

Pembroke Community Middle School

**559 School Street
Pembroke, MA 02359**

<https://www.pembrokek12.org/Domain/285>

Student Handbook

2020-2021



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School Committee Members

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Vice Chairperson: David Boyle

Secretary: Susie Scholl

Member: Suzanne Scroggins

Member: James Agnew

No person shall be excluded from or discriminated against in admission to Pembroke Public Schools, or obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

The Pembroke Public Schools strives to provide a safe, respectful and supportive learning environment in which all students can thrive and succeed in its schools. The Pembroke Public Schools prohibits discrimination on the basis of race, color, sex, gender, gender identity, religion, national origin or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and course of study.

PEMBROKE PUBLIC SCHOOLS
Civil Rights Laws/District Coordinator(s) Information

All programs, activities and employment opportunities provided by the Pembroke Public Schools are offered without regard to race, color, gender, gender identity, religion, national origin, sexual orientation or disability.

Questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below:

Title VI: Title VI of the Civil Rights Act of 1964

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color or national origin in programs or activities receiving federal financial assistance. Title VI is codified at 42 U.S.C. 2000d *et seq.*; regulations have been promulgated under it in the Code of Federal Regulations at 34 CFR Part 100 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr100.html>)

Coordinators

Jessica Duncanson, M. Ed., Director of Student Services
72 Pilgrim Road
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781-829-0832

81 Learning Lane
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Michael Murphy, Principal HES

Section 504: Section 504 of the Rehabilitation Act of 1973

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability in programs or activities receiving federal financial assistance. Section 504 is codified at 29 U.S.C. 794; regulations have been promulgated under it at 34 CFR Part 104 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>).

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Title IX: Title IX of the Education Amendments of 1972

Prohibits discrimination, exclusion from participation, and denial of benefits based on sex in educational programs and activities receiving federal financial assistance. Title IX is codified at 20 U.S.C. 1681 *et seq.*; regulations have been promulgated under it at 34 CFR Part 106 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

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IDEA 2004: The Individuals with Disabilities Education Act of 2004

Governs special education. Most of IDEA 2004 is codified at 20 U.S.C. 1400 *et seq.*; regulations have been promulgated under it at 34 CFR 300 (available at <http://www.ed.gov/legislation/FedRegister/finrule/2006-3/081406a.html>), effective October 13, 2006.

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Title II: Title II of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in public entities. Title II is codified at 42 U.S.C. 12131 *et seq.*; regulations have been promulgated under it at 28 CFR Part 35 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-28cfr35.html>).

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The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001

Part of the federal No Child Left Behind Act, ensures educational rights and protections for children and youth experiencing homelessness and requires school districts to adapt to a new set of requirements regarding the education of this needy at-risk population. Information on this act is available in the Massachusetts Department of Education's Homeless Education Advisories at <http://www.doe.mass.edu/mv/haa>

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Table of Contents

Pembroke District Mission Statement	8
Pembroke District Core Beliefs	8
Pembroke District Goals	8
Pembroke District Critical Questions	8
PCMS Vision Statement	8
PCMS Mission Statement	8
PCMS Core Values	9
PCMS Goals	9
Interdisciplinary Team Organization	9
Academic Integrity	10
Attendance and Tardiness	10
School Cancellation	11
Testing Programs	11
Title One	11
Parental Involvement:	11
PCMS Title 1 Staff	12
Grading Dates	12
Grading System	13
Homework	13
Progress Reports and Report Cards	13
Honor Roll	13
Honor Roll Celebrations	13
Promotion Policy	14
Vacation Statement	14
Procedures and Activities	14
Absentee Make-Up of Assignments	14
After-School Enrichment Programs	14
Backpacks/Bags	14
Cafeteria	15

Care of School Property	15
Computer/Internet/Network	16
Confidentiality	18
Daily Announcements	18
Directory Information Notice	18
Drinks in School	18
Early Dismissal Procedures	18
Field Trips	19
Fire Drills and Building Evacuations	19
Food Allergies	19
Forgotten Materials	19
Hallway Rules and Passes	20
Health Services	20
Home or In-Hospital Educational Services	22
Homeless Students: Enrollment Rights and Services	22
Immunizations	22
Lockers	22
Lost and Found	23
Lost, Stolen and Damaged Materials	23
Non-Custodial Parent's Right of Access to Records	23
Parental Notification Law	24
Photography or Videotaping of Students	24
Physical Education	24
School Socials/Dances	24
Section 504 School Accommodation Plan	25
Student Risk Assessment	25
Substitute Teachers	25
Tardy to School Procedures	26
Titan Study	26
<i>Transportation Procedures</i>	26
Arrival and Departure by Car	26

Buses	26
Social Bus Passes	26
Biking/Walking Procedures	27
Work Permits	27
Student Code of Conduct	27
Being in an Unauthorized Area	27
Bomb Threats, False Fire Alarms, and Possession /Exploding of Fireworks	28
Cell Phones, Portable Listening Devices, Cameras, Video Recording Devices and other Electronic Devices	28
Cutting Class	28
Detentions	28
Academic Detentions	28
Administrative Assigned Detention	28
Teacher Assigned Detention	29
Discipline Procedures	29
Suspensions	29
<i>Definitions</i>	29
In-School Suspension:	29
Out-of-School Suspensions:	29
In School Suspension Procedure	30
<i>Out-of School Suspension Procedures</i>	30
Out-of- School Suspension under 37H 3/4	30
Short-Term Suspensions (10 days or less)	31
Long -Term Suspensions	31
Superintendent's Appeal Hearing	32
School-Wide Education Services Plan	33
Exclusion/Expulsion under 37H:	33
Felony Complaint or Conviction under CHAPTER 71, SECTION 37H 1/2:	34
Emergency Removal	35
Displays of Affection	35
Distribution	36
Disturbing the Normal Process of the Daily Activity in School	36

Drugs, Dangerous Weapons and Staff Assaults (MGL Ch. 71, Sec. 37H)	36
Electronic Readers/iPads/Other Technological Devices for Learning Purposes	36
Fighting/Assault/Battery	37
Guidelines for Participation in After-School Functions or School-Sponsored Activities	37
Harassment, Bullying or Discrimination	37
Harassment, bullying or discrimination may include but not be limited to:	37
Procedure of Complaint and Investigation of harassment, bullying or discrimination	38
Hazing Policy	38
Horseplay, Fooling Around, and Unnecessary Physical Contact	39
Language	39
Leaving School Grounds, Activities, Field Trips/Leaving School without Permission	39
Possession, Use, Distribution or Being under the Effect following the use of Alcohol or Drugs	39
Respect for Authority/Insubordination/Noncompliance	39
Respect for People	40
Responsibility to be a Good Student	40
Sexual Harassment, Sexual Assault or Gender-Based Discrimination	40
Slurs Based on Race, Ethnicity, Disability, Religion, or Sexual Orientation	40
Standards of Dress	41
Tardiness to Class	41
Threat of Violence	42
Procedure for Complaint and Investigation of Threat of Violence	42
Throwing Items In/Out of the Cafeteria	42
Tobacco Possession/Use	42
Unacceptable Items at Pembroke Community Middle School	43
Vandalism and Theft	43

Preface

Revised February 2011

Pembroke District Mission Statement

To ensure student achievement through excellence in teaching and learning.

Pembroke District Core Beliefs

We believe:

- ☐ *In creating and maintaining safe and inviting schools;*
- ☐ *All children can learn and may demonstrate learning in different ways;*
- ☐ *Every student should contribute to our democratic society and the global community;*
- ☐ *In making decisions and acting in the best interest of students;*
- ☐ *Every member of the school community should be valued and respected;*
- ☐ *In a school community that is ethical, civil and respectful of individual differences;*
- ☐ *In strong civic, business and community partnerships that support student achievement.*

Pembroke District Goals

1. **LEARNING ENVIRONMENT** - *To provide a safe physical, emotional, and social environment for teaching and learning.*
2. **ACHIEVEMENT** - *To produce high levels of student achievement through the development, coordination and implementation of rigorous curricula delivered through quality instruction.*
3. **INSTRUCTIONAL QUALITY**- *To create a teaching environment where educational innovation and best practices are valued, practiced and evaluated.*
4. **DATA DRIVEN**- *To plan, monitor and inform instruction through the use of student achievement data.*
5. **COMMUNICATION**- *To enhance and strengthen open communication with all members of the community.*

Pembroke District Critical Questions

- ☐ What do students need to know, understand and be able to do?
- ☐ How will we know they have learned it?
- ☐ What will we do when they haven't?
- ☐ What will we do when they already know it?

PCMS Vision Statement

Our vision is a safe, supportive environment where students are healthy, independent, literate, and reflective. As life-long learners and effective communicators, our students will contribute meaningfully to a global and diverse society.

PCMS Mission Statement

Pembroke Community Middle School is committed to promoting the overall growth and development of each student by fostering productive, creative, and self-confident learners. At the heart of our school is a commitment to provide a safe and nurturing environment that encourages strong connections between our students and staff. We will offer a challenging, student-centered curriculum and uphold high standards for all. Teachers will engage in a variety of instructional strategies designed to meet our students' diverse learning styles ensuring that all may experience success. Our academic structure will address the physical, social and emotional needs of our students during this transitional stage. All members of our school community will demonstrate respect for themselves and others and move forward with:

Pride Compassion Morality Scholarship

PCMS Core Values

During the school year, it is everyone's responsibility to demonstrate nothing less than the highest standards of civility at all times. Our staff, parent community, and student body will share the following core values in everything that we do: honesty, respect, courage, empathy, and responsibility.

PCMS Goals

Schools need to set clear goals that take into account the needs of students and the people who will support them in their learning – teachers, parents, and the greater community. During our inaugural year our school council developed, categorized and, with our faculty, adopted the following school goals:

ACADEMICS

Maximize the potential of each individual's academic ability.

- Utilize a variety of teaching and learning practices
- Ensure that all students achieve academic success
- Promote students' understanding of the power of education
- Create an environment where academic success is encouraged, assisted, and celebrated

COMMUNITY CONNECTIONS

Foster community awareness of activities and events through increased communications.

- Use questionnaires to determine the information that is requested and desired by parents/guardians
- Develop newsprint and media connections
- Utilize technology to communicate with parents/caregivers and community

SERVICE LEARNING

Provide, sponsor and implement various service learning programs for all students that reach the local, regional, national and global level.

- Survey students and staff to determine where interests lie
- Determine costs associated with each activity that has significant support from both staff and students and explore various avenues for funding

EXTRA-CURRICULAR

Develop and implement a robust and varied extracurricular program that will allow students to develop new interests and pursue talents.

- Survey students and staff to determine where interests lie
- Determine costs associated with each activity that has significant support from both staff and students and explore various avenues for funding
- Promote and support participation

TRANSITIONS

Develop appropriate transitional programs to and from the middle school.

- Provide programs, tours, visits, etc. for incoming 7th graders prior to the beginning of the school year
- Coordinate programs, tours, visits, etc. for 8th graders entering high school
- Provide adequate information to parents regarding transitional issues for incoming 7th graders and 8th graders transitioning to high school

Interdisciplinary Team Organization

Pembroke elementary students will be transitioning from their neighborhood schools to a community middle school. As your child progresses from a primary classroom with often only a few teachers and classmates to a school where they will experience many different teachers and classmates, the structure has been made to create a smaller community for students during the middle school years.

There are two seventh grade teams (7.1 & 7.2) and two eighth grade teams (8.1 & 8.2) which consist of approximately 115 students. The four teachers they will see daily for English, math, science and social studies are their "team teachers." Team classes are clustered to be physically near each other.

Academic Information

Academic Integrity

Academic honesty is essential for the well-being of a school community. Pembroke Community Middle School expects every student to be intellectually honest in the preparation of homework, class work, projects, lab reports, take-home tests, essays, assessments, and other academic activities. Effective evaluation of student work and instruction can only take place in an environment where intellectual honesty is respected.

Students are expected to seek clarification from a faculty member if they are uncertain about requirements for any particular academic exercise. Students should monitor their work to assess its originality and seek explanation when they are uncertain. If a student is aware of a violation of academic honesty, he/she is expected to communicate the knowledge both to the person who has violated these standards and to a faculty member. When a violation of academic honesty occurs, the individual instructor will discuss the matter with the student as soon as possible.

All members of our school community must address definitions of academic dishonesty. Students, teachers, and families should all be concerned with the following:

Cheating: An act of deception by which a student misrepresents that he or she has mastered information on an academic exercise that he or she has not mastered.

Plagiarism: The presentation of words, concepts, sequence of ideas, graphs, or other visual representations of others as one's own. A student's work that is not primarily his or her own creation with copied, paraphrased, or summarized material without citation of sources is considered plagiarism.

Unintentional plagiarism is still plagiarism.

Attendance and Tardiness

Attendance at school is mandated by state law and is recognized as beneficial for all students. The Pembroke School Committee, therefore, exercises its responsibility in enforcing and encouraging timely attendance at school. Absence from school is strongly discouraged as it negatively impacts student learning and disrupts the educational process.

The principal, or designee, monitors attendance through the use of letters and/or meetings to remind the parents about the importance of attendance; to remind parents of attendance policy; to identify an effective solution to the problem that improves attendance and addresses instructional issues raised by the student's absences.

Any child who arrives to school late must check-in at the main office to ensure they are not marked absent. Students will receive a tardy pass and will then proceed to their next class. Excessive days of late arrival will be brought to the attention of the principal, or designee. The principal, or designee, will meet with the student and contact the parent/guardian when there are concerns with excessive student tardiness.

Personal illness is the usual reason for absence from school; however, student absence for other reasons may occasionally be permitted upon the request of parents or legal guardians, subject to the following regulations: When absence from school becomes necessary, parents should notify the school as soon as possible. No student who has been absent or suspended (in or out of school) from school is to participate or attend any school activity or function during the day or evening of the absence or suspension unless the school is provided with a doctor's note excusing the absence (i.e. medical appointment). This approval will be at the principal's discretion.

If parents/legal guardians fail to contact school regarding a student's extended absence, the school will contact the parents/guardians within 3 days of the absence.

The Principal, or designee, will notify parents in writing if a student has 5 or more unexcused absences within the school year. An excused absence is defined as a personal illness accompanied by a physician's note excusing the absence; an absence attributable to a death in the family; an observance or practice of a religious holiday; a legal matter requiring a personal appearance; or a private school visit. The Principal, or designee, will make reasonable efforts to meet with the parents/guardians of a student who has 5 or more unexcused absences to develop an action plan for the student's attendance at school.

School Cancellation

School closing announcements are broadcasted on local television and radio stations. School closing and emergency announcements will be posted on the home page of the district website and sent via broadcast email, which you may sign up for through the district website (www.pembrokek12.org). Announcements will also be sent through the district's automated telephone messaging system, SchoolMessenger. This system uses the telephone numbers you provide to the school on the emergency contact form (via School OfficePro), so please make sure that the school always has your most up-to-date contact information.

Testing Programs

The School Committee supports the use of testing as one method, among several, for assessing its goals relative to the achievement of students in the district schools. Statewide assessments will be administered according to regulations set forth by the Massachusetts Department of Elementary and Secondary Education.

These tests will be used to help establish local achievement norms and provide longitudinal assessments for graded groups as well as for individuals. In addition, they will be used to assess the alignment of curriculum with the learning standards identified in Massachusetts State Curriculum Frameworks for each subject area and the effectiveness of the delivery of instruction by teachers. The data provided will be compared to national and/or state results to provide further evaluation and give direction to the instructional program and aid in the development of educational plans for students. In addition, the results of the assessment programs administered by the schools will be shared with parents and the community.

Title One

Title One is a federally funded program to support a high-quality education for every child. Funding is determined by a number of factors including the low-income percentage of the town as reported in the latest U.S. Census. Pembroke Community Middle School is a Title One school. PCMS has two supplemental programs that offer additional instruction for students in language arts and math. Literacy Enrichment is designed to improve student reading fluency, vocabulary and writing skills through reading and responding to a variety of texts. Math Foundations will reinforce concepts being taught in the grade level curriculum as well as strengthen students' mathematical reasoning and problem solving skills. Students are identified for placement in each of these courses based on formal and informal school-based assessments in those specific content areas, state assessment scores, and teacher recommendation. Student progress is tracked throughout the year to better target learning focus and student growth.

Parental Involvement:

Collaboration with parents is an important component in effectively educating our students. Thus, we actively solicit and encourage parents to be involved in the educational process. PowerSchool, our student information system, allows our teachers to keep parents informed on student learning. Two-way parent/teacher communication also occurs through PowerSchool messaging, email, parent/student/teacher meetings or telephone calls. In addition, a Title One family night will be held annually to further support students and families in learning about how best to support student learning at home. This plan represents our home/school collaboration to enhance and maintain a high level of

parental involvement in our schools. We will make this plan available in languages our parents understand and ensure that the plan is updated annually.

PCMS Title 1 Staff

Literacy Enrichment: Mrs. Leonard (7.1), Mrs. Murphy (7.2), Mrs. Ruggiero (8.1), Ms. Hayes (8.2)

Math Foundations: Mrs. Jeffers (7.1), Mrs. Dresser (7.2), Mrs. Michalek (8.1), Mrs. Frost (8.2)

District Administrator: Ms. Jessica Duncanson

Grading Dates

TERM 1

SEPTEMBER 15, 2020 – NOVEMBER 17, 2020

Progress Reports Grades Close	October 14, 2020
Progress Reports Distributed	October 20 & 21, 2020
Term 1 Grades Close	November 17, 2020
Report Cards Distributed	November 24 & 25, 2020

TERM 2

NOVEMBER 18, 2020 – FEBRUARY 1, 2021

Progress Reports Grades Close	December 22, 2020
Progress Reports Distributed	January 5 & 6, 2021
Term 2 Grades Close	February 1, 2021
Report Cards Distributed	February 9 & 10, 2021

TERM 3

FEBRUARY 2, 2021 – APRIL 9, 2021

Progress Reports Grades Close	March 9, 2021
Progress Reports Distributed	March 11 & 12, 2021
Term 3 Grades Close	April 9, 2021
Report Cards Distributed	April 15 & 16, 2021

TERM 4

APRIL 12, 2021 – JUNE 17, 2021

Progress Reports Grades Close	May 18, 2021
Progress Reports Distributed	May 20 & 21, 2021
Term 4 Grades Close	June 17, 2021
Report Cards Distributed	June 18, 2021 (<i>mailed</i>)

Grading Scale

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
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97-100	93-96	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	59 & below
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Grading System

Teachers create a class procedure for grading students. Procedures are based on departmental objectives and standards of excellence. It is important that you have a copy of the class grading process from each teacher and that you fully understand the method by which your child will be graded.

Questions about how a grade was determined should be addressed with the classroom teacher and/or the student's guidance counselor. Grades are used for promotion, honor roll, and counseling, recommendations.

Homework

At the secondary school level, the only homework that is assigned is that which is essential to learning and/or is a necessary extension of the classroom experience. A central goal of any academic endeavor is to develop and foster independent learning, and homework generally provides much of that opportunity.

Individual teachers determine, according to the course requirements, the type, nature and quantity of individual assignments. Homework varies by subject and task, as does the time required to complete assignments. Consequently, the amount of time allotted to homework is determined by the nature of the assignment and may vary according to the individual teacher's requirements.

Progress Reports and Report Cards

Progress reports are issued during the middle of each marking term to all students in all subjects and/or any time deemed appropriate by a teacher. These reports will indicate an **approximate** measure of your child's progress in the middle of the current marking term. If parents/caregivers have any questions, they should contact the classroom teacher regarding the information on the progress report. In addition to mid-term progress reports, student progress reports may come from an individual teacher, a team of teachers, a learning specialist, or a guidance counselor.

Report cards are issued four times during each school year. The dates report cards are listed on the grading dates calendar listed **on the previous page**.

Honor Roll

High Honors ~ To attain High Honor Roll status, a student must receive an **A-** or better in all subjects.

Honors ~ To attain Honor Roll status, a student must receive a **B-** or better in all subjects.

Honor Roll Celebrations

As a school community, we have historically hosted two end-of-year celebrations after the third marking period. Students who worked hard to maintain their high honors status for at least two out of the first three terms were invited to a high honors celebration. Students who work hard to maintain honors status for at least two out of the first three terms were invited to an honors celebration.

These celebrations would only occur in the spring if safe to do so and in compliance with any state or DESE guidelines regarding group events.

Promotion Policy

Administration, guidance counselors and teachers will consider student grades and other extenuating

circumstances in cases where promotion comes into question. The building principal makes the final decision regarding student promotion or retention.

Vacation Statement

Families are encouraged to take vacations during the regularly scheduled school vacations and holidays as school days that students miss are considered an absence. Introduction to new material occurs daily; the more frequently a student is absent, even if the absence is unavoidable, the harder it is for the student to keep up with the class. Therefore, the responsibility of learning new material presented during absences will belong to the student and his/her parents/caregivers. Missed assignments must be turned in within 10 calendar school days after the return to school.

Procedures and Activities

Absentee Make-Up of Assignments

Students are responsible for making up assignments due to absence and must see teachers on the day of their return. Students are encouraged to contact fellow classmates for assignments for absences of less than three days. A prolonged absence is defined as missing three (3) or more consecutive school days. For a prolonged absence, parents should contact their child's guidance counselor who will contact the teachers and gather make-up materials. Students have up to 10 school days to complete the missed assignments. Assignments are available for parent/caregiver pick-up at the close of school the day following the request after a consecutive three-day absence.

After-School Enrichment Programs

PCMS offers an enrichment program of after-school clubs and activities based on student and staff interest. Activities may include intramural sports programs, music and art activities, computer activities, writing/newspaper, tutoring, yearbook, and more. All activities must be approved by administration and supervised by a staff member or district coach.

These offerings would only occur if safe to do so and in compliance with any state or DESE guidelines regarding group events.

Backpacks/Bags

Students will not be assigned lockers this year. Students will be allowed to keep their backpacks with them throughout the day.

Bathroom Passes

Students should request permission from their teacher to use the bathroom. Each classroom has a bathroom log which students should sign to indicate a bathroom break. Students will be provided with individual bathroom passes. Each bathroom should contain no more than 2 students in it at a time.

Once students have requested and received teacher permission and signed the bathroom log, they should take their bathroom pass with them. They should hang the bathroom pass on one of the 2 hooks on the exterior door. If both hooks have passes, students should wait on the social distance markers outside the bathroom until there is room for them. When leaving the bathroom, students would collect their bathroom pass and sign back into the classroom. During lunch periods, students who would like to use the bathroom must have permission from a member of the staff supervising the cafeteria and then would follow the procedures described above.

Cafeteria

Our school community may include students with severe food allergies, particularly to peanuts. Strict guidelines will be implemented, when warranted, to prevent life threatening allergic reactions. Do not bring food to school to share with others (i.e., birthday cake, cupcakes, etc.), as this is not allowed.

If parents/caregivers are concerned about a food allergy that a child has, please notify the school nurse and the cafeteria staff with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

Pembroke Public Schools has a computerized point-of-sale payment system for all school meals purchased in the middle school cafeteria. Every student will have his/her own personal account based on the current student ID number. Students can access their accounts on the PIN pads located at every register. It is strongly recommended that all students remember their numbers as this will make the lunch lines move faster.

We encourage parents/caregivers to deposit money into their child's account, although cash will be accepted. If parents/caregivers want to ensure that their child is spending money only on complete lunches, they can designate that monies paid into a student account be limited to the purchase of regular and alternative meals only. A la carte items may be paid for with cash or from prepaid monies if no limits are set. When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account. This system allows students to charge only if there is money in their account; negative balances are not allowed.

If a student has qualified for **free or reduced** price lunches, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned about a potentially uncomfortable situation for your child. To receive the free or reduced price of a meal, students must take at least 1 serving of fruit or vegetable and a minimum of 3 components of a meal. A school meal consists of five components which are fruit, vegetable, protein, grain, and dairy. Students are encouraged to take all of the items offered daily. When students don't take the required items, they are charged an a la carte price for each item. Please encourage your child to take a fruit or vegetable. We offer fresh fruit, fruit cups, 100% fruit juice, and a variety of vegetables daily. All other items are at an additional, but reduced, charge.

Eating in the lunchroom is a privilege. If students are uncooperative or disrespectful during this time, they will lose the privilege of eating lunch with friends for a certain number of days.

Students are allowed to purchase a "grab and go" breakfast in the morning. There will be two stations. One in the main hallway outside the cafeteria, where 7th graders can purchase a breakfast, and one outside the gym, where 8th graders can purchase a breakfast. Breakfast is available every morning starting at 7:10 am. Students are allowed to eat their breakfasts in the waiting area or outside, weather permitting. Beverages, excluding water, must also be consumed during this time and should be discarded at 7:35 am. No beverages are allowed to be consumed in the hallways.

Monthly menus are available online on the school website.

Care of School Property

The PCMS custodians work very hard to keep our school clean and safe. Their job is difficult, and they need everyone's cooperation in order to keep our school a clean and pleasant place in which to learn.

Clean corridors, classrooms, walls, tables, and desks enhance school pride. As such, students involved in vandalism will be subject to disciplinary action, including possible suspension. Students may be required to make restitution for materials and labor necessary to repair any damage.

Computer/Internet/Network

Internet access is available to teachers, administration, staff (“employees”), and students of Pembroke Community Middle School. All students and employees who use the Internet are expected to sign Pembroke Public Schools’ Internet User Agreement/Authorization form. Parents are required to electronically sign this form to indicate their knowledge and support of this policy. By signing, both employees and parents accept all financial and legal responsibility for providing guidance and conveying acceptable standards for use of the Internet to their students.

Internet

The Internet is an electronic network that provides information on a great many subjects. Employees and students can access the Internet from their computers. Once on the Internet, they can go to sites all over the world to obtain information for educational purposes that will help answer questions or solve problems. In addition to obtaining research information, users can also talk with other people on the Internet by sending and receiving electronic mail or joining news groups or chat rooms.

Not all information on the Internet is reliable, helpful or safe. Employees and students must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness.

School Use

The school computers and network infrastructure are for employees and students to use to go on the Internet and to store files in a designated network folder and access to these services is for educational purposes only. Any other use of PCMS computers and network infrastructure is not acceptable or permissible. In other words, users are not permitted to use PCMS computers to gain or exchange information that is not specifically for educational purposes.

Unacceptable Sites

Employees and students may not use PCMS computers to go to any Internet site that contains information that is inappropriate for educational or career purposes. For example, employees and students may not use PCMS computers to go to sites that contain:

- Offensive material - material that is in poor taste or could be considered pornographic, racist, illegal, harassing, or inflammatory.
- Dangerous material - material that provides directions to construct explosives or similar devices or instruction on practices that could injure the students themselves or other people.
- Inappropriate contacts - material that leads to contact with individuals or any individual who could potentially threaten health or safety.

Plagiarism

Information obtained from the Internet shall not be plagiarized. All school policies regarding plagiarism as outlined in this handbook also apply to the Internet.

Internet Conduct

Each individual is responsible for all activity that occurs under his or her password. Individuals may not place information on the Internet that would fall under the category of "unacceptable sites" listed above.

Students and employees using school computers must follow commonly accepted rules of etiquette ("netiquette") when they are on the Internet. Also, they may not give out any personal information (e.g., address, phone number, and password) about themselves or other people. They may not use PCMS computers for commercial purposes or political lobbying. Individuals may not use the computer network in such a way as to disrupt its use by other individuals or by other connecting networks. Individuals must

honor copyrights and licenses as well as the legal rights of software producers and network providers.

Individuals who accidentally reach an inappropriate site must immediately leave the site. Students must report the site to his or her teacher, and employees will report the site to system administrators.

Network Conduct

Individuals who are given network storage access and store non-related educational work will lose network account privileges.

Unacceptable Network Conduct

- Downloading inappropriate or non-related educational material to their network/computer folders.
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual's network/computer folder.
- Unauthorized access of data, files or applications that do not belong to the individual or are related to individual's educational needs.
- Restricting and/or preventing another individual's access to network/computer services.
- Destruction, theft, and/or inappropriate alteration of network services and equipment.

System Responsibilities

PCMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. PCMS will not be responsible for any damages individuals suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the individual's own risk. PCMS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on the computer system is a high priority, especially when the system involves many users. If a user feels he/she has identified a security problem on the Internet, the System Administrator must be notified. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Attempts to hack into other accounts, including those of other students, teachers, and/or administrators will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied a user account.

Use of Equipment

Students may not alter building electronic devices of any kind, i.e. PC's, laptops, Macs, projectors, DVD players, etc. Students may not customize screensavers, plug or unplug electrical/connector wires, rearrange keyboard letters, invert screens, or otherwise alter any computer settings. Students may not touch or mar plasma screens.

Consequences

Use of PCMS computers to access the Internet and the network is a privilege. Failure to abide by the terms of this policy may result in disciplinary action.

Legal Ref.: U.S.C. Sec. 2252A (a) (2) (A) MGL Ch. 272, Sec. 29C

Confidentiality

Pembroke Community Middle School is committed to providing a safe and respectful school community environment. Towards this goal, the use of students' names or pictures on the school website will be prohibited if parents have so requested in writing to the school principal by September 15th of that school year.

Daily Announcements

The Pledge of Allegiance and a moment of silence will occur at the start of the school day (7:20 am). Daily announcements will occur either during the first period or during Titan Study. Daily announcements are posted on PowerSchool, our student information system, under the Daily Bulletin link.

Directory Information Notice

Pembroke Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00. The following information regarding students is considered directory information: (1) name; (2) address; (3) telephone number; (4) date and place of birth; (5) major field of study; (6) participation in officially recognized activities and sports; (7) weight and height of members of athletic teams; (8) dates of attendance; (9) degrees, honors and awards received; (10) post high school plans of the student. Directory information may be disclosed for any purpose at the discretion of the principal, without the consent of a parent/caregiver or an eligible student. Parent/caregivers of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent/caregiver or student, or otherwise allowed by FERPA and 603 CMR 23.00.

Parents/caregivers or students refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the school principal on or before October 1 of that school year.

Drinks in School

Students are encouraged to stay hydrated throughout the day and can bring water with them to all of their classes. Students may drink their beverage of choice during the first 15 minutes of their Titan Time homeroom. At 7:35am, any drinks, other than water, should be discarded. Any drink that the students will carry in their backpacks should have a twist cap or other secure top.

Early Dismissal Procedures

- If a student is going to be dismissed prior to the end of the school day, the student should bring in a note from parents/caregivers that should include the student's full name, the time of dismissal and the name of the person dismissing the student. Students should bring the note to the main office in the morning.
- The student will be called to the main office when the person dismissing the student has arrived. The person will use the buzzer to indicate they have arrived to dismiss a student. The secretary will ask the person to identify themselves and indicate who they are there to pick up. The person will remain outside waiting for the student.
- The secretary will complete the dismissal information in the Dismissal Log (time, reason).
- The student will be dismissed and will walk out the main entrance door to meet the person picking them up.

Identification may be required of the person signing a student out of the building. If there are any court decisions or documentation which restricts dismissal to only certain identified adults, the school will need to receive a copy of this information.

Field Trips

School-sponsored field trips of brief duration (one school day) for the purpose of providing an educational experience away from the school grounds must be approved by the school principal. School-sponsored field trips involving the student absence exceeding one day must have the prior approval of the Pembroke School Committee.

A field trip is just like any other school day and students are required to adhere to the Student Code of Conduct. The following are additional items to review prior to a scheduled field trip:

- Follow all instructions of teachers/chaperones and adhere to all bus safety rules.
- Respect public property.
- Remember that people judge our school and Pembroke by the way students behave.
- Students not participating in a field trip must attend school.
- A parent/caregiver may be asked to accompany a student who has health or safety issues.

Field trips would only occur if safe to do so and in compliance with any state or DESE guidelines regarding group events.

Fire Drills and Building Evacuations

Fire drills at regular intervals are required by law and are an important safety precaution. Students are expected to know the evacuation route from any location in the building. Exit routes are posted in each classroom. Fire drills will be held to practice the safest ways to evacuate our building. When the alarm rings, students are expected to walk in a quiet and orderly manner and follow the directions of the school staff. Attendance will be taken by the teachers after students vacate the building. Students must remain with their teachers in the designated areas until they return to their classrooms.

Food Allergies

Food allergies and anaphylaxis are potentially life-threatening conditions. All Pembroke schools are responsible for developing an individualized health care plan (IHP) for identified students as well as a medication administration plan. Staff will work in conjunction with the school nurse and parents to understand the typical symptoms, manage avoidance of the allergen and educate peers.

Food allergy tables are designated in the cafeteria as needed. Snacks will be checked in the classrooms as needed. Parents/Guardians of classmates are asked to be sensitive to those with food allergies and take into consideration the types of food sent to school from home.

- a. A limited number of lessons taught will include food as manipulatives or demonstration tools. Teachers must seek approval for lessons/activities involving food, and approval will be limited. Teachers must be mindful of the severity of food-related medical issues, and even if no students in their class are known to have such issues, they must obtain approval for any food-related activities from the administration and ensure advance consultation with the school nurse. If approved, teachers must inform all parents of the activity.
- b. No food will be provided for students as rewards or incentives.
- c. No food may be distributed on school buses.

Forgotten Materials

If your child forgets any materials (e.g., books, homework, lunch), parents can drop them off these materials at the school. There will be a drop box outside the main doors. Anyone dropping off material, should buzz the secretary to indicate what and for whom they are dropping off materials. The secretary or one of the PCMS staff will retrieve the dropped off material when feasible.

Students are not called and pulled out of class to get missing materials; it is disruptive to the educational environment to call into classrooms. Students are allowed to pick up materials between classes or at lunch.

Hallway Rules and Passes

When walking in the hallways, students should keep to the right in bi-directional hallways. Hallway directionality will be clearly marked throughout the building and reviewed with students. Students are not to yell, run or participate in unnecessary physical contact in the hallways. Unless students are changing classes or transitioning to lunch, they are required to have a valid hall pass in their possession. Passes are obtained from the teacher or administration and include an identified destination.

Health Services

Student health and physical well-being is very important to us. If a student becomes ill or hurt during the school day, our school nurse is available to help. Students who are ill or get hurt must report to the health office for assessment. The nurse will contact either the parent/caregiver or designated emergency contact person after a clinical assessment is made. When this occurs, the parent/caregiver has the responsibility of providing transportation home and any further necessary care. Students who are ill are prohibited from calling or texting parents/caregivers from their cell phones. Except in an emergency, students need a pass to see the school nurse. If the nurse determines that a student is too ill to remain in school, she will call home to make arrangements for dismissal.

If a student has had a contagious disease such as chicken pox or strep throat, the school nurse may readmit the student only after the designated period of isolation and a required note from a physician. The Department of Public Health and the Academy of Pediatrics recommend that school age children should remain at home for 24 hours if they have vomited or have had a fever.

Each year, **Pembroke School District Medical Consent and Information forms** are electronically completed (via School OfficePro) by parents/caregivers. The form should be completed accurately to ensure the school always has the most up-to-date information. The forms are kept on file in the nurse's office to help in emergency care for a sick or injured student and for contacting parents/caregivers. This form must be updated by the family as changes occur in family situations, i.e. work schedule, new telephone numbers, emergency contacts. Please do not list as emergency contacts individuals who are without transportation. Each year student accident insurance is available at a nominal cost. The Student Accident Insurance Brochure is available on the school's website under Parents & Community, Parent Resources.

Administration of Drugs

The Pembroke School Committee recognizes the importance of providing a certified nurse in each of its schools to monitor and supervise the storage and administration of prescribed drugs and medications and to provide health related services to support the well-being and safety of students and staff in the building.

It is recognized that the purpose of this policy is to ensure that uniform standards for the safe and proper administration of medications are provided for students in the Pembroke schools and to make certain that students requiring such medication will receive it in a timely, safe, and appropriate manner.

I. Administration

- A. Unless otherwise approved, the school nurses shall be responsible for the management and distribution of all medications to students in the Pembroke schools in accordance with the regulations of 105CMR 210.000 and MGL Chapter 94.
- B. Exceptions would include the possession and self-administration of any prescribed medications for

asthma, related respiratory diseases, cystic fibrosis, and diabetes as specified in MGL Chapter 71, Section 54B.

II. Storage of Medications

- A. All medications (other than exceptions listed above) must be kept in the nurse's office and will only be dispensed by the school nurse. A doctor's order and written permission from parents/caregivers must be on file only in the nurse's office. All orders and permissions for medication must be renewed each school year.
- B. Under normal circumstances, students may not carry medication in school unless they have received specific approval to do so from the building administration and a required permission request from doctors and parents/caregivers is on file in the nurse's office.

III. Off-Site Delegation

While every effort will be made to obtain a nurse or school staff member trained in medication administration during field trips and short term special school events, the school committee recognizes that the school nurse may delegate the administration of prescription medication to a responsible adult.

- A. In such cases the parents/caregivers must give written consent and the school nurse must instruct the responsible adult on how to administer the medication to the child.
- B. Additionally, approval to delegate administration and distribution of medications may only be given on a limited basis to unlicensed personnel who may have been granted this authority by the Pembroke Public Schools and provided the Pembroke Public Schools be registered with the Division of Food and Drugs of the Massachusetts Department of Public Health.

Legal References: MGL Chapter 94, 105 CMR 210.000 and MGL Chapter 71, Section 54B [School Committee Policy #JLCD]

The Massachusetts Department of Public Health requires that a physical examination be given to each school child every four years and to all new students during the year of entrance to a school. All doctor certificates, either for illness or injuries, are to be sent to the nurse so they can be entered into the student's health record. **The school nurse does not give medication, not even acetaminophen (Tylenol) or ibuprofen (Advil), unless the appropriate form is completed and the parent supplies the medication.**

All medical excuses for modification of student programs, i.e. physical education, must be brought to the nurse who will process them.

When a routine physical exam is planned with the student's physician, please request a medical record form from the nurse so that the findings of that exam can be entered into the record. [School Committee Policy 5.66, 5.67, 5.68, 5.69]

The Pembroke School District affirms its responsibility to provide for the safety and well-being of students. This responsibility extends to complying with the Massachusetts Mandatory Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A. The Pembroke School District recognizes that because of their sustained contact with school-age children, school employees will actively carry out the letter and spirit of the law. It is expected then, when any staff member in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen years is suffering the effects of any form of child abuse and neglect, the staff member will report his/her concerns to the building principal for consideration of reporting to the Department of Children and Families. [School Committee Policy JLF Reporting Child Abuse]

Students with AIDS/HIV— Refer to School Committee Policy 5.73

Home or In-Hospital Educational Services

Upon receipt of a physician's written order verifying that students enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital for medical reasons on a day or overnight basis, or any combination of both, and for a period of not less than fourteen school days in any school year, the administration (in coordination with the Office of Student Services) shall provide educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow students to continue their educational program, as long as such services do not interfere with the medical needs of the students. Such educational services shall not be considered special education unless the students have been determined eligible for such services, and the services are included on the students' IEP. Students in non-public schools shall be entitled to home and hospital services when deemed eligible through the special education process.

A student is eligible for tutoring after 14 days of absence.

The student's physician must complete a Department of Elementary and Secondary Education Form 28R/3; Physician's Statement for Temporary Home or Hospital Education 603 CMR 28.03(3) (c) and submit it to the student's building administrator or guidance counselor. Forms are available from the Principal's Office.

At a minimum the physician's signed notice must include information regarding:

- The date the student was admitted to a hospital or was confined to home;
- The medical reason(s) for the confinement;
- The expected duration of the confinement; and
- The medical needs of the student should be considered in planning the home or hospital education services.

The form must be completed by a physician, including pediatricians, or any other M.D. but will not be accepted from a Ph.D. or Ed.D.

The district will assign an appropriate tutor selected from district staff, privately contracted tutors, or an agency. The school district determines the number of instructional hours per day or per week based on the educational and medical needs of the individual student.

Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the Pembroke School District 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. [School Committee Policy 5.35]

Immunizations

Public school students attending the Pembroke Schools will be required to present a physician's certificate attesting to successful immunization against all diseases as stipulated in M.G.L. Ch. 76, Sect. 15 and as may be specified from time to time by the Department of Public Health. These diseases include: diphtheria, tetanus, measles, pertussis, and poliomyelitis, and such other communicable diseases which may be specified by the Department of Public Health.

An exception to these requirements will be made on receipt of written statement from a doctor that he has personally examined the child and that immunization would not be in the best interest of the child; or from the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent. A doctor's statement must be resubmitted at the beginning of each school year. Students who are not vaccinated or under-vaccinated (including those with medical and/or religious exemptions) may be

subject to exclusion from school if there is exposure to certain communicable childhood diseases. Additionally, in accordance with Federal law, a homeless student shall not be required to present proof of immunization as a prerequisite for attending school.

Lockers

Students will be assigned a Titan Time (home based) locker and a physical education locker. Students can lease combination locks from the school. **Only locks leased from the school may be used on school lockers.** Combination locks can be leased for \$5/year. The leasing money will be returned when students return the locks at the end of the school year. We advise students to keep their lockers locked at all times and not to leave money or expensive items in a locker. The school is not responsible for any lost items. Changes in locker assignments must be approved by the Titan Time teacher. Any locker problems (malfunction, theft) should be reported to the Titan Time teacher immediately.

Students should not use any tape on their lockers. If they would like to hang their schedule or other pictures, they should use magnets. Any drinks stored in lockers must have a twist top, so there is no danger of spillage.

Lockers are not private property. They are school property and may be opened and inspected by school officials at any time.

Lost and Found

“Lost and Found” boxes are located in the nurse’s office, the locker rooms, the library and at different locations in the hallways. If a personal item has been misplaced, please check these locations. Students and staff should deposit any unclaimed items found in the “Lost and Found” boxes. It is a good idea to clearly label clothing, books, lunch boxes, etc. with the student’s name so they can be returned without delay. Any materials left on the benches or tables outside the cafeteria after lunch is over are dropped off at the lost & found in the library.

Lost, Stolen and Damaged Materials

Students assume financial responsibility for all materials and equipment issued to them by the school. In the event such material is lost, stolen, damaged, or defaced, teachers will notify the student and the office of the material(s) involved and the fee to be assessed. Parents/caregivers will be notified of the charges for lost, damaged, or defaced material and equipment based on the replacement cost.

Non-Custodial Parent’s Right of Access to Records

1. A certified copy of the court order or judgment relative to the custody of the student that either indicated that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5) (a), or a certified copy of a court order specifically ordering that the student records may be made available to the non-custodial parent and,
2. An affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent’s custody.

The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order, which prohibits the distribution of information pursuant to MGL c.71 Sect.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student records to the non-custodial parent.

Parental Notification Law

Massachusetts General Laws Chapter 71, Section 32A, known as the Parental Notification Law, requires that parents/caregivers be notified about any curriculum that primarily involves human health and sexual education. The goal of the comprehensive Health Education curriculum, which incorporates the State's Health Frameworks, is to promote the health and well-being of our students. The instructional materials utilized may include class texts, various handouts and video presentations. If you would like to review these materials at school, please call the school office to arrange a convenient time to do so.

Each student's privacy will be respected throughout the instruction of the curriculum. Materials will be presented in a balanced and age appropriate way that makes clear that people may have strong religious and moral beliefs about health related issues and that these beliefs must be respected. Under Massachusetts Law and Pembroke School Committee Policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or issues pertaining to human sexuality. To request an exemption, mail a letter to the Principal, Pembroke Community Middle School, 559 School Street, Pembroke, MA 02359. No student who is exempted from this portion of the curriculum will be penalized. An alternative assignment may be provided to students who are exempted.

Photography or Videotaping of Students

Pembroke Community Middle School may use photographs or videotapes of students participating in school activities to share with local newspapers, broadcast stations or the district and/or school web site. The school hereby notifies parents/caregivers that unless a written objection is received in the office of the principal by September 15 of each school year, the school will assume the rights to use photographs or videotape where students may appear or be heard.

Physical Education

By Massachusetts State Law, it is required that all students take physical education. Any student wishing to be excused for the day from physical education class for health reasons should bring a note from his/her parent/caregiver and present it to the nurse at the start of the school day. The nurse will communicate any health-related absences and/or restrictions to the physical education teacher. A note from the child's physician must be submitted to request long-term excuses.

School Socials/Dances

We sponsor several socials/dances throughout the school year for all students in good-standing. Staff volunteer to chaperone school socials. Music is supplied by a disc jockey and refreshments and snacks are sold. The socials are held from 7:00 – 9:00 p.m., unless otherwise noted. Tickets to school socials are sold during the school day and will not be sold at the door.

Please remember these few rules so that our school socials will be successful:

- No forms of the dances identified as "grinding" or "twerking" or other inappropriate dancing will be permitted.
- Rules for appropriate dress and Code of Conduct that apply during extra-curricular activities

also apply at school socials.

- Our socials are for Pembroke Community Middle School students only.
- Parents/caregivers are requested to arrive promptly at 9:00 p.m. to transport students home. Students will not be allowed to leave the grounds unsupervised, unless the school has been previously notified that students have been given permission to do so. Staff will remain with students until they are picked up.
- Students will not be allowed to enter the social after 8:00 p.m. unless accompanied by an adult or unless prearranged with the principal or principal's designee.
- Students will not be allowed to leave the social until 9:00 p.m. unless accompanied by an adult or unless prearranged with the principal or principal's designee.
- Once students leave the social, they will not be allowed to return.

School Socials/Dances would only occur if safe to do so and in compliance with any state or DESE guidelines regarding group events.

Section 504 School Accommodation Plan

All programs, activities, and services are open to all students, including those with disabilities. When a student requires specific accommodations unique to a disability that substantially impairs a major life function, the principal or principal's designee convenes a team to determine eligibility for a Section 504 Accommodation Plan. Procedures in accordance with Section 504 of the Rehabilitation Act are followed in these circumstances. The District 504 Coordinator is Ms. Jessica Duncanson, Director of Student Services.

Student Risk Assessment

The following administrative procedure is utilized when a student is considered to be a potential risk to self or others in the school:

1. Referral to administration for full investigation: Principal, Assistant Principal, or guidance counselor.
2. Parent/Caregiver contacted, student removed from school if determined necessary and referral of student for independent risk assessment if clinically indicated. Parent will be provided with a list of elements to be included in the risk assessment.
3. Risk assessment concludes with appropriate follow up.
4. An administrator and/or guidance counselor will visit classrooms to reassure students if necessary, depending on the circumstances.
5. Contact by administration to any parent/caregivers of other students directly involved or implicated.
6. Monitoring of students and/or the situation for a period of time as deemed appropriate by school administration.

Substitute Teachers

If the regular classroom teacher is absent and a substitute teacher is teaching for the day, students are expected to act in the same courteous and cooperative way they do when their regular teacher is present. Please keep in mind that a substitute teacher is a member of the community and will form an impression of PCMS from his or her experiences in the classroom. We want that impression to be a positive one.

Tardy to School Procedures

- Students are considered tardy if they arrive after **7:20** am.
- Students must check in at the main office, sign the tardy book stating the time and reason for tardiness and obtain a hall pass to enter class.

- Students report to their scheduled classes even if there is only a minute left so that they can get make-up work.
- Tardiness is not excused.
- Excessive tardiness will be addressed in the following manner:
 - Students may receive an administrative detention
 - Students may receive a one-day, in-school suspension

Titan Study

Titan Time is a daily, thirty-five-minute block in students' schedules that will be used to support and extend student learning. There is also a fifteen Titan Time homeroom at the beginning of each day (7:20-7:35 pm). Each student has been assigned a Titan Time teacher. Each teacher has approximately 15 students assigned to their room. Students can use this time to organize their materials, study, or complete upcoming homework.

Transportation Procedures

Arrival and Departure by Car

Parents/caregivers that drive their children to school should drop them off at the designated parent/caregiver drop-off locations.

Seventh grade students should be dropped off in the circular driveway near the front entrance or by using a loop that will be set up around the staff parking lot. These would be the same areas where parents would pick up 7th grade students, who will enter and be dismissed from the main doors.

Eighth grade students: Parents dropping off eighth grade students should drive around the fire road at the back of the school (accessed by passing the staff parking lot on your left). Students should get out at the basketball courts on the far side of the building and enter into the gymnasium.

Buses

Students are expected to be well-behaved and respectful while riding the buses. Students should bear in mind that continued or severe offenses on the buses could lead to the loss of bus-riding privileges.

Please review the Pembroke Public Schools Bus and Bus Pass Manual in the transportation section of the district website for expectations regarding student behavior. If you have specific questions, please contact the Transportation Coordinator, Ms. Lori Jacobs at 781.829.0832.

The bus driver has full authority and responsibility to enforce order and maintain discipline by direct command to the pupils. In the event of a discipline problem with a student, the driver will deliver the student to his/her destination and then notify the administration via the **Pembroke Bus Conduct Report**.

Social Bus Passes

Social bus passes, seeking to take another bus in order to be dropped off at a friend's house, will not be approved. By the established bus fee, transportation has only been arranged for students to and from home. Emergency bus passes may be obtained by contacting the main office. The principal or his /her designee will review all emergency bus pass requests. Parents/caregivers must communicate, in writing to the PCMS office, any change or adjustment to your child's assigned bus route, e.g. dropped off at Pembroke High School for after school clinics or programs.

Biking/Walking Procedures

- Written permission is required from parent/caregiver to inform the school of students

who will be walking or riding bicycles to and from school. The note must indicate the extent of permission, e.g., school year, today only, for a week, etc.

- If a student rides a bike to school, it should be parked in the bike racks located near the cafeteria and securely locked. The school department does not take responsibility for bicycles, which may be lost, stolen, or damaged on school property. Administration reserves the right to suspend bicycle riding to school for safety reasons. Per Massachusetts state law, if a student is 16 years old or younger, he/she must wear a helmet. The helmet should fit the rider's head and the chin strap must be fastened.
 - **Seventh grade students** should enter and exit the school by using the main doors.
 - **Eighth grade students** should enter and exit the school by using the gymnasium doors.
- For safety reasons, students who walk or ride bikes will be dismissed daily from the cafeteria by a supervisor after the buses have left the parking lot.

Work Permits

Students should see the guidance secretary for work permit applications. There is a process for acquiring a work permit for 14- to 17-year old students:

1. Once you have a promise of employment, the student seeking employment should obtain a copy of the Employment Permit Application from the guidance office.
2. Complete the Employment Permit Application with full employment information and obtain all required signatures (employer, physician, parent/guardian, and student). You do not need to supply proof of age when returning the application to school as we have those records on file.
3. Return completed application to the Guidance Secretary, Mrs. Mary Sheehan.
4. The permit will be created within 24 hours and given to the student. The permit is good for as long as you are employed by that employer. If there is a change of employment, the student will need to apply for a new permit.

Student Code of Conduct

As a community, norms of behavior are necessary in order to make everyone's work at Pembroke Community Middle School as personally and intellectually safe and productive as possible. We want our community to be one in which individuals flourish and our mutual respect and concern for each other's feelings and needs further the well-being of students, faculty, and staff. We believe that personal integrity and self-respect are reflected in honest, responsible behavior; in respect for each other's property and for the property of our community; in concern for the integrity of the academic process in which we are participants; and in respect for each other's efforts to carry out the responsibilities of our roles in the community.

Being in an Unauthorized Area

All students are assigned to a class period or other area during the school day. If a student is found in an area other than his/her assignment, this constitutes being in an unauthorized area.

This violation also relates to passage in an unnecessary hallway and use of other areas of the school that are not related to a student's assigned class.

Students may be subject to disciplinary consequences for being in an unauthorized area.

Bomb Threats, False Fire Alarms, and Possession /Exploding of Fireworks

Making a bomb threat or pulling a false fire alarm is a crime. Possessing and/or exploding fireworks are crimes.

Cell Phones, Portable Listening Devices, Cameras, Video Recording Devices and other Electronic Devices

Students will not be permitted to use phones or other electronic forms of communication, or wear portable listening devices during the school hours of 7:15 am and 2:10 pm (with the exception of a cell phone after 2:10 pm to arrange for pick-up) unless given specific permission by administration or, pertaining to classroom use, at the discretion of the classroom teacher.

Before the beginning of the school day, students will turn off, secure, and not use electronic devices until the completion of the school day or unless authorized by their classroom teacher during that instructional period. Students are not allowed to use devices while walking in the hallways during the school day. Students must obtain permission from school administration for use of cameras and other video recording devices. The school will not be responsible for these items if they are damaged or stolen.

In an emergency, a student may be contacted via the front office. If a student needs to contact home, he/she may use the office or a classroom phone or ask a faculty member for permission to use a personal cell phone.

Use of cell phones during after-school/extra help sessions is at the discretion of the teacher. Use of cell phones while waiting for the late bus is at the approval of the supervising staff member.

Students using prohibited items during school without permission are subject to disciplinary action of Disturbing the Normal Process according to the Student Code of Conduct. If there is repeated, unauthorized student use, the device may be taken for the remainder of the school day, and a parent/caregiver may be required to pick it up.

Cutting Class

Cutting class is any unauthorized non-attendance during an assigned period. Students who cut class will be referred to administration for disciplinary action.

Detentions

Academic Detentions

Students who are not doing well in class and are not accessing any extra help sessions to support their progress may be assigned after school or Saturday detentions. The after-school detentions run from 2-4pm. Saturday detentions, when needed, are three hours long. Parents/caregivers will be notified when an academic detention is assigned. These detentions will be monitored by a faculty member to ensure students are completing their work and to provide organizational/study help, if needed.

Administrative Assigned Detention

Administrative detention(s) will be assigned by an administrator for misconduct of a more serious nature and for repeated misconduct of a minor nature. Some examples are habitual tardiness to school and/or class and misbehavior on buses, in the cafeteria, in corridors and during other activities or skipping teacher detentions. Administrative detentions which hold a student after regular school hours will be assigned with 24-hour notice, or the same day if communicated with a parent/caregiver. Administrative assigned lunch detentions may be assigned for the same day with no advance notice. Students who do not report to an administrative detention may receive further disciplinary consequences.

Teacher Assigned Detention

All teachers handle their own detentions for minor incidents occurring within the teacher's jurisdiction. Teacher detentions that hold students after regular school hours will be assigned with 24-hour notice, or the same day if communicated with a parent/caregiver. Teacher assigned lunch detentions may be assigned for the same day and require no advance notice. If a student does not report for a teacher detention, the teacher will confer with the student and determine whether the student's explanation is

acceptable, and reassign the teacher detention. Students who do not report to a teacher assigned detention may be referred to administration for further disciplinary consequences.

Discipline Procedures

The public schools in Pembroke follow a progressive discipline philosophy and adhere to the provisions of Massachusetts General Laws Chapter 71, sections 37H, 37H ½ and 37H ¾ as well as 603 CMR 53.00 et seq. The types of behavior that will not be allowed in school, on school grounds or at school-sponsored events and trips are identified in this student handbook and through PSC policy.

School rules and regulations may be supplemented by teachers' rules for individual classes, which will be explained to students and posted. Teachers' rules must be in concert with the Student Handbook and approved by the principal.

Suspensions

The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the student or when, in the opinion of the principal or assistant principal, a continuum of offenses makes it necessary to use this kind of action.

Penalties of suspensions will be served on those dates specified by the principal or assistant principals. Suspensions will be served on consecutive days. If a suspension ends on the day prior to a weekend or vacation, then students are ineligible to participate or attend any activities on the following day. When the period of suspension begins before the weekend or vacation but continues after the weekend or vacation period, students are ineligible to participate in activities throughout the entire period.

Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities.

Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the principal or assistant principal to serve detentions and suspensions during the summer. Any outstanding detentions and/or suspensions will be served at the start of the following school year.

Definitions

In-School Suspension:

The removal of a student from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days, or up to ten (10) school days cumulatively for multiple infractions over the course of the school year. Students will have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the suspension. Removal from participation in extracurricular activities does not count as a removal from school in calculating the duration of a suspension.

Out-of-School Suspensions:

1. *Short Term:* The removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Students will have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the suspension.
2. *Long Term:* The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days in one school year, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A long-term suspension can occur after ten (10) or more cumulative or consecutive school days of short term suspension, in or out of school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37H, or in Chapter 71 §37H ½, no student

may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long term suspension shall extend beyond the end of the school year in which such suspension was imposed. Any student facing a potential long-term suspension is entitled to a hearing with the principal or his/her designee as described below.

In School Suspension Procedure

If, after the principal or his/her designee has informed the student of the disciplinary charge(s), basis for the charge(s) and has provided the student with the opportunity to respond, he/she decides that the student has committed the offense in question, an in school suspension may be issued, not to exceed 10 consecutive or cumulative days.

On the same day as the suspension decision, the principal or his/her designee shall make every reasonable effort (at least two documented phone calls) to notify the parent(s) of the offense, the reason for the decision and the length of the in school suspension. On the day of the suspension, the principal or his/her designee will also provide written notice in English (and in the primary language of the home if a language other than English is identified in the home language survey), or by other means of communication where appropriate, with the same information and inform the parent of the student's right to make continued academic progress. The principal or his/her designee shall invite the parent(s) to meet in order to discuss the student's performance and behavior as soon as possible.

Out-of School Suspension Procedures

Out-of- School Suspension under 37H 3/4

Notice

Prior to suspending a student, the principal or his/her designee will provide the student and the parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent(s) to participate in the hearing. If the parent(s) cannot be reached after documented reasonable effort, the hearing may be conducted without the parent present. Reasonable efforts are defined as the principal or his/her designee documenting written notice and at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification that the school has on file.

The written notice will be in English (and in the primary language of the home if a language other than

English is identified in the home language survey), or by other means of communication where appropriate. The notice will set forth in plain language:

- 1) the disciplinary offense;
- 2) the basis for the charge;
- 3) the potential consequences, including the potential length of the student's suspension;
- 4) the opportunity for the student to have a hearing with the principal or his/her designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- 5) the date, time, and location of the hearing;
- 6) the right of the student and the student's parent(s) to interpreter services at the hearing if needed to participate;
- 7) if the student may be placed on long-term suspension following the hearing with the principal, the principal must inform the student and the parent of:
 - a. the rights set forth in 603 CMR 53.08(3)(b); and
 - b. the right to appeal the principal's decision to the superintendent.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Principal Hearing

The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Short-Term Suspensions (10 days or less)

If the principal or his/her designee determines after conducting the hearing described above that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's short-term suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

The decision of the principal or his/her designee to issue a short-term suspension is final and not subject to appeal.

Long -Term Suspensions

If the principal or his/her designee determine after conducting the hearing described above that the consequence for the infraction(s) in question is to be a long-term suspension from school, the principal or his/her designee shall afford the student the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student, or not;
2. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but student witnesses shall not be compelled to do so;
4. The right to cross-examine witnesses presented by the school district;
5. The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee. Notice of the right of appeal shall be in English (and the primary language of the home if other than English as determined by the home language survey), or other means of communication where appropriate, and shall include the following information stated in plain language: the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Superintendent's Appeal Hearing

A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student shall have all the rights afforded at the principal's hearing for long-term suspension.

The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension and may, within the five (5) calendar days 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 filed in a timely manner, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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

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

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c) 1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal. The decision of the superintendent shall be the final decision of the school district.

School-Wide Education Services Plan

A document created by the principal that includes a list of educational services is available for students who are expelled or suspended from school for more than ten (10) consecutive days. This list includes events and activities which represent the student's opportunity to continue to receive educational services and make progress while suspended or expelled. Plans are available in each school office.

Exclusion/Expulsion under 37H:

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws Chapter 71, Section 37H. The grounds for exclusion or expulsion include, but are not limited to, the following:

- 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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 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) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education services plan.

f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education services plan.

Felony Complaint or Conviction under CHAPTER 71, SECTION 37H 1/2:

Pursuant to Massachusetts General Laws Chapter 71, Section 37H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by the principal if he/she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect.

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

c. Upon a student's conviction of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel said student if he/she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

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

Emergency Removal

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- 1) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR 53.08(3)(b);
- 2) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- 3) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent;
- 4) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Displays of Affection

Displays of affection, such as kissing or embracing, that may make others uncomfortable or embarrassed are not permitted. On the **first reported offense**, parents/caregivers may be notified and both students and parents/caregivers informed that any future violations could result in disciplinary action. No forms of lewd and lascivious behavior will be tolerated.

Distribution

Distribution and/or (re)selling of any item by a student and/or staff member is strictly prohibited. These items include but are not limited to gum, candy, soda, energy drink, etc. Students and/or staff members found in violation of this policy may be subject to disciplinary action.

Disturbing the Normal Process of the Daily Activity in School

A school can meet its educational goals only when each student respects the rights of every other student to learn in an orderly environment. No student has the right to behave in a way that hinders the learning process. Every student and staff member has the right to be treated with dignity and respect. Generally, the first response to disruptive behavior is from the classroom teacher. The teacher may move the student's seat, contact the parent/caregiver, conference with the student, ask the guidance counselors to meet with the student, or keep the student after school or during lunch both as discipline consequences and as an opportunity to discuss the student's behavior. If any of these initial teacher efforts fail to produce a behavior change, the teacher may remove the student from the class and an administrative detention or other disciplinary consequences may be assigned.

Behavior which disrupts the educational process may include, but is not limited to, inappropriate classroom behavior, inappropriate physical contact, making excessive noise, and/or misuse of school equipment. Any student who willingly takes part in an unauthorized assembly, sit-in, protest meeting, etc. during school hours, and/or on school property, may be subject to disciplinary action.

The teacher and/or administrator may arrange for parent/teacher/student and/or administrator conference, at which time a contract may be written regarding classroom behavior. This contract will identify what is expected of the student, what the teacher and/or other school personnel will do to help the student meet these expectations, and what the consequences for inappropriate behavior will be. Such consequences may include after school detention with a teacher, removal from a class for an instructional period, removal from class pending a parent/teacher/student conference, or permanent removal from class.

Drugs, Dangerous Weapons and Staff Assaults (MGL Ch. 71, Sec. 37H)

- (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 a knife; or a controlled substance as defined in MGL Ch. 94C, including but not limited to marijuana, cocaine, and heroin, will be subject to disciplinary action up to and including expulsion from school or school district.
- (b) Any student who assaults a principal, teacher, paraprofessional or other educational staff on school premises or at school- sponsored or school-related events, including athletic games, will be subject to disciplinary action up to and including expulsion from school or school district.

Electronic Readers/iPads/Other Technological Devices for Learning Purposes

Electronic Readers/iPads/and other technological devices are allowed for the sole purpose of educational opportunities as permitted by the teacher/staff member. Inappropriate use of these devices may result in the loss of privilege and/or confiscation. If the device is taken from a student, a parent/caregiver may be required to pick it up.

Fighting/Assault/Battery

Pushing, punching, wrestling, or other types of physical force will not be tolerated. Initiating, provoking, or instigating a fight will not be tolerated. Assaults, defined as an attempt or threat to use unlawful force against someone to physically hurt him/her, will not be tolerated. A battery is an unlawful and offensive touching of a person without his/her consent and will not be tolerated. The determination as to whether such behavior constitutes a fight rests with the staff member who observes the behavior, not with the student participants.

Guidelines for Participation in After-School Functions or School-Sponsored Activities

As with all extracurricular activities, students must be in attendance at school for the minimum number of hours required by law to constitute a full day, approximately three hours and fifteen minutes, in order to participate in either an after-school function or a school sponsored activity. Students who are suspended in school or out of school on the day of a school-sponsored activity or after-school function will lose their right to participate.

Students must be in good academic standing in order to participate in after-school activities/functions. Students with a failing grade in any subject are not considered to be in good academic standing and therefore may not be allowed to participate in after-school activities/functions. Students with a failing grade(s) at the time of the after-school function/activity may be allowed to participate with special consideration from administration.

Participation in after-school functions/activities is a privilege, which may be revoked due to behavior inconsistent with the Code of Conduct. Administration will make the final decision on eligibility for after-school functions/activities.

All students in good standing will have equal access to participating in extracurricular activities, including students within the protected categories of gender identity, sexual orientation, disability, and homelessness.

Any student who has an outstanding financial obligation to Pembroke Community Middle School in excess of \$10.00 will be prohibited from participation in athletics and school socials (dances), until the outstanding debt is satisfied.

Harassment, Bullying or Discrimination

Pembroke Community Middle School is committed to providing an educational environment that is free of harassment, bullying and discrimination. This applies to all students at all school-sponsored activities. Harassment, bullying or discrimination of any form will not be tolerated, including bullying, harassment of discrimination that targets the protected categories of race, color, national origin, sex, gender identity, religion, or sexual orientation.

Harassment, bullying or discrimination may include but not be limited to:

- Repeated or persistent offensive remarks including name calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks
- Intimidations for favors
- Overt threats or demands
- Unwanted physical contact of a person or person's clothing
- Display or circulation of written materials or pictures of a derogatory nature
- Unwelcomed gestures

Procedure of Complaint and Investigation of harassment, bullying or discrimination

If a student feels he/she is a victim of harassment, bullying or discrimination, a building administrator should be contacted immediately. All complaints of harassment, bullying or discrimination must be reported by staff or students to the principal or the principal's designee.

It is building practice to have all complaints of harassment, bullying or discrimination fully investigated and to take appropriate steps necessary to remedy the situation. All students are expected to cooperate fully in any investigation of harassment, bullying or discrimination.

All of the information that is provided during an investigation of harassment, bullying or discrimination will be treated as confidential. This means that such information will be shared with others on a

need-to-know basis only.

An investigation of a complaint of harassment, bullying or discrimination will be conducted by the principal or principal's designee. The investigation may include:

- Separate, private interviews with the complainant and each person accused of harassment, bullying or discrimination
- Interviews of witnesses, if any
- Written statements by complainant, accused, and witnesses

At the conclusion of the investigation, the principal or the principal's designee will prepare and recommend an appropriate action. Parents or caregivers will be notified and additional actions may include:

- A contract of expectations
- School disciplinary action
- Police notification

Additionally, any student found engaging in harassment, bullying or discrimination, condoning harassment, bullying or discrimination, or retaliating in cases of harassment, bullying or discrimination is subject to disciplinary sanctions from warning up to and including suspension. This includes targeting students in the protected categories of race, color, national origin, sex, gender identity, religion, or sexual orientation. The principal or principal's designee will conduct follow-up interviews within 30 days.

The Pembroke Public Schools Bullying Prevention and Intervention Plan can be found on our website at www.pembrokek12.org.

Hazing Policy

Pembroke Community Middle School recognizes the right of all students to participate through competition or open admission in clubs, activities and sports programs. Pembroke Community Middle School prohibits the practice of "hazing". School Committee Policy and Massachusetts General Laws state the following:

that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on school property or at a school sponsored or school related event regardless of the location. No organization that uses the facilities or grounds under the control of the PSC shall engage in the activity of hazing any person while on school property.

For purposes of this policy the term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." MGL Chapter 269, §17.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the school district are obligated by law to report incidents of hazing to the police department. Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student, up to and including suspension. Any student who participates in hazing of another student or other person may be subject to disciplinary action up to and including expulsion. Any student who is determined by the principal to be the organizer of a hazing activity may be subject to disciplinary action, up to and including expulsion. Legal Refs: 603 CMR 33.00: M.G.L.c.269: 17, 18, 19 (School Committee Policy #JIFCA)

Horseplay, Fooling Around, and Unnecessary Physical Contact

Students who participate in horseplay that includes physical contact with friends or any form of physical joking around with peers that would make someone feel uncomfortable are subject to consequences.

Although the intent of horseplay or fooling around may not be to hurt someone, physical harm often accompanies such acts in a school community. Others may also misconstrue such acts; therefore, all students are required to refrain from participating in unnecessary physical contact.

Language

Language that is rude, profane, or obscene, whether directed at students or staff members or used in the presence of others, will not be tolerated. Language that is **abusive or threatening** is even more serious than language that is rude or profane and will not be tolerated.

Leaving School Grounds, Activities, Field Trips/Leaving School without Permission

Once students are present in school or on school grounds or attending a field trip or an after-school student function, they may not leave without permission from a teacher, staff member, or chaperone as this presents a serious safety issue.

Students are not permitted to leave school grounds, unsupervised, during after-school sessions or activities and then return to school for the purpose of taking a late bus or arranging for a ride home. After-school sessions are considered part of the school day for students who choose to utilize that time.

Possession, Use, Distribution or Being under the Effect following the use of Alcohol or Drugs

Student possession of alcohol or drugs is a crime. There is no tolerance for possession, use, or being under the effect following the use of alcohol or drugs. Any quantity constitutes a violation of this Student Code of Conduct. Any student who possesses, uses or distributes alcohol or drugs or is under the effect of alcohol or drugs is in violation of the Student Code of Conduct. If, in the opinion of the principal or the principal's designee, after consultation with the school nurse (if available) it is reasonable to conclude that a student is involved in the possession, distribution, sale, or illicit use of drugs or alcohol, the principal or principal's designee has the authority to suspend the student. Notification of parents/caregivers will take place as soon as possible.

Respect for Authority/Insubordination/Noncompliance

Insubordination is noncompliance with a reasonable request from any member of the staff. Students at Pembroke Community Middle School must yield to the authority of staff members and comply with direct requests for modifications of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal (at the conclusion of the class period, activity, or assembly) first to the teacher, second to an administrator.

Respect for People

Every student, teacher, staff member, and visitor has the right to come to school without fear of intimidation or coercion of any kind. Under no circumstances can any student be allowed to remain in school if they pose a threat to the safety of another. Abusive language and behavior will not be tolerated.

"No person shall be excluded from or discriminated against in...obtaining the advantages, privileges, and courses of study (of such) public school on account of race, color, sex, gender identity, religion, national origin, or sexual

orientation.” (MGL Ch. 76, Sec. 5)

Responsibility to be a Good Student

Pembroke Community Middle School exists primarily to provide students with formal classroom instruction. Each student enrolled must conduct himself/herself in a way that promotes the achievement of this goal. Students are expected to: (a) arrive at school and classes promptly, (b) be in attendance every day except for illness or family emergencies, (c) be prepared for classroom work, (d) contribute in positive ways to the activities of each class, and (e) accept responsibility for any inappropriate actions while working to ensure they are not repeated.

Sexual Harassment, Sexual Assault or Gender-Based Discrimination

All persons associated with the school system are expected to conduct themselves in a professional manner at all times and to provide an atmosphere free from sexual harassment, sexual assault and gender-based discrimination. Any person who engages in sexual harassment, sexual assault or gender-based discrimination while acting as a member of the school community will be in violation of this policy.

Sexual harassment, sexual assault and gender-based discrimination in school are unwanted sexual attention from anyone the victim may deal with in school or at school related activities. The following behaviors are not allowed: staring or leering with sexual overtones, spreading sexual gossip, unwanted sexual comments, pressure for sexual activity, any unwanted physical contact of a sexual nature, and/or displaying material that is sexually offensive or creates a hostile environment.

Any student who believes she/he has been the victim of sexual harassment, sexual assault or gender-based discrimination should speak to a trusted adult in the school as soon as possible.

- Pembroke Police Department
- Superintendent
- Director of Student Services
- School Nurse
- Department of Children and Families (DCF)

At the conclusion of the investigation, the principal, or the principal’s designee will prepare and recommend an appropriate action. Parents or caregivers will be notified and additional actions may include:

- A contract of expectations
- School disciplinary actions
- Police notification

Additionally, any student found engaging in sexual harassment, sexual assault, or gender-based discrimination, or retaliating in cases of sexual harassment, sexual assault or gender-based discrimination is subject to disciplinary action.

Slurs Based on Race, Ethnicity, Disability, Religion, or Sexual Orientation

Any student who uses a slur based on race or ethnicity, disability, religion, or sexual orientation, whether verbal, in symbol form, in a school building, on school grounds, on a school bus, or at any school sponsored event, may be subject to disciplinary action.

Standards of Dress

The First Amendment guarantees students’ rights to choose the clothes they want to wear. The school does not interfere with this right except where there is an overriding, legitimate school concern. Since one of the purposes of Pembroke Community Middle School is to create a safe, supportive learning community, and since appropriate dress reflects positively on the school community, students will be prohibited from wearing any clothing that detracts from the learning process or otherwise compromises health, safety, or cleanliness.

When implementing the Standards of Dress, the administration, teachers, and other school authorities are mindful of the constantly changing nature of the styles of dress and grooming in our society and the transient “fads” often evident in the dress and grooming of our youth.

We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. School is a student’s workplace, and we expect all students to conform to the following standards of dress:

- Clothing must be neat and clean.
- Clothing displaying vulgar writing or symbols or sexual reference will not be allowed. Clothing that is excessively revealing such as mini-skirts, short shorts, tank tops, and muscle shirts will not be allowed.
- Clothing that is excessively tight, too small, loose fitting and/or low cut will not be allowed.
- Waistbands that are too low exposing underwear and shirts which reveal the midriff will not be allowed.
- Clothing that references alcohol, tobacco, or controlled substances will not be allowed.
- Pajamas, slippers, and/or other sleepwear are not permitted.
- Students are not permitted to wear head coverings during school hours unless the principal or principal’s designee grants permission. Students should remove head coverings as soon as they enter the building. Head coverings should be placed in a student’s locker at the beginning of the day and not be carried throughout the building during the day. If they are carried or worn, they may be taken away by a staff member and returned at the conclusion of the day. Head coverings for religious observance or medical reasons are an exception to this rule.
- Proper shoes/sneakers must be worn. Open-toe shoes, sandals, and flip-flops are allowed in school when the weather permits. In the event that a student appears unstable because of their choice of footwear he/she may be required to wear shoes that are more appropriate. Students must wear sneakers to physical education. Teachers will give students 24-hour notice if a planned activity or lesson requires students to wear shoes or sneakers. Please remember that heels, platform shoes, and plastic soled shoes are slippery and dangerous on our floors.
- Dress must not be of destructive nature or a safety concern (e.g. chains and spiked jewelry).
- Any other apparel that the administration determines to be unacceptable to the standards of dress will not be allowed.

If a student wears something inappropriate to school, he/she will first be asked to change in the nurse’s office and then may be asked to call a parent/caregiver to request that clothing that is more appropriate be brought to school. The school will have t-shirts or sweatpants so that students may return to their studies as soon as possible.

Tardiness to Class

Each teacher will address the issue of tardiness with the student(s). Tardiness will be addressed through, but not limited to parent/caregiver contact, teacher-assigned detention(s), and referrals to administration for disciplinary action. Any student tardy to class in excess of ten minutes should be referred to the office, as one would for a class cut.

Threat of Violence

Pembroke Community Middle School is committed to providing an educational environment that is free of threats of violence. This applies to all students and all school-sponsored activities. Pembroke Community Middle School will take seriously all complaints of threats of violence and will have each complaint thoroughly and promptly investigated. All reports of threats of violence will be communicated to parents or caregivers. All confirmed reports of threats of violence will be reported to the police.

Procedure for Complaint and Investigation of Threat of Violence

All threats of violence will be reported by staff or students to the principal or principal's designee who will communicate all reports to the parent/caregiver of those involved. The principal or principal's designee will conduct an investigation of the complaint of violence and the investigation may include:

- Separate, private interviews with complainant and each person accused of threats of violence.
- Interviews of witnesses, if any.
- Written statements by complainant, accused, and witnesses. At the conclusion of the investigation, parent/caregiver will be notified with the results of the investigation.

It is building practice to have all threats of violence fully investigated and to take appropriate steps necessary to remedy the situation. All students are expected to cooperate fully in any investigation of a threat of violence. Information provided during an investigation of a threat of violence will be treated as **confidential**. This means that such information will be shared with others on a need-to-know basis only. Once a potential victim of violence has been identified, all necessary steps to protect the victim will be taken. These may include:

- Separating the parties temporarily
- Calling a parent/caregiver to dismiss student from school
- Modifying the passing-to-class procedures
- Shadowing a student
- Implementing a schedule change

The principal or principal's designee will conduct follow-up interviews within 30 days.

Throwing Items In/Out of the Cafeteria

Every student has the right to eat lunch in a non-threatening environment. Therefore, throwing food or other items in the cafeteria is prohibited. Throwing any object in the classroom, hallways, at any assembly, or event may result in disciplinary action. The student may also be banned from all future assemblies and events. While waiting at a bus stop or for a bus after school, throwing snow is strictly prohibited.

Tobacco Possession/Use

In accordance with MGL CH 71, Sec. 37H, smoking and the use of any other tobacco products are prohibited in all areas of public school buildings, facilities, properties, and grounds. Possession of tobacco products and/or possession of paraphernalia (lighters, matches, etc.) will not be tolerated. A student found with a lit cigarette will be considered smoking. If smoke is detected coming from a group of students (for example, in a closed bathroom stall), all persons will be considered to have been smoking. The possession or use of electronic cigarettes or vaping equipment is strictly prohibited.

Unacceptable Items at Pembroke Community Middle School

This list may not recognize all of the items that may be unacceptable. The school will confiscate items if they are a distraction from or a disruption to the educational process.

Students may not bring to school aerosol cans, spray cologne, knives, jackknives, chains (including wallet chains), guns, water pistols, lighters, electronic cigarettes, electronic/video games, fireworks (including snaps and stink bombs), laser pointers, laser pens, roller blades, and any other item(s) which may be considered dangerous or which interfere with the learning environment. The item(s) will be taken, parent(s)/caregiver(s) will be notified, and confiscated items will be returned to parent(s)/caregiver(s) at a time to be determined. Students who bring

unacceptable items to school are subject to disciplinary action according to the Student Code of Conduct.

Vandalism and Theft

The intentional marring, damaging, destruction of school property or the property of students and staff constitutes vandalism. Taking the property of another without prior permission constitutes theft. Acts of vandalism or theft may result in disciplinary actions.