrees, honors and awards, and post-high school plans

Students fourteen (14) years of age or older or who have entered grade nine are entitled to receive notification regarding the release of student record information.

Parents/guardians who do not wish this information concerning their children and themselves to be released without their consent may complete and sign a school form so indicating. These forms are available through the Guidance Office.

Medical Records

During the time a student is enrolled in a school, the Principal or designee will periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and their parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice will be placed in the temporary record. The School Health and Immunization Record is considered part of the temporary record. Students are provided the opportunity to sign for and take possession of their School Health and Immunization Record during the last few weeks of their senior year or prior to moving from the district. The Mansfield Public School system does not retain a copy of this record, and any unclaimed record is destroyed.

Amendment or Deletion of Records

A parent/guardian or eligible student has the right to add relevant comments, information or other written material to the Student Record. In addition, the parent/guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a team evaluation. The parent/guardian or eligible student has a right to a conference with the school Principal for the purpose of objecting to information contained in the record. Within a week after such a conference, the Principal must render a decision in writing on the objection. If the parent/guardian or eligible student is not satisfied with the decision of the Principal, the parent/guardian or eligible student may appeal such decision to the Superintendent of Schools.

Destruction of Records

All students regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

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The temporary record of a student will be destroyed no later than seven (7) years after the student leaves the school system. The transcript of a student may be destroyed no sooner than sixty (60) years after the student leaves the school system. A school Principal or designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent/guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Non-custodial Parents

As required by M.G.L. c. 71, § 34H, non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

- The parent has been denied legal custody or has been ordered to supervised visitations, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation.
- The parent has been denied visitation.
- The parent's access to the student has 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.
- There is an order of a probate and family court judge that prohibits the distribution of student records to the parent.

STUDENT HEALTH AND WELLNESS #ADF

The Mansfield School Committee adopts the principle that, while families are the primary teachers and caregivers for their children, the present and future health, safety, and well-being of students are also the concern of the Mansfield Public Schools. Schools cannot achieve their primary mission of education if students and staff are not healthy and fit physically, mentally, and socially. In addition, schools have a duty to teach students lifelong skills to prevent unnecessary injury, disease, and chronic health conditions.

All students regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

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