

**HANOVER
MIDDLE SCHOOL**



TBD

Mr. Adam C. Colantuoni

Principal

Mr. Stephen Kapulkas, Martha B. Zuther

Assistant Principal

TBAMs. Jannell D. Pearson

Assistant Principal

**HANOVER PUBLIC SCHOOLS
MISSION STATEMENT**

Our goal is to ensure a quality education for our children by stressing high expectations for learning and behavior, by developing a desire to learn, and by offering challenging opportunities to acquire basic skills, as well as, opportunities to explore and grow in other areas. We strive to provide every opportunity for maximum student achievement and for recognition and stimulation of special talents in all students. In addition to a solid academic foundation, an observance of the ordinary and necessary rules of health and safety, the formation of quality work habits, and the development of positive social attitudes are essential to the educational well being of our students.

We provide a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We utilize the best instructional practices and resources and we provide opportunities for the professional development of staff. We recognize that parents are partners in this mission and we invite them to join together with us for successful achievement of this mission.

Hanover Public Schools Mission Statement

“The mission of the Hanover Public Schools is to guide each and every student to thrive in a global society”

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Hanover Middle School Mission Statement
MISSION STATEMENT

“The mission of the Hanover Middle School is to establish a safe learning environment that fosters respect, responsibility, perseverance, and support for all learners”
The mission of the Hanover Public Schools is to guide every student to thrive in a global society.”

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STUDENT HANDBOOK

Main Office 781-871-1122

Attendance Box 781-871-1122 option 4

Fax 781-871-8792

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Guidance 781-878-2718
Nurse 781-982-6076

<http://www.hanoverschools.org/middle/>

	School Hours	Early Release
Grades 5 & 6	7:55 A.M. 2:15 P.M.	7:55 A.M. 12:15 P.M.
Grades 7 & 8	7:30 A.M. 1:50 P.M.	7:30 A.M. 11:45 A.M.

This agenda belongs to:

Name _____
Homeroom Teacher _____
Phone Number _____
Bus Letter _____

HANOVER PUBLIC SCHOOLS DISTRICT

CENTRAL ADMINISTRATION

Salmond School
188 Broadway
Hanover, MA 02339
781-878-0786
FAX: 781-871-3374

Superintendent of Schools	Mr. Matthew Ferron	TBD
781-878-0786		
Pupil Personnel Services Director	Mrs. Beverly Shea	TBD 7
781-878-0786		
Business Manager	TBAD	781-878-0786
Technology Director	Brian Ciccolo	TBD 781-

878-0786

Food Services Director	Lynn Petrowski	781-878-6667
STEM Director, 7-12	Matt Plummer	781-878-5450
Humanities Director, 7-12	Matt Paquette	781-878-5450
K-8 Director of Curriculum	Debbie St. Ives	781-878-0786

SCHOOL COMMITTEE MEMBERS

Chairperson: ~~Mr. William Marriners~~ ~~Elizabeth Corbo~~
~~wmarriner@hanoverschools.org~~ ~~leorbo@hanoverschools.org~~
Vice Chair: Mr. John Geary ~~Mr. William~~
~~jgeary@hanoverschools.org~~ ~~Marriner~~
~~wmarriner@hanoverschools.org~~
Member: Mr. Michael Phillips ~~Secretary:~~
~~mphillips@hanoverschools.org~~
Member: Mrs. Ruth Lynch ~~Mr.~~
~~rlynch@hanoverschools.org~~
~~Kevin Bradley~~ ~~kbradley@hanoverschools.org~~
Member: ~~Mrs. Kimberly Mills- Booker~~ ~~John Geary~~
~~kbooker@hanoverschools.org~~ ~~jgeary@hanoverschools.org~~
Member: ~~Mr. Kevin McLeod~~ ~~kmcleod@hanoverschools.org~~

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Attendance Box	781-871-1122 option 4
Fax	781-871-8792
Guidance	781-878-2718
Nurse	781-982-6076

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School Hours

7:05 a.m. to 2:05 p.m.

Early Release Hours

7:05 a.m. to 12:00 p.m.

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Parent Conferences

Parent

September 23 18, 25 _____ October 28 16 (afternoon) 12:00 p.m.-3:30 p.m.
November 4, 26 October 9, 16, 23 _____ March 3 October 23 (afternoon) 12:00
 p.m.-3:30 p.m.

~~December 24, 18~~ ~~February 12 (afternoon) 12:00 p.m. 3:30 p.m.~~

January 68

February 12

October 30~~18~~ (evening) 5:00 p.m. - 8:00 p.m.

March 3-5, 26

~~February 13~~ (evening) 5:00 p.m. - 8:00 p.m.

April 72, 30

May 57

June 4

October 14~~November 6~~

January 202

Open House: September 13

September 16 Grades 5 and 6

~~September 18 Grades 7 and 8 5th and 6th Grades 5:00 p.m. 6:15 p.m.~~~~7th and 8th Grades 7:15 p.m. 8:15 p.m.~~

Progress Report

Term 1: October 5

Term Closes

Grades Released

Term 2: December 17

November 79

February 1

Term 3: March 5

January 235

April 12

Term 4: May 21

June ~~1820 or last day~~ ~~one week after last day~~

September 3 – Labor Day

October 8 – Columbus Day

November 6 - Professional

November 12 – Veteran's Day

November 21, 22, & 23–ThanksgivingDecember 24 – January 1 Winter Vacati

January 21 – MLK Day

January 22 - Professional

February 18 - 22 Vacation

March 29 – Good Friday

April 15 – 19 Vacation

May 27 – Memorial Day

Grade 7	ELA Long Comp	March 19, 2013
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All grades~~Grades 5-8~~ ELA & Reading March 18 - April 5, 2013

All grades	Grades 5-8	Math	May 6 - 25, 2013
Grades 5-and 88-		Science	May 7 - 21, 2013

Principal Welcome

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Dear Students and Families,

On behalf of the entire Hanover Middle School administration, teachers and staff, I welcome you to the 2014-2015 school year. HMS has a strong tradition of providing students with a rich academic and extracurricular experience and we will continue to expand these opportunities in the upcoming year. Middle school is a time of growth, challenge, excitement, and self-exploration. In order for each child to reach their full potential, it is essential that parents are proactively involved in their child's full educational experience. A positive school to home relationship is essential and consistent two-way communication between home and school is critical in ensuring the academic and social success of students.

It is our mission that each student will have a fun, adventurous, and memorable experience at Hanover Middle School. It will be a stretch of time with considerable growth as well as occasional setbacks. Whether you are beginning your journey as a 5th grader or preparing for high school as an 8th grade or anywhere in between, it is my sincere hope that you have a great school year and strive to be the best student and person you can be each and every day. My tips for success include the following:

1. Have a respectful attitude at all time
2. Practice being organized
3. Try your hardest at all time and persevere through challenges
4. Be a self-advocate, ask for help you when you need it
5. Be a good friend
6. Get involved in after school activities
7. Get a good night's sleep and eat a full breakfast
8. Be an ally to other students- report any type of bullying to an adult
9. Set goals
10. Be careful and thoughtful if and when you use technology/social media

Please do not hesitate to reach out to me at any time if I can be of assistance in ensuring a successful school year.

Sincerely,
Mr. Adam Colantuoni
Principal

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ACADEMIC INFORMATION

MARKING SYSTEM

A+	97-100	Work of superior quality
A	93-96	
A-	90-92	
B+	87-89	Work of good quality
B	83-86	
B-	80-82	
C+	77-79	Work of average quality
C	73-76	
C-	70-72	
D+	67-69	Work of below average quality
D	63-66	
D-	60-62	
F	50-59	Work of unsatisfactory quality, not acceptable for credit.
M		Medically excused
I		Incomplete
		Student may attend summer school (if available) for make-up.
		M _____ Medical

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Specialist Grading

4	Work and/or performance of an exceptional quality. Exceeds expectations for grade level
3	Work and/or performance is proficient and meets overall expectations for the grade level
2	Work and/or performance needs improvement to meet standard
1	Work and/or performance is of an unsatisfactory level

FAILURE AND RETENTION

Failure from any subject is defined as having a cumulative average of less than 60. The administration will facilitate a mid-year retention meeting with the families of students who are not making effective progress and/or failing two or more core academic subjects to develop an academic support plan. At the end of the school year the student's progress will be reevaluated by guidance and administration. The principal is the final authority in determining retention or recommending summer school.

Failure from any subject is defined as having a cumulative average of less than 60. Any student failing three or more core subjects may be retained. The principal is the final authority in determining retention.

GRADE 8 ALGEBRA & GRADE 7 PRE-ALGEBRA

For Grade 8 Algebra enrollment, the following will determine eligibility:

- Orleans-Hanna test
- Math Skills test
- Grade 7 math cumulative average
- Teacher recommendation

For Grade 7 Pre-Algebra enrollment, the following will determine eligibility:

- Iowa test
- Math Skills test
- Grade 6 Math cumulative average
- Teacher recommendation

SCORING FOR 8TH GRADE MATH PLACEMENT

8th Grade Math Placement

To remain in Accelerated Math in Grade 8, students should have at least a **BC-** or higher as a final average in Accelerated Math 7. Students with an A average in 7th Grade Common Core Math will be considered for Accelerated Math 8. Consideration will be based on class average, skills test, and the Orleans-Hanna Assessments.

There are 50 questions on the Orleans-Hanna test. The raw score will be multiplied by two (2) for a maximum score of 100. Similarly, since there are 35 questions on the math skills test, the raw score will be multiplied by 2.86 for a maximum score of 100.1. The cumulative grade will be an average of the first, second, and third term (based on the average within one week of the completion of the above mentioned tests) for a maximum of 100. All three scores will be added together. Each criterion is weighed equally with a maximum score of 300.1. A minimum score of 240 or above qualifies for enrollment in algebra I. All tests will be administered before the end of the 7th grade year, and the cumulative grade will be calculated before the end of the school year or at the discretion of the principal. After discussing the placement recommendation with their child's teacher, parent(s) and/or guardian may request a waiver from the principal or assistant principal into algebra I. Students will be expected to complete all requirements of the course without exception. Once enrolled, students will not be withdrawn from the course for any reason except at the discretion of the principal. Failure will not be a justifiable reason for course withdrawal. Similarly, students that achieve a C grade or better will not be allowed to retake the course at the high school level; they will go on to the next level of mathematics.

Students enrolled in pre algebra in the 7th grade will be placed in honors algebra with an 87 or better cumulative average or in algebra I with a cumulative average between 70—86. Students with less than a 70 cumulative average will be required to repeat pre algebra.

Seventh Grade Math Placement

Criteria for Accelerated Math

Iowa 90% or above

Basic Skills Test 90% or above

MCAS Grade 5 – High Proficient or above

6th Grade Math Final Average A- or above

SCORING FOR 7TH GRADE MATH PLACEMENT

There are 63 questions on the Iowa Algebra Aptitude Test. The raw score will be multiplied by 1.6 for a maximum score of 100.8. Similarly, since there are 35 questions on the math skills test, the raw score will be multiplied by 2.86 for a maximum score of 100.1. The cumulative grade will be an average of the first, second, and third term (based on the average within one week of the completion of the above mentioned tests) for a maximum of 100. All three scores will be added together. Each criterion is weighed equally with a maximum score of 300.9. A minimum score of 240 or above qualifies for enrollment in pre algebra. All tests will be administered before the end of the sixth grade year, and the cumulative grade will be calculated before the end of the school year or at the discretion of the principal. After discussing the placement recommendation with

~~their child's teacher, parent(s) and/or guardian may request a waiver from the principal or assistant principal into pre algebra. Students will be expected to complete all requirements of the course without exception.~~

~~Once enrolled, students will not be withdrawn from the course for any reason except at the discretion of the principal. Failure will not be a justifiable reason for course withdrawal.~~

Initial Course Selection for Grade 9

~~8th grade teacher recommendations for high school courses will be based on~~Students will incorporate grades classroom grades, teacher recommendations, MCAS test results, standardized test results and student and parent requests, standardized testing, state and local assessment and additional teacher observations

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~~It is recommended that incoming grade 9 students demonstrate above average grades in algebra (H) Math 8 to be recommended for elect geometry (H) and that student demonstrate a very high level of achievement to move from algebra to geometry (H).~~

Comment [A1]:

It is recommended that incoming grade 9 students who demonstrate average or above average achievement in grade 8 world languages should select Spanish or French 2 level 1. Students who have not demonstrated average achievement should consider French or Spanish 1 level 1. Students and parent(s) and/or guardian should discuss this language selection with a guidance counselor before choosing it.

HMS Math Pathways

5th Grade
Common Core
Math



6th Grade
Common Core
Math



Iowa Test
Skills Test
Cumulative Average
High Proficient MCAS



90% Correct on Assessments
and A- or higher Final Average
in 6th Grade Math

Less than 90% Correct on
Assessments and Less than an
A- in 6th grade Math



Accelerated
Math 7



7th Grade
Math Common Core



B- C average or higher in Accelerated Math
7
Students with an average below B- will be
retested to determine Math placement
Student with an average below C will be

Students with an A average in 7th will be
considered for Accelerated Math 8



Accelerated Math 8



8th Grade
Math Common Core

Dear Parent/Guardian:

The HMS wellness curriculum is based on the Massachusetts Comprehensive Health Curriculum Frameworks and is accessible on the HMS website by clicking on the Staff Directory and Homepages; Specialists: M. Ireland or P. Arena; and the "Earth" icon. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well being of our students, and to help them make wise and informed decisions during their teen-age years and beyond.

The "Massachusetts Act Relative to Sex Education" applies to the lessons mentioned below. Under this Massachusetts law and School Committee Policy (IHAM-1), you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexual issues. To receive an exemption, simply send me a letter or email requesting an exemption for your child. We will send you confirmation of receipt of your letter. No student who is exempted from this portion of the curriculum will be penalized. We will provide an alternative assignment for students not participating. Health teachers will send home reminders two to three weeks prior to the classes and a general description of the wellness curriculum is available in the program of studies located on the left side of the Middle School website.

The following is the list of sexual education topics by grade level and with an approximate timeline:

Fifth graders receive (in a single-sex setting) an introductory lesson on the physical and psychological changes of puberty. A parent night will be held in February for the "Growth and Development" unit including a demonstration of the puberty introductory lesson as well as time for parent questions and feedback. The students will be taught the unit in March or April.

At this time, there is no "Reproduction/Sexuality" unit in sixth grade wellness.

Seventh graders receive a "Body Systems and Growth and Development" unit including a "Puberty Review and Update" in their regular (co-ed) wellness class in November.

Eighth grade wellness includes a "Reproduction/Sexuality" unit with the following topics: anatomy; abstinence; prevention and consequences; legal, moral, and ethical considerations; and dating. This will be in January/February.

The instructional materials used for the seventh and eighth classes are available from the wellness teachers during open house in September. If you are unable to attend open house and wish to review these materials, please contact Mrs. Ireland or Mr. Arena.

During the lessons, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that clearly states that people may have strong religious and moral beliefs about related issues and that these beliefs must be respected.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about the curriculum or any other matter concerning your child's education, please call me.

Sincerely,

Adam Colantuoni/Charles Egan
Principal

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We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about the curriculum or any other matter concerning your child's education, please call me.

Sincerely,

Charles Egan
Principal

High Honors: 8th grade
A- or better in all core academic subjects

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HONOR ROLL: 7th and 8th grade
B- or better in all core academic subjects

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PROGRESS REPORTS

Standard progress reports are issued at mid-term according to the schedule. Progress reports will be disseminated to the student and homes will be called using the Connect-Ed phone system to notify parent(s) and/or guardian. Parents of 7th and 8th grade students can utilize the parent portal of the Aspen X2 system to see

[progress reports and to continuously monitor their student's progress. Directions for parent access to this system will be sent home in September. Paper-](#) Progress reports do not need to be returned to the school. The parent may request individual progress reports at any time by emailing their child's teacher.

TEACHER TEAMS

All students are assigned to a team of teachers who provide academic instruction in the following areas:

Grades 5 & 6- Subjects: ELA, math, social studies, [science and academic support](#)~~and science.~~

Grades 7 & 8- Subjects: ELA, math, social studies, science, [academic support](#) and world language.

The team approach enables teachers to concentrate their collective attention to the individual needs of a specific group of students.

SPECIALISTS

Students are also provided instruction in some, if not all, of the following areas: art, band, chorus, music, computers, library, ~~(health, fitness, and physical education)~~ wellness [\(health and physical education\)](#), guidance, and tech[nology engineering](#)~~nical education.~~

EXTRA HELP

Students should recognize that everyone needs extra help sometimes. This help may be provided during recess (Grades 5 & 6), academic support, or after school. Teachers are available Monday through Friday, for 30 minutes, after the close of school. However, students should arrange with teachers at least 24 hours in advance and properly communicate this arrangement to their parent / guardian. Extra help with the teacher can help students perform better and gain confidence in a difficult class or subject.

GUIDANCE AND HEALTH SERVICES

GUIDANCE

[Guidance Counselors are available to assist students, parent\(s\)/guardian\(s\), teachers and administrators with academic and social/emotional concerns. Parents should contact the guidance office to coordinate teacher conferences, to discuss any school or home issues that might affect learning. Counselors will assist with transitioning students to and from the middle school..](#) Counselors are available to students upon request and whenever necessary to assist with any type of difficulties. Counselors are specifically trained to assist students and parent(s) / guardian(s) with many types challenges. Please schedule an appointment with your child's counselor through the Guidance secretary

~~Counselors are available to assist students, parent(s) and/or guardian, teachers, and administrators with a variety of academic, emotional, social, and student concerns. Parents should contact the guidance office to facilitate teacher conferences, to discuss any school or home issues that might affect learning and to plan for high school. Students should see their counselor whenever necessary such as, when having difficulty with a classmate, subject, teacher, or if they are experiencing difficulties at home. Counselors are specifically trained to assist students (and parent(s) and/or guardian) with these problems. Please schedule an appointment with our counselors through the counseling secretary. Generally, counselors meet with each teaching team once per week to monitor student progress throughout the year.~~

STUDENT RECORDS

If a student seeks or intends to enroll in another school, his/her complete record will be forwarded to the receiving school after our main office is notified and appropriate forms are signed.

STUDENT RECORDS & NON-CUSTODIAL PARENTS

The Hanover Schools encourage non-custodial parents to stay involved in the lives of their children. A big part of that is having access to a child's student records. Non-custodial parents must follow federal and state guidelines to gain access to their son/daughter's records. The process is as follows:

NON-CUSTODIAL PARENT NOTIFICATION

As required by M.G. L c71, 34FL a non-custodial parent may have access to student records unless (1) the parent and /or guardian has been denied legal custody based on a threat to safety of the student or the custodial parent and/or guardian, (2) the parent has been denied visitation or has been ordered to supervised visitation or (3) the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modify the protective order) specifically allows access to the information contained in the student record. In order to obtain access, the non-custodial parent must submit written request for the student record to the school principal. Upon receipt of the request, the school must immediately notify the custodial parent by certified mail and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent 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 603CMR23.07. The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parent. 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 that prohibits the distribution of information pursuant to M.G. L c.71 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

PARENT REQUESTED MEETINGS

On occasion, parent(s) and/or guardian may feel a need to meet with individual teachers or a team of teachers. To schedule a meeting, contact the teacher or guidance counselor. Meetings are typically held before school, during planning time or after school. Usually, it takes two days to schedule a meeting.

HEALTH REGULATIONS

Medication Policy: The school nurse will not administer medications to students except when a doctor determines that it is necessary for the medication to be given during school hours. This applies to both prescription drugs and over-the-counter preparations. The nurse with parental permission, as noted on the back of the Health Office Emergency Card, may administer some over-the-counter medications approved by the school's medical director. Students are not allowed to carry any medication (prescribed or over-the-counter) on their person with the exception of inhalers and Epi-Pens with written permission on file from their physician and permission from the nurse. All medications must be kept in the nurse's office. If the nurse is to administer medication in school, the parent(s) and/or guardian must supply the following:

1. A signed and dated permission statement from the parent/guardian and signed orders from the physician (forms are available from the health office)
2. The medication in the original pharmacy container

SCHOOL HEALTH POLICIES

1. Students must have a written pass to come to the health office unless it is an emergency.
2. Students coming to the health office between periods must obtain a pass from the next period teacher.
3. The school nurse will make the determination if a student is ill enough to be dismissed and will call the parent/guardian to make transportation arrangements. The nurse shall not assume responsibility for the transportation of students. It is the parent(s) and/or guardian's responsibility to transport their ill child. The parent should arrange for transportation of their child if they are unable to do so themselves. The Fire Department EMT's or Police Department shall transport children who require emergency transport if the parent cannot be reached.
4. Student absences of five or more consecutive school days, or absences resulting from a communicable illness, require a physician's note to return to school.

INCOMPLETE WORK BECAUSE OF MEDICAL PROBLEMS

Students who receive an incomplete grade at the end of a term will have 10 school days upon their return to complete the necessary work.

HEALTH REQUIREMENTS

Physical examinations are required for all students who transfer to Hanover Middle School. It is the Hanover School Department's policy that all 6th grade students have a physical examination during the school year, and a copy must be on file in the health office.

State law requires immunizations. All students must be up to date with immunizations. All students entering 7th grade must have the following:

Polio - four doses of Polio vaccine, unless an all IVP or OVP has been administered after the fourth birthday, then only three doses are required

Varicella – one dose if the child receives the dose before turning 13; two doses if the child receives the first dose after turning 13; or a physician has certified history of Chicken Pox

Hepatitis B – three doses of Hepatitis B vaccine

Tetanus/Diphtheria/Pertussis-five doses are required, unless a fourth dose was administered after the fourth birthday in which case, only 4 doses are required. A TD booster is required 5 years following the last dose

Measles/Mumps/Rubella –two doses of MMR vaccine

State mandated screening for scoliosis, vision, hearing, blood pressure, height, and weight are required by the Department of Public Health. The school nurse schedules these screenings for the appropriate grades.

HOME TUTORING FOR EXTENDED ABSENCES/ EDUCATIONAL SERVICES IN HOME OR HOSPITAL

Upon receipt of a physician's order that a student must remain at home or in a hospital for not less than (14) fourteen days for medical reasons, the student becomes eligible for tutoring services under Chapter 766 CMR 28.03 (3c), which provides as follows.

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal (in coordination with the Director of Pupil Personnel Services) shall arrange for provision of educational services in the home or hospital. Services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as these services do not interfere with the medical needs of the student. The principal shall coordinate these services with the Director of Pupil Personnel Services for eligible students.

The student shall be enrolled in the Hanover Middle School and otherwise in attendance.
(Tutoring for students attending private or parochial schools will be at the parent's expense.)

- Tutoring forms are available from the Director of Pupil Personnel Services. The authorization should be the appropriate 11B Department of Education form and should be provided by a physician, including pediatrician, or any other M.D. but will not be accepted from a Ph.D. or Ed.D.
- Students whose medical condition permits them to complete their course work with the assistance of the tutor will receive credit for the course. (See also Section on Incomplete Work Due to Medical Problems)

ELEVATOR

The elevator is available for student use with a physician's note indicating the reason and the length of time elevator use will be required. Only one other person may accompany the student to assist in carrying books and belongings. Any student using the elevator without permission will be subject to disciplinary action.

YOUTH RISK BEHAVIOR SURVEY

Students in Grades 7 – 12 will be requested to participate in the Massachusetts Youth Risk Behavior Survey. The survey is given every other year (on the even year). The survey is completely anonymous. Data from the

survey is valuable in identifying risky behavior at specific ages and in developing health curriculum based on specific student needs. For students to participate, we must have an active permission slip on file.

ATTENDANCE POLICY

Regular attendance and promptness are essential to a student's academic career and social development. Parents must notify the main office when a student will be absent from school. For students to understand that their education is a top priority, the following absence, tardy, and dismissal policies are to be followed:

The school ~~will~~may excuse absences, tardiness, and dismissals for the following reasons:

Medical/Dental Appointment
Legal Appointment
Funeral

Principal Discretion

~~All other absences will be considered unexcused-note must be presented by the student upon arrival to school clearly explaining the absence, tardiness, or dismissal.~~

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Absence

In order to be marked present, ~~students a 7th/8th grade student~~ must be in school until 11:00 A.M. ~~and a 5th/6th grade student must be in school until 11:25 A.M.~~ Any student dismissed before 11:00 A.M. ~~or 11:25 A.M.~~ or tardy after 11:00 A.M. ~~or 11:25 A.M. respectively,~~ will be marked absent for that day.

Students who are marked absent any day will NOT be allowed to participate in any co-curricular activity that day ~~unless approved by the building principal.~~

Students absent because of vacations are considered unexcused. Vacations during school time are strongly discouraged and **work will not be provided to students prior to unscheduled vacations.** It is the student's responsibility to arrange with the teacher for this make-up work.

State law provides students seven days absence in a six-month period. Students must bring in a parent signed note stating the reason for their absence / tardiness and a doctor's note must be provided for absences of more than five consecutive days.

Excessive, unexcused absences (seven days or more in a six-month period) will result in an attendance letter. If absences continue after the attendance letter a meeting with school administration will be required. ~~Excessive absences may also the case will~~ be referred to the Hanover Police and Hingham District court for intervention.

Tardiness to School

~~StudentsAny 7th/8th grade student~~ who ~~are~~is not in homeroom by 7:45 a.m. ~~30 A.M. or 5th/6th grade student who is not in homeroom by 7:55 A.M.~~ will be considered tardy and he/she must sign in at the main office. The student will be given a pass to either homeroom or scheduled class ~~depending on the time of arrival at this time.~~

All tardiness to school for reasons other than those listed above will be considered ~~unexcused~~UNEXCUSED. Undocumented illnesses and oversleeping are ~~not~~NOT excusable~~acceptable~~ reasons for tardiness.

Students who accumulate ~~three four (34)~~ tardies ~~per term in any one marking period~~ will receive a tardy letter. Students will receive an office detention for every ~~four five (45)~~ tardies and a Saturday ~~day detention for every~~

~~ten detention for five (-5)+0~~ tardies in one term. If tardiness continues, the Hanover Police and Hingham District Court might be requested to intervene.

Tardiness to Class

If a student is tardy to class, then that student must have a pass from the previous teacher. If a student is tardy to class ~~it is expected he/she produced a pass from the previous teacher, without a pass, then he/she should be admitted to class and is responsible to produce a pass from the previous teacher by the end of the day.~~ Failure to produce ~~a this~~ pass may result in the assignment of a teacher after-school session. If a student is repeatedly tardy to class, the teacher will contact the parent and may make a referral for administrative intervention.

Dismissal

Students may leave the building during school hours only with permission from the nurse or administration. If a student wishes to be excused for reasons other than illness, he/she must bring a note to the main office at the start of the school day, signed by the parent/guardian, giving the date, reason for dismissal, and the parent/guardian must come in and sign the student out. Only approved individuals will be allowed to dismiss students.

If a student has a doctor or dental appointment, the student should be sent to school first since most appointments are not until after 8:00 A.M. The student will be dismissed from school for the appointment and will return to school after the appointment. Being dismissed in this manner, the student is neither tardy nor absent, and the student is in class as much as possible.

STUDENT LIFE

BAND AND CHORUS

Students enrolled in 6th, 7th and 8th grade band or chorus are expected to be enrolled for the entire school year.

Consideration for students enrolled in 5th grade band will be at the end of each term. Parents should send their request in writing to the guidance department and band director or choral leader no later than two weeks before the end of the academic term.

BUS CONDUCT

School buses are considered an extension of school. Therefore, all school rules apply to bus behavior. Students are to approach the bus in an orderly fashion and only when it is completely stopped. There is no pushing or shoving while getting on or off the bus. There will be no smoking, throwing of objects, objectionable language, harassment, and/or disorderly conduct of any kind on the bus. Students will follow the rules and directions of the bus driver, including the assignment of seats. Students are expected to ride their designated bus to and from school. They may not ride a different bus without permission from an administrator. ~~Seventh and eighth grade students may not ride the fifth and sixth grade buses home following detentions or extra help without permission from the main office. Parents are responsible to provide transportation.~~ Students riding their own buses who want to get off at a different stop, may with a permission slip signed by a parent/guardian. The bus driver will inform the school administration of any complaint or infraction of the bus rules.

TEXTBOOKS

Textbooks are the property of the school system and should be covered upon receipt. ~~Students~~Pupils will be responsible for the replacement cost for lost or damaged textbooks.

CORRIDOR PASSES

Students passing in the corridors when classes are in session are required to have a pass. Any student found in the corridor without a pass or in an unauthorized area of the building, is subject to disciplinary action.

DRESS STANDARD

Apparel should be neat, clean, covered up, not distracting, and not offensive. The way students dress should reflect the seriousness and purpose of the school setting. It has been found that students' attitude toward school is influenced considerably by the manner in which they dress. Therefore, the school encourages reasonable

standards of dress and personal grooming habits. The following articles of clothing have proven to be disruptive to the educational process and should not be worn:

- Clothing with obscenities/lewd pictures, or clothing that promotes alcohol, tobacco, ~~and/or~~ drugs and weapons
- Short-shorts which are shorter than mid-thigh
- Skirts that are shorter than mid-thigh or expose the mid-riff
- Halter / spaghetti straps / camisole tops
- Tops that expose cleavage
- Pants / skirts that expose underwear and/or buttocks
- Any clothing with an inappropriate logo on the buttocks area (All logos are discouraged)
- Pajamas and/or pajama bottoms
- Slippers
- Hats / visors / hoods / bandanas / or any form of head dress
- Sneakers with wheels
- Pocket chains

Violations of the dress standard will be dealt with as follows:

- Students in violation of the dress standard will be referred to the assistant principal to determine the appropriateness of the attire.
- Administration will make the final determination as to the appropriateness of the attire. Appropriate clothing may be supplied or parents will be called to provide appropriate clothing.
- ~~An administrator may speak with the student and ask them to rectify the inappropriate dress or contact the main office.~~
- ~~Administration will make the final determination as to the appropriateness of the attire and will supply appropriate school apparel.~~

ELECTRONIC DEVICES

Unsupervised use of electronic devices is a large source of distraction for the learning environment and have the potential to create a hostile school environment. The use of any electronic device (cell phones, tablets, ipods, etc) is not permitted during the school day without the permission of an administrator or teacher. There will be learning activities throughout the school year where teachers incorporate and supervise the use of electronic devices.

All electronic devices must be turned off when entering the school in the morning and be locked in the student's locker. No electronic devices should be visible or be heard during the day. Students that need to communicate with their parents during the school day must do so from the main office. Parents or guardians are reminded that if they have an emergency, they must call the front office and we will contact the student immediately. Parents and students should not exchange text messages during the school day. Students not adhering to the electronic device expectations will be referred to the assistant principal and the device will be confiscated and returned at the end of the day.

Consequences for a violation of the Electronic Device Policy will result in discipline as described in Group C of the discipline procedures in this handbook. If the offense occurs a second time a parent or guardian will be required to pick up the device at the office. Additionally the student will be required to drop off the device in the office in the morning and pick it up at the end of the day for five (5) school days. Subsequent violations of this policy will require an individualized electronic device plan that may include daily morning drop off of the device in the office.

Electronic devices of all types cannot be used during the school day without the permission of an administrator or teacher. The only exception is the use of an electronic device under the supervision of a teacher. Electronic devices must be turned off when entering the school in the morning and placed in student's locker. No electronic devices can either be visible or be heard during the day. Parents are reminded that if they have an

~~emergency, they can call the front office and we will contact the student immediately. Students not adhering to the electronic devices expectations will be referred to the assistant principal and the device will be confiscated. If the offense occurs a second time, the parent will be required to pick up the device in the office.~~

EMERGENCY SCHOOL CLOSING

If school is to be canceled or delayed because of any emergency, the school department will utilize a call-out system to notify all staff and students. In addition, all information can be received by listening to WBZ (1030), WATD (95.5 FM), or WCVB-TV (Ch. 5). Please do not call the school to find out if there is school.

HOMEWORK PROCEDURE

Homework refers to an assignment or project to be prepared during a period of supervised study in class or outside of class or which requires individual work at home.

Homework is a learning activity that should increase in complexity and duration with the maturity of the pupil. With increased maturity, learning should become an independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

The types of homework assigned and the time required to complete it should vary as students proceed through the grades. As a general guideline, the *average* amount of time spent doing homework should be approximately ten minutes, multiplied by the child's grade level. For example, a fifth grader will have approximately 50 minutes a night. These averages may vary on a night-to-night basis, particularly at the secondary level and with long-term assignments. Additional outside reading is also strongly encouraged. The information for any homework assignment should be clear and specific so that the pupil can complete the assignment. Students, teachers, and parent(s) and/or guardian are encouraged to work together to make the homework experience productive and meaningful.

Homework Guidelines

Working together, students, teachers, and parent(s) and/or guardian can make homework a useful and enriching part of instruction. The following suggestions are intended to help students, teachers, and parent(s) and/or guardian identify their respective roles and responsibilities regarding homework.

Students

1. Understand what the assignments are and when they are due.
2. Read and listen to assignments carefully and then ask questions when your understanding of instructions, —assignments, or deadlines is not clear.
3. Organize time and other resources in order to complete the assignments on time.
4. Give homework your best effort before asking your parent(s) and/or guardian for help.
5. Do outside reading in addition to assigned homework.

Teachers

1. Assign homework with a purpose: assignments should require students to either practice what is being learned in the classroom or serve as a preparation or extension of new content.
2. Provide clear instructions regarding when and what is expected of the student.
3. Make assignments available for students on a web page or through other available technologies.
4. If you teach as part of a team or within a department, coordinate with other teachers to ensure that students do not get an unrealistic amount of assignments on a given night.

5. Evaluate and return homework in a timely manner with appropriate feedback.
6. Recognize students who consistently and correctly complete homework, and seek to improve the study habits of those who do not complete assignments.
7. Provide an extension to students who are celebrating religious holidays.
8. Be aware of individual learning needs when assigning homework and modify if necessary.

Parent(s) and/or Guardian

1. Ask your child what he/she has for homework each night.
2. Provide an environment that is conducive to uninterrupted study time.
3. Teach independence by encouraging your child to complete assignments without help. A parent(s) and/or guardian's role in homework is as a facilitator, not a problem solver.
4. Stop your child from working on homework if it appears to be taking an unrealistic amount of time and so note it on the assignment.
5. Ask your child's teacher if you have questions or concerns about the type and amount of homework being assigned.
6. Read with your child and encourage him/her to read for pleasure in addition to homework.

Homework Policy When Absent

- It is recommended that the student obtain two phone numbers and/or email addresses of classmates at the start of the school year (per class) to obtain assignments when absent.
- Many teachers have a webpage, which may list daily/weekly homework assignments, and may be accessed through the school/district website.
- Students are expected to obtain all assignments missed during an absence and work with his/her teacher(s) to determine an acceptable arrangement for timely completion.
- For absences longer than three days, parent(s) and/or guardian(s) should contact the student's guidance counselor. The guidance counselor will work with the teacher(s), on behalf of the student, to establish a timeline and plan to complete assignments.

Homework for unscheduled (non-school) vacations will not be issued to the student or parent prior to the vacation. All assignments missed must be completed within the established guidelines for absences as stated above.

~~If a student is absent, it is his/her responsibility to obtain the missed assignment(s). It is recommended that the student obtain two phone numbers and email addresses of classmates at the start of the school year. Students can also check the teacher's webpage on the school website to obtain homework assignments when absent for less than three days. All work missed during an absence should be completed no later than one week after returning from that absence unless other arrangements are made with the teacher and guidance. For absences longer than three days, parent(s) and/or guardian should contact the guidance department, and homework will be collected within 24 hours for the parent to pick up.~~

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Homework for unscheduled (non-school) vacations will not be issued to the student or parent prior to the vacation. The missed work must be completed within the established school and teacher guidelines for absences.

LIBRARY

The library at the Hanover Middle School is open from 7:15 A.M. to 2:45 P.M. It has a diverse collection of print and non-print materials appropriate for middle school students. The collection of over 11,000 items includes DVDs, videotapes, recordings, newspapers, periodical magazines, reference materials, as well as, classic literature, contemporary fiction and non-fiction books. The library also has computers available for student use with high-speed ~~in~~internet-connection.

Students may borrow books from the library with the privilege of renewal and must pay for lost or damaged books. While in the library, students must maintain a quiet atmosphere. There is no eating, drinking, or horseplay allowed in the library at any time. Students are only allowed in the library outside of the scheduled hours under the supervision of an HMS staff member.

LOCKERS

Lockers are not private property. School administrators with reasonable suspicion may enter a student's locker at any time to ensure the maintenance of school safety and student welfare. Any illegal substance or paraphernalia found will be turned over immediately to the police.

Each student will be assigned a locker. In order to protect his/her personal property and insure that in the case of any emergency his/her belongings can be located, no change in the locker assignments will be allowed. Locker problems (malfunction, theft) should be reported to the office immediately. No student is allowed to put his or her own padlock on any locker. The school will provide a lock to all students at the beginning of the school year, and a \$5.00 fee will be applied to all locks that are not returned. It is the responsibility of the student to maintain possession of their lock. Non-school locks except with the prior approval of the administration will be cut and removed without notification. Students, who abuse their lockers such as forcing, slamming, or kicking them, will be subject to disciplinary action and restitution. Stickers may not be used on lockers. The need to go to a locker does not excuse a student for being tardy to class. Students should not give out their locker combinations to other students.

Lost and Found

There are lost and found areas in both locker rooms and in the cafeteria. Unclaimed items from the lost and found are periodically donated.

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LUNCH

Students are expected to conduct themselves in an orderly fashion at all times during lunch. Failure to follow the lunch regulations may result in disciplinary action.

- Students may bring lunch or purchase a school lunch.
- Students buying lunch should wait their turn in line.
- Borrowing money from other students is prohibited.
- Requesting money from other students is not allowed.
- Students should generally remain seated.
- There is to be no saving of seats in the lunch room
- Food and Drinks, other than water, or food may not be carried from the cafeteria.
- After eating, students are responsible for clearing their lunch remains and eating utensils.
- Students may not run, throw food, or in any way disrupt the comfort of others during lunch.
- No student should leave the cafeteria without permission from a lunchroom supervisor.
- Students are expected to treat cafeteria staff with respect and courtesy.
- Students who need to use the restroom may get a pass from their assigned teacher and sign out.

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FOOD AND DRINK

All food and drinks should be consumed in the cafeteria. Students are not to bring open containers - coffee, soda, squeeze bottles, etc. to school. [Water bottles are permitted and it is expected students dispose of water bottles in designated plastic recycling bins.](#)

PHYSICAL EDUCATION AND FITNESS REQUIREMENTS

All students are required to attend and participate in physical education and fitness classes unless excused by a doctor, the principal, the assistant principal, the nurse, or a physical education instructor.

APPROPRIATE CLOTHING

Students must completely change from school clothes to appropriate clothing for physical activity. Athletic shorts, tee shirts, and good supportive sneakers with laces are required. Sweat suits are encouraged for colder weather. NO CUTOFFS, JEANS, OR RIPPED SHIRTS ARE ALLOWED.

MISPLACED ITEMS

Students are issued a lock and locker. The lock and locker are assigned to the student for four years. Students are responsible for their own lock combinations and physical education articles. The physical education teachers are not responsible for lost items.

SECURITY

[All visitors to the school are required to immediately check into the main office as posted. Visitors that fail to check in may be considered an unauthorized visitor. The main office is to be immediately notified of any unauthorized visitors and an administrator will be informed. If the situation is determined to be an actual trespassing incident the police will be notified](#)

[The school will be closed to regular day operations at 3:00 P.M. with the exception of the Extended Day Program and extracurricular activities. A staff member must accompany students remaining in the building after dismissal. Groups desiring to use the school after operational hours must complete a "Building Use" form and forward it to the central office. Clearance must be received from the Principal for use of the building.](#)

~~All visitors to the school are required to check into the office as posted. If they do not do so, they will be considered trespassers. The office is to be immediately notified of trespassers. The police will be called to the school. The school will be closed to regular day functions at 3:00 P.M. with the exception of extended day program. A staff member must accompany students remaining in the building after dismissal. Groups desiring to use the school at night must complete a "Building Use" form and forward it to the central office. Clearance must be received from the Principal for use of the building.~~

CODE OF CONDUCT

INTRODUCTION

Students in the Hanover Public Schools are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors are part of this community.

Our goal is to provide each person in the school the opportunity to grow personally, socially, and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights, and their property. All members of the school community are expected to know and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This code

of conduct is in effect during all curricular, co-curricular, athletic, and special events of the school both on and off campus including school-sponsored trips and those times when school buses or other school-provided transportation is used.

Students are reminded that a student's participation in co-curricular and special events is a privilege, not a right or entitlement.

DISCIPLINE PROCEDURES

Under the Fourteenth Amendment to the Constitution, students are guaranteed due process and fair treatment at school. Therefore, before a school administrator takes disciplinary action against a student, the school administrator shall provide the student with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process shall consist of informing the student of the charges against him/her and giving the student an opportunity to respond. Procedures that are more formal must be followed when the discipline proposed is greater than ten days of suspension. See also "Expulsion for Possession of a Dangerous Weapon or a Controlled Substance or Assault of Educational Personnel," "Suspension/Expulsion for a Felony Charge or Conviction."

Students may have additional rights pursuant to laws governing the provision of educational services to students with disabilities. See "Disciplining Students with Special Needs."

The rules and regulations set forth in this Code of Conduct may be supplemented by teachers' rules for individual classes. The academic success and the safety of students are contingent on students maintaining appropriate and responsible behavior. Therefore, in addition to disciplinary action imposed by the teacher for inappropriate behavior in class and/or the disciplinary action provided in "Rules and Regulations" below, any student reported to be disruptive in class and/or in violation of the safety precautions established by the teacher may be removed from that class for a period of time designated by an administrator. If the student's behavior does not improve after returning to class, an administrator, following a conference with a parent or guardian, may permanently remove a student from the class.

The principal or assistant principal will make every effort to notify parent(s) and/or guardian by telephone of a student's suspension. All suspensions are confirmed by a letter as soon as possible after the penalty is imposed. Penalties or suspensions will be served on those dates specified by the school principal (or designee). Suspensions will be served on consecutive days. 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. Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses.

In determining the severity of the penalty or suspension, the principal or assistant principal may consider all relevant factors, including but not limited to the following:

- a. The student's previous disciplinary record,
- b. The severity of disruption to the educational process,
- c. The degree of danger to self, others, and the school in general,
- d. The degree to which the student is willing to change his/her inappropriate behavior.

Because all members of the school community are subject to both the laws of the Commonwealth and Town Ordinances, the school will report acts that may violate the law to the police as appropriate. Acts that may be reported to the police include, but are not limited to possession and use of controlled substances and weapons, illegal use of alcohol, behavior of students which endangers the safety of themselves or others, theft, and/or vandalism.

All rules and regulations are subject to review through the Handbook Committee, the School Council, and the School Committee. Students and teachers are encouraged to discuss the rationale and enforcement of our rules that are intended to make the school an appropriate place for learning.

RULES

The types of behavior that will not be tolerated have been categorized into four groups (A through D), based on the seriousness of their consequences. The listed behaviors are merely examples of prohibited conduct. Any conduct that is disruptive to an appropriate educational environment, whether or not listed, may result in discipline.

GROUP A

1. Fighting, a Assault and/or battery of any member of the school community
2. Threat of violence directed toward any member of the school community
3. Use or possession of a weapon (including knife, club, slingshot, or other article that can be deemed dangerous). Use of a replica or any other object in a threatening manner (e.g. fake weapons, bombs).
4. Possessing, selling, giving, or distributing of an alcoholic beverage or controlled substance
5. Use or being under the effect following use of a controlled substance or alcoholic beverage
6. Possessing, selling, giving, or distributing weapons, fireworks, incendiary devices, or any other contraband
7. Harassment of any student, staff member, or other member of the school community. Forms of harassment whether verbal, physical, electronic, will not be tolerated.
- ~~6.~~
- ~~7.~~8. Obtaining money, material goods, or favors by threat of physical harm
- ~~8.~~9. Act of arson (i.e. setting something on fire), use of explosives (including fireworks).
- ~~9.~~10. False bomb threat or fire alarm.
- ~~10.~~11. Vandalism and or damage to school or personal property
- ~~11.~~12. Participation in the act of hazing
- ~~12.~~13. Any act that endangers the physical safety of another
- ~~13.~~14. Substantial disruption to the school or the educational process
- ~~14.~~15. Violation of civil rights
- ~~15.~~16. Physical contact of a sexual nature/ Sexual harassment. [See "Sexual Harassment"]
- ~~16.~~17. Smoking ON SCHOOL PROPERTY or on a school bus at any time. Student smoking includes the use of tobacco or herbal products in any form (e.g. smokeless tobacco). In addition, the product will be confiscated.
- ~~17.~~18. In possession of an item of no reasonable use to the student in school
- ~~18.~~19. Truancy from school

Consequence: Minimum - **two (2) day to ten (10) day suspension** from all classes and school activities, restitution for any damage, and involvement of the police and/or fire department as appropriate.

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Additional Action: Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections “Expulsion for Possession of a Dangerous Weapon or a controlled Substance or Assault of Educational Personnel,” “Suspension/Expulsion for a Felony Charge or conviction,” or “Expulsion by the School Committee” for rules pertaining to long-term suspension/expulsion by the Principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

GROUP B

1. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property
2. Theft of school or personal property or in possession of such stolen items (including possession of answer key, teacher manual, test not yet taken, etc.).
3. Use of profane or obscene language/gestures that substantially disrupts the good order of the school. Use of slurs based upon religious, ethnic, racial, disability, gender, or sexual orientation will not be tolerated.
4. Possession of spray paint or graffiti markers on school property
5. Found in an unauthorized part of the building or school grounds (e.g., any area in the school which is unsupervised or in which the student does not have permission from a staff member to be at that time)
6. Leaving school without permission
7. Using an item in school in a manner that it was not intended for
8. Fighting
9. Harassment of any student, staff member, or other member of the school community. Forms of harassment whether verbal, physical, electronic, will not be tolerated.

Consequence: Minimum – **two (2) office detentions, Saturday detention, two to five (5) day-of suspension** from all classes and school activities, restitution for any damage, reporting to the police and/or fire departments as appropriate.

Additional Action: Consequences noted under Group A above.

GROUP C

1. Failure to attend teacher after-school session
2. Non-compliance with any reasonable request from any member of the school staff. Deliberately giving false or misleading information
3. Knowingly forging or willfully using a school-related forged document, tampering with a school record, or misrepresentation of parental communication
4. Cheating/Plagiarism (2nd offense). [See definition in Glossary]
5. Inappropriate behavior including insolent and disrespectful behavior and actions toward any member of the school community including substitute teachers
6. Throwing of objects any place in school
7. Use of electronic devices without permission

8. Unexcused absence from class

~~9. Walking to and from school without an official permission slip on file in the office~~

Consequence: Minimum – **one (1) office detention to (3) day suspension** from all classes and school activities.

Additional Action: Consequences noted under Groups A and B above.

GROUP D

1. Misuse of school equipment

~~2.~~ Tardiness [See “Attendance Policy”]

~~2-3.~~ Multiple office visits for similar issues

~~3-4.~~ Unauthorized card playing

~~5.~~ Gambling

~~6. Any Behavior that can be interpreted as unkind and/or mean spirited.~~

~~4.~~

~~5. Possession of electronic devices~~

~~6-7.~~ Bus violations

Consequence: One or more of the following: conference with an administrator and parent, office detentions, suspension from after-school activities, and/or suspension at the discretion of the administrator.

Additional Action: Action noted under Groups A, B, and C above.

**EXPULSION FOR POSSESSION OF A
DANGEROUS WEAPON OR A CONTROLLED
SUBSTANCE OR ASSAULT OF EDUCATIONAL PERSONNEL**

Massachusetts. General Laws, C.71, §37H provides 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 or a knife; or a controlled substance as defined in Chapter ninety-four C, 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 said hearing before the principal. After said hearing a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph A or B.

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- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of Schools of his/her appeal. The student has the right to counsel at a hearing before the Superintendent of Schools. 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. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the School District to which the application is made may request and shall receive from the Superintendent of Schools expelling said student a written statement of the reasons for said expulsion.

SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION

Massachusetts. General. Laws, c. 71, §37H1/2 provides the following:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension before such suspension takes effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect before any appeal hearing conducted by the Superintendent of Schools.

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion before 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 before any appeal hearing conducted by the Superintendent of Schools.

The student shall have the right to appeal the expulsion to the Superintendent of Schools. The student shall notify the Superintendent of Schools, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent of Schools shall hold a hearing with the student and the student's parent or guardian within three 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 of Schools shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the

student. The Superintendent of Schools shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the town with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.)

WRITTEN REPORTS REGARDING POSSESSION OF A DANGEROUS WEAPON AND TRANSFER OF RECORDS

Massachusetts. General Laws, c. 71, §37L provides the following . . .

... any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services, or its equivalent in any school district, and the local school committee. Said Superintendent of Schools, Police Chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, those involved in the initial assessment shall make a follow-up assessment of said student.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

PROCEDURES FOR SHORT-TERM SUSPENSION

The school principal or assistant principal may suspend students for periods of up to ten days based upon the procedures set forth below. Such suspensions may be served in or out of school at the discretion of the principal or assistant principal.

When a student is suspended, the following procedures will be followed:

1. Except where the student's presence endangers persons or property or threatens disruption to the academic process, no student will be suspended prior to having an informal meeting before the principal or assistant principal. At this meeting the student will be informed of the reason(s) for the proposed suspension and will be given an opportunity to respond. If the student denies the charges, the student will be provided with an explanation of the evidence and a further chance to respond. In situations that justify the immediate removal of a student, the informal meeting will be held as soon after the suspension as possible.
2. The principal or assistant principal will make an effort to notify parent(s) or guardian(s) of the student about the suspension and state the cause(s) leading to it. If the principal determines that it is appropriate for the suspension to commence during the school day, the parent(s), guardian(s), or police may be requested to transport the student home.
3. The principal or assistant principal will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain:
 - a. the number of days of suspension;
 - b. the re-admittance date;
 - c. the reason(s) for suspension as provided in the Code of Conduct;
 - d. a request for the readmission conference, held before the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in person meeting, etc.);
 - e. a copy of the suspension procedures.

4. The principal will forward a copy of each suspension letter to the Superintendent of Schools by the close of the school day following the suspension.
5. The student will be given an opportunity to complete any classwork including, but not limited to, examinations that may have been missed during the period of suspension. The student is responsible for bringing all books and materials home, obtaining assignments from classmates, and completing schoolwork during the suspension. The student is expected to contact each teacher the day the student returns to class following suspension to schedule making up all quizzes, tests, labs, and writing assignments.
6. A student is required to serve the full number of days of suspension, thus:
 - a. a student on in-school suspension, who is absent from school, must serve the in-school suspension date when he/she returns to school;
 - b. if school is cancelled due to snow (or other reason), a student cannot count that date for the serving of a suspension.

LONG TERM SUSPENSION OR EXPULSION BY THE PRINCIPAL

When considering expelling a student based upon M.G.L. c.71, §37H or suspending a student for more than ten (10) days, the principal will follow the steps set forth below. An expulsion is defined as a permanent exclusion from the Hanover Public Schools and a long-term suspension as suspension exceeding ten school days.

1. Provide written notice of the following:
 - a. Charges and a statement of the evidence;
 - b. Date, time and place of hearing;
 - c. Notice of the right at the hearing to:
 - i. be represented by legal counsel (at the student's/parent(s) and/or guardian(s) own expense)
 - ii. present evidence
 - iii. confront and cross-examine witnesses
2. Provide an opportunity, upon request, to review the student's records in accordance with the Massachusetts Student Records Regulations or other applicable law.
3. Provide a written decision setting forth the controlling facts upon which the decision is based in sufficient detail to apprise the parties of the reason for the decision. In the event the student is expelled and the student will be permitted to reapply for readmission, the permitted date of application will be stated.

A parent/student may appeal any decision by the principal to suspend a student on a long-term basis or to expel the student by sending a written request to the Superintendent of Schools within 10 days of the notice of suspension/expulsion. The suspension/expulsion will remain in effect pending completion of the appeal.

Notwithstanding the above, the principal may suspend or expel a student charged/convicted of a felony using the standards and procedures set forth in M.G.L. c.71, § 37H 1/2.

It should be noted that students who have been identified as having special needs based upon a disability may have procedural protections in addition to those provided above. [See "Disciplining Students with Special Needs"]

EXPULSION BY THE SCHOOL COMMITTEE

Students should be aware that serious or repeated misconduct other than that outlined in M.G.L. c.71, §37H and § 37H 1/2 may result in an expulsion hearing before the school committee.

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The Principal shall notify the Director of Student Services of the ~~suspendable~~ offense of a student with either an IEP or a Section 504 Accommodation Plan.

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. IDEA 2004, Section 615 (k) (1) (B). After a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. See 34 CFR 300.530(d).

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of the child's IEP Team (as determined by the parent and the district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parent(s) and/or guardian to determine if:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) If the conduct in question was the direct result of the district's failure to implement the IEP.

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (i) or (ii) of this section was met. The Team will make a finding, a manifestation determination, as to the relationship between the student's misconduct and his/her disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide special education services during the suspension, or to include a behavioral intervention plan. If the district, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must:

1. Either:
 - (a) Conduct a functional behavioral assessment, unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child;

Or

 - (b) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and
2. Except as provided in 34 CFR 300.530(g) of this section, return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Educational Setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically, school personnel may remove a student to an interim

alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the district must notify the parent(s) and/or guardian of that decision, and provide the parent(s) and/or guardian the procedural safeguards notice described in 34 CFR 300.504. The building principal will notify the Director of Student Services; then will notify the Department of Elementary and Secondary Education as required by law as to the course of action. Subsequent amendments to state or Federal law will supersede contrary handbook provisions

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
2. The parent of the child requested an evaluation of the child pursuant to Sec. Sec. 300.300 through 300.311; or
3. The teacher of the child, or other personnel of the district, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if:

1. The parent of the child:
 - a. has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311; or
 - b. has refused services under IDEA; or
2. The child has been evaluated in accordance with Sec. Sec.300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR 300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parent(s) and/or guardian, the agency must provide special education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612(a) (1) (A).

The parent of a child with a disability who disagrees with any decision regarding placement in this context or the manifestation determination under or a district that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a

hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals. See <http://www.doe.mass.edu/bsea>.

THE DRUG FREE SCHOOL ZONE LAW

Anyone convicted of selling drugs within 1,000 feet of school property will be subject to a minimum mandatory two-year jail sentence. In addition to the jail sentence, individuals convicted of dealing drugs near schools could face fines of up to \$10,000.

DEFINITIONS

BULLYING

“Bullying” means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (i) causing physical or emotional harm to the other student or damage to the other student’s property; (ii) placing the other student in reasonable fear of harm to himself or of damage to his property; (iii) creating a hostile environment at school for the other student; (iv) infringing on the rights of the other student at school; or (v) materially and substantially disrupting the education process or the orderly operation of a school.

CYBER-BULLYING

“Cyber-bullying” means bullying through the use of technology or any electronic means. The use of bullying in this section shall include cyber-bullying.

FIGHTING

Fighting or the use of force against another student, within the school boundaries (corridors, classroom, school grounds, or any other part of the school) will result in suspension for the parties involved. The minimum consequence for fighting is a one (1) to three (3) day suspension at the discretion of the suspending authority (Assistant Principal, Principal) and a conference with parent(s) and/or guardian, student and suspending authority will be scheduled prior to readmission to school. The police will be notified if a student is seriously injured in a fight; this may result in an assault charge.

OFFICE DETENTION

Students are to work quietly while in office detention. Improper behavior during detention will result in “no credit” for that detention. It is the student’s responsibility to serve any detentions before participation in any after-school commitments including sports, rehearsals, or jobs. Students who fail to report or to receive credit will be subject to suspension.

SATURDAY MORNING DETENTION/ COMMUNITY SERVICE

It is the belief of the Hanover School Department that education is a number one priority. To this end, we feel that it is imperative to keep students in class whenever possible. For this reason, we have set in place a community service program at the Middle School (contingent on funding) as an option for in-school suspension for students who commit non-violent, suspendable offenses.

RULES:

1. All Saturday detention sessions will meet by the front door of the Middle School or another designated area.
2. Detention will last from 8:00 AM to 12:00 P.M. No students will be admitted late or allowed to leave early. All students must arrange, in advance, for their own transportation home at the end of the session.
3. If a student does not attend his/her assigned Saturday detention, then the parent will be called immediately and arrangements will be made for the parent to meet with the assistant principal on Monday morning. The student may be suspended (out-of-school) for two days.
4. Students must bring to detention all books, notebooks, pens, pencils, and other materials needed to complete their work. Students will not be allowed to go to their lockers or roam the building.
5. Students must work during the detention period.

Failure to comply with these rules will result in the student being removed from detention, and he/she may be suspended out-of-school on the following school day as determined by the administration.

STAYING AFTER SCHOOL

Students may remain after regular school hours for the following reasons:

1. Work with a teacher
2. Co-curricular activities
3. Disciplinary reasons

In all three cases, transportation from school to home is the sole responsibility of the parent.

In the case of a student being detained for disciplinary reasons, parent(s) and/or guardian will be given 24 hours notice. The school department shall not be liable or responsible for any child who is so detained after he/she has been released from school.

TEACHER AFTER-SCHOOL SESSION

Students who violate classroom rules may be required to stay after school for the teacher. The student must serve the teacher after-school session the day of the infraction (with proper notification to the parent) or the next school day. If a student does not attend the teacher after-school session, he/she will be referred to the assistant principal who will assign an office detention.

VANDALISM

Clean corridors, walls, tables, and desks enhance school pride. As such, students involved in vandalism shall be subject to consequences under Group A violation and required to reimburse the town for materials and labor necessary to fix any damage they cause. Furthermore, cases of extreme damage will result in suspension and possible legal action.

PLAGIARISM

The students of Hanover Middle School are expected to display a total commitment to academic honesty in their assignments and work ethic as they strive to become responsible and productive members of a changing society. Any form of dishonesty, cheating, or plagiarism violates academic integrity. Using this guideline will help you avoid plagiarizing.

What is Plagiarism?

Plagiarism is the unethical quotation of another's words or the unethical use of another's ideas or data in such a way as to let the world conclude they are your own words, ideas, or data. With proper attribution, to quote another's thoughts and words is appropriate; plagiarizing, however, is cheating, and it may break copyright law as well. In other words, plagiarizing is "kidnapping" another person's words, ideas, or data.

There are different types of plagiarism. The four most common types of plagiarism are:

- Submitting another person's work
- Copying word-for-word material taken from a source [including the Internet](#)
- Improperly paraphrasing (rewording) material taken from a source [including the Internet](#)
- Borrowing facts or ideas from a source without giving proper credit (Kimmel)

Some other common forms may include:

- Handing in a paper another student has written for you
- Downloading a paper from a free internet paper mill
- Buying a paper from a research service
- Copying information from a source, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from a source without appropriate documentation
- Downloading from a free essay-writing service or poetry site
- Copying another person's statements as if they were your own - with no documentation
- Using someone else's computer file, art work, or data as your own
- Using someone else's information from an interview or email
- Handing in a paper you already received credit for in one course without telling the current teacher (Wilhoit; Harris)

How do I know when I am committing plagiarism?

What if I am not sure?

"The Counterfactual Test: Ask yourself, "If I had not (read that article, looked at those lecture notes, talked to my mom about it, etc.), would I have said this? Would I have phrased it the same way?"

"-- If you answer **NO** to any of these questions, then the idea is not your original thought, and you need to provide a citation."

"The If-You're-Still-Not-Sure Rule: When in doubt, cite it!" (McShane)

You do not plagiarize if you "provide citations for all direct quotations and paraphrases, for borrowed ideas, and for facts that do not belong to general knowledge." (Crews and VanSant)

You can avoid accidental or unconscious plagiarism by using this guide to help you learn how to use resources responsibly and how to cite your sources.

What can I do as a student to avoid accidental plagiarism?

ALWAYS CITE YOUR SOURCE

Some strategies you can use:

- Allow time for reading and gathering information
- When you take notes or when you are composing a draft,
 - put in quotation marks everything that comes directly from the text
 - write the name of the source and the page on the same note card or draft page

Consequences:

1. Staff member will consult with administration and review the work in question
2. Administration will make the final determination of plagiarism.
3. The teacher will be instructed to notify the parent/guardian.
4. The student will receive a "zero" for the assignment/project. Repeated offenses will result in progressive consequences.

CHEATING

Academic integrity is the core of all education in the Hanover public schools. Therefore, cheating is considered a serious breach of the standards of the school.

Cheating is defined as but is not limited to:

1. Copying another student's test paper or any other school assignment.
2. Using material during a test or when writing a paper which is not authorized by the person giving the assignment.
3. Collaborating with another student during a test without teacher consent.
4. Knowingly using, giving, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents or answers of a test or other assignment.
5. Substituting for another student or permitting another student to substitute for one's self to take a test or complete an assignment.
6. Using another person's works, research or ideas, whether found in print or through technology, without the credits deserved.

Consequences:

- The teacher will notify the parent and the administration.
- The student will receive a "0" for the work. Repeated offenses could result in failure for the course that term.

The second incident will result in further consequences being issued as outlined in Group C.

POLICY PROHIBITING BULLYING

Hanover Public Schools is committed to maintaining a school environment where all students are free from bullying, cyber-bullying, and retaliation. To that end, Hanover Public Schools has developed the following district belief statement:

Hanover Public Schools is committed to providing a community

where all members are valued and respected. Bullying, cyber-bullying, harassment, and retaliation are not tolerated. We work proactively with our students, staff, families, law enforcement agencies, and the community to provide a safe and supportive learning environment.

SECTION 2 – HANOVER PUBLIC SCHOOLS- POLICY PROHIBITING BULLYING

The Hanover Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects (retaliation) thereof. Acts of bullying and cyber-bullying are prohibited:

- i. on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- ii. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target(s), infringes on the rights of the target(s) at school or materially and substantially disrupts the education process or the orderly operation of a school. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

A. Definitions:

Aggressor(s) is a student who engages in bullying, cyber-bullying, or retaliation

Bullying is defined in **M.G.L. c.71, s. 37O**, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target(s) that:

- i. causes physical or emotional harm to the target(s) or damage to the target's property
- ii. places the target(s) in reasonable fear of harm to himself or of damage to his property
- iii. creates a hostile environment at school for the target(s)
- iv. infringes on the rights of the target(s) at school
- v. materially and substantially disrupts the education process or the orderly operation of a school

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-Bullying is defined in **M.G.L. c.71, s. 37O** as bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-Bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying
- iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or

posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-Bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

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Hostile Environment is defined in **M.G.L. c. 71, s. 37O**, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target(s) is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

B. Bullying And Retaliation are Prohibited & Will Lead to Discipline:

Hanover Public Schools absolutely prohibits bullying, cyber-bullying, and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless, is inappropriate for the school environment.

C. Reporting Obligations:

1. Reporting by Staff

A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the principal, assistant principal, or designee.

2. Reporting by Students, Parents/Guardians, and Others

The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal, assistant principal, or designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

3. Reporting to Parents/Guardians

Upon determining that bullying or retaliation has occurred, the principal, assistant principal, or designee will promptly notify the parents or guardians of the target(s) and the aggressor(s) of this. If the alleged target(s) and alleged aggressor(s) attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

4. Reporting to Local Law Enforcement

At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the principal, assistant principal, or designee has a reasonable basis to believe that the incident may involve criminal conduct, the principal, assistant principal, or designee will notify the local law enforcement agency. In addition, if an

incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school, or collaborative school, the Superintendent of Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

5. Reporting to Administrator of Another School District or School

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school, or collaborative school and the Hanover Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation:

The principal, assistant principal, or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

1. Pre-Investigation

Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target(s) and/or protect the alleged target(s) from further potential incidents of concern. A reasonable effort will be made to contact the target'(s) parents or guardians. In taking any such action, however, the rights of both the alleged target(s) and alleged aggressor(s) must be considered.

2. Written Statement of the Complaint

The principal, assistant principal, or designee will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: (1) what specifically happened, (2) who committed the alleged acts, (3) who was present or may have information about the events, (4) when the events occurred (date and time of day), and (5) where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

3. Interviews

Once the allegations of the complainant are established, the principal, assistant principal, or designee will gather other evidence, which often involves interviews of the alleged aggressor(s) and/or other witnesses. If appropriate, the principal, assistant principal, or designee should remind the alleged aggressor(s) and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

4. Confidentiality

The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

5. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the

"reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See **Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)**.

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target(s) is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- i. hold parent conferences;
- ii. transfer student's classroom or school;
- iii. limit or deny student access to a part or area of a school;
- iv. enhance adult supervision on school premises;
- v. exclude from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- vi. provide relevant educational activities for individual and groups of students with guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs
- vii. personalized action plan and directives for future conduct, to include; providing the target(s) with a process for reporting any concerns about future conduct immediately because it is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student
- viii. arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them (such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power)
- ix. provide counseling (or other appropriate services) or referral to such services for the target(s) and/or the aggressor(s) and/or for appropriate family members of said students.

E. Closing the Complaint and Possible Follow-up:

The principal, assistant principal, or designee will promptly provide notice to the parent/guardian of a target(s) and an aggressor(s) about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a "stay away" or other directive that the target(s) must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the principal, assistant principal, or designee will contact the target(s) to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Student Language for Bullying and Retaliation

Hanover Public Middle and High Schools are committed to maintaining a school environment where students are free from bullying, including cyber-bullying, and the effects of such conduct.

A. Definitions

Bullying is conduct that is repeated by one or more students and targets another student causing one or more of the following:

- physical or emotional harm to the targeted student or damage to his/her property;
- placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property
- a hostile environment at school for the targeted student;
- infringement on the rights of the targeted student at school; or
- material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Hostile Environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. The targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate on academic and other school activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

B. Acts of Bullying (including cyber-bullying) and Retaliation are Prohibited.

The Hanover Public Schools prohibit bullying (including cyber bullying) and retaliation as defined above under both at school and the following circumstances:

- on school grounds or any property next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school computers, internet connection or other school based technology;
- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

C. How to Report Bullying

Students who believe they are targets of bullying or retaliation, or who know about bullying conduct should report the conduct to the principal, assistant principal, or designee. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the principal.

D. Addressing Concerns Regarding Bullying

The principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Students who engage in bullying will be subject to discipline by the [principal](#) or [assistant principal](#), subject to any procedural requirements. In making disciplinary decisions, the [principal/assistant principal](#) will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- verbal warning;
- written warning;
- reprimand;
- detention;
- short-term or long-term suspension; or
- expulsion from school

In addition to taking disciplinary action, the principal/designee will report conduct relating to bullying and retaliation to local law enforcement if s/he believes that criminal charges may be pursued.

Nothing in this policy is intended to prevent school staff and/or school committee (if applicable) from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyber-bullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

E. Closing a Complaint Regarding Bullying

In the event school staff determines that bullying or retaliation (as defined in this policy) has taken place, the principal or designee will, in addition to taking disciplinary action:

Notify the parent or guardian of the aggressor

Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying or retaliation to the extent consistent with applicable legal restrictions.

Notify local law enforcement if s/he believes that criminal charges against the aggressor may be pursued.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Hanover Public Schools. This policy is in effect while students are on school grounds, school district property, or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. Even conduct that takes place outside of school may be considered a violation of this policy if it causes a substantial disruption to the educational environment or creates a hostile environment for the victim or otherwise infringes on the rights of the victim at school.

Harassment prohibited by the district includes, but is not limited to, harassment based on race, sex, creed, color, national origin, sexual orientation, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

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

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

Such conduct is prohibited, whether it takes place in person or in written format, or by another mean including using electronic devices such as cell phones, computers, etc.

The district will promptly and reasonably investigate allegations of harassment. The principal of each building and/or his/her designee will be responsible for handling all complaints by students alleging harassment. Administrators will notify parents and/or guardians promptly when a pre-investigation or investigation will occur.

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

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

LEGAL REF.: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
Board of Education 603 CMR 26:00

REFS: "Words that Hurt, "American School Board Journal, September 1999 National Education Policy Network, NSBA

HAZING POLICY

The Hanover School Committee prohibits the practice of "hazing" in the public schools. Hazing may result in suspension/expulsion. School administrators are expected to report occurrences to proper authorities.

CH. 269, S. 17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term "hazing" as used in this section and in S.18 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 person or simply intimidating another student to do something which they would not normally do.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by ST.1985, c.536; amended by ST.1987, c. 665. P.M.handbook.revised 3/17/00

CH. 269, S. 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in S. 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

SEXUAL HARASSMENT POLICY

Hanover Public Schools, in accordance with the provisions of Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of gender in educational programs and activities of the public schools. This policy applies to both educational and employment opportunities.

Hanover is committed to maintaining an educational atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. Sexual harassment is a destructive behavior that interferes with the educational process, and will not be tolerated. Sexual harassment is a violation of an individual's right to privacy and personal dignity. Students who engage in sexual harassment violate school policy. Students violating this policy will be subject to the Code of Discipline.

The purpose of this policy is to define sexual harassment, establish appropriate standards of conduct, and set guidelines for recognizing and dealing with sexual harassment.

DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school performance or creates an intimidating, hostile, offensive, or uncomfortable educational environment.

Sexual harassment may include, but not be limited to:

- a) Unwelcome sexual advances - whether they involve physical touching or not;
- b) Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on an individual's body, comments about an individual's sexual activity, sexual orientation, deficiencies, or prowess;
- c) Displaying sexually suggestive objects, pictures, cartoons, including inappropriate usage of computers/internet;
- d) Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments including but not limited to fag, homo, etc.
- e) Inquiries into one's sexual experiences;
- f) Discussion of one's sexual activities; and,
- g) Continuing to express sexual interest after being informed that the interest is unwelcome.

Sexual harassment is described by the victim. It may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex. The individual's feelings and reactions determine whether behavior such as that described above is inappropriate and that sexual harassment has taken place.

SUGGESTED PROCEDURE

The following is a suggested procedure that can be modified for the resolution of individual cases.

1. Any individual subjected to sexual harassment may, if he or she chooses, confront the alleged harasser verbally or in letter in order to resolve the complaint on an informal level.
2. If the issue is unresolved, the individual should seek help from a staff member in resolving the harassment issue.
3. If the individual does not want to deal directly with the alleged harasser or if the matter has not been resolved informally, the individual and/or the individual's advocate should immediately report the conduct to a guidance counselor, Assistant Principal, or the Principal. Every report of sexual harassment must be taken seriously. It must be responded to immediately. In appropriate circumstances, the guidance counselor or Principal may choose to sit down with the alleged harasser and the complainant together to work out a resolution.
4. Staff or students who observe conduct, which violates this policy, are to report the conduct to their Principal or guidance counselor.
5. If the individual does not desire to meet with the alleged harasser, the complainant is to meet with a guidance counselor and write a statement describing the incident. The guidance counselor should assist the individual in drafting a statement.

The statement should list the following:

- a. An exact description of the behavior including when and where it happened;
 - b. A description of how the behavior made the complainant feel (embarrassed, humiliated, angry, etc.);
 - c. The statement should contain a request that the behavior stop because it is sexual harassment and is against the law;
 - d. The statement should be signed and dated by the complainant. The guidance counselor should deliver one copy of the letter to the alleged harasser. The counselor should then conduct a meeting with the alleged harasser to discuss and resolve the issue. A statement of resolution should be signed by the alleged harasser and the complainant. A copy of the statement and the resolution will be retained in the guidance counselor's office;
 - e. If the behavior stops, nothing further will be said, and no further action will be taken; and the statement and resolution (above) will be kept confidential;
 - f. If the behavior does not stop, a formal investigation will be initiated by the administration.
6. In the case of serious harassment, i.e. physical harassment, repeated incidents of sexual harassment or other cases requiring a formal investigation, the following shall be implemented (retaliation in any form for the filing of a complaint or reporting of sexual harassment is prohibited and will result in serious disciplinary action):
- a. Have a supportive staff member, advocate or member of the gender equity committee present with the complainant at all discussions regarding the case;
 - b. Keep the investigation group as small as possible to protect the rights of both parties and to ensure confidentiality;
 - c. Complete the investigation promptly. If the complaint is not supported, that decision will be carefully explained to the complainant and alleged harasser. If the complaint is supported, such action as is necessary shall be taken to admonish the alleged harasser, alleviate the complainant's concerns and prevent further harassment;
 - d. If a student believes that he/she is harassed by an adult in school, the student should immediately report the incident to the school administration;
 - e. If the conduct involves a violation of law, the matter will immediately be reported to the Principal.

TOBACCO POLICY

The Education Reform Act of 1993 prohibits the use of any tobacco products within the school buildings, the school facilities on school grounds, or on school buses by any individual. Possession of tobacco in any form, including chewing tobacco/snuff, on school property, or at any school function will result in the student being assigned a Saturday suspension.

Smoking or use of tobacco in any form, including chewing tobacco/snuff, on school property or at any school function, will be subject to the following:

- Suspension from school [see Groups B & C above].

Hanover Public Schools Digital Technology Acceptable Use Policy

The Hanover Public Schools encourages the use of digital technology for completing educational assignments and professional responsibilities. The primary purpose of providing digital technology within the district is to support the educational goals and objectives of Hanover Public Schools. It is expected that all digital technology

users will respect the rights of others, and will act in a way that reflects proper ethical and legal standards at all times.

The following Digital Technology Acceptable Use Policy applies to all faculty, staff, students, community members, and guests who use the district's digital technology or who access our network. Any violation of the terms spelled out below may result in loss of access to district digital technology and/or disciplinary/legal action.

1. Definition and Purpose

- 1.1. Hanover Public Schools provides access to its data network and internet portal (the "network") for employees, students and authorized guests. This network includes all hardware used to deliver and receive data, as well as all software instrumental in viewing and working with data over the network. Any computer—whether purchased by the district or owned by an individual—that is connected to our network at anytime is considered part of the network and, thus, is subject to the terms of this DTAUP.
 - 1.1.1. The network has been developed for educational purposes. It is intended to assist students and teachers by providing access to a wide range of information resources. The network also allows for efficient communication within the district, with parents, social service agencies, government agencies, businesses, et cetera.
 - 1.1.2. Incidental personal use of digital technology and the network may be permitted as long as it does not interfere with the educational mission of the Hanover Public Schools.
- 1.2. "User" refers to any staff member, administrator, student, community member, or authorized guest who connects to the Hanover Public Schools' network, who uses digital technology belonging to the Hanover Public Schools or who accesses our network.
- 1.3. "Digital technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "digital media" is any data that is created, transmitted, or accessed by digital technology.
- 1.4. "Educational" refers to the process of teaching and learning that is tied to the curricula of the Hanover Public Schools and the Department of Education's Curriculum Frameworks.

2. Staff and User Responsibilities

- 2.1. The Director of Technology will oversee access to the network and will establish processes for authorizing software installation, for the archiving of e-mail and databases, for maintaining virus and spam protection, and for complying with the Children's Internet Protection Act (C.I.P.A.)
- 2.2. The building principal will maintain signed user agreements for students and staff; he or she is responsible for enforcing the DTAUP on-site.
- 2.3. When using the Internet for class activities, teachers will preview and select materials appropriate to the students and relevant to the course objectives. Teachers will help students develop critical thinking skills (i.e. assessing the reliability of information found on the Internet) and provide guidelines and resources to assist their students in focused research activities. While their students are on-line and under their supervision, staff must be actively vigilant of websites visited by students.
- 2.4. Any user who finds objectionable material on any digital device should inform an administrator immediately. This includes material that any user might locate by connecting to a website—whether intentionally or accidentally—or might find residing on a computer or the network.
- 2.5. No staff member may access the on-line grades or personal information of any student except for those students with whom he or she has a direct professional relationship at that time.
- 2.6. No staff member may access the on-line personal or professional information of another staff member (may they access it with the staff person's consent?) except when the employee's direct supervisor accesses the information, or directs another member to access the information, in the process of fulfilling his or her professional responsibilities.

- 2.7. Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users on the network.
- 2.8. All passwords or other means of accessing computers, servers, software, or the network within the Hanover Public Schools is the property of the school district. Any misuse, dissemination, or destruction of these passwords is vandalism, and may be punished through internal disciplinary means and/or through the courts.
- 2.9. Any person who accesses the district from outside the network does so with the same restrictions and responsibilities as outlined in this document.
- 2.10. Any person who illegally accesses the Hanover Public Schools' network with intent to damage the network may be subject to criminal and/or civil prosecution as well as internal disciplinary action.
- 2.11. Any Hanover student, faculty member, administrator, or staff member who libels or slanders any other Hanover student, faculty member, administrator, or staff member using digital technology may be subject to internal discipline and/or punishment within the courts.

3. District Limitation of Liability

- 3.1. Hanover Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network will be error-free or without defect.
- 3.2. The district will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service, or personal physical, psychological, or monetary damages.
- 3.3. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network.
- 3.4. The district will not be responsible for unauthorized financial obligations arising through the use of the network.

4. Due Process

- 4.1. While on the network, the user agrees to take full responsibility for his or her actions. The Hanover Public Schools will not be held liable for the actions of anyone connecting to the Internet through this network. Therefore, all users shall assume full liability—legal, financial, or otherwise—for their use of the network.
- 4.2. Violations of the DTAUP can carry serious consequences and could result in the immediate suspension of the user's privileges. The administration and/or town, county, state, or federal authorities may take further disciplinary action. Disciplinary actions will be tailored to meet specific concerns related to the violation. These disciplinary actions may include termination of employment or student suspension or expulsion.
- 4.3. Any questions, suspicions, or allegations concerning adherence to the Digital Technology Acceptable Use Policy should be brought to the attention of the Director of Technology, building principal, or the Superintendent of Schools.

5. Search and Seizure

- 5.1. The network and all devices (except those purchased personally by the user) attached to it are the property of the Hanover Public Schools; the storage systems of these devices are, therefore, subject to inspection by the administration at any time. District-owned computers, whether attached to the network or not, are subject to inspection by the administration at any time. System users should expect limited privacy regarding the contents of their files stored on the network.
- 5.2. An individual search will be conducted if there is suspicion that a user has violated the DTAUP or the law. The nature of the investigation will be in relation to the context of the nature of the alleged violation.

6. Acceptable Use of Hanover's Digital Technology

- 6.1. All students, faculty, and staff are encouraged to explore any and all digital technology offered by the Hanover Public Schools, whether through installed hardware and software or through approved network connections.
- 6.2. All students, faculty, and staff are encouraged to share the digital media that they create (along with production techniques) with all other members of the Hanover community. Please contact the Director of Technology for methods of dissemination.
- 6.3. In the "Web 2.0" world, social networking—the sharing of ideas, opinions, and media across networks (especially the Internet)—brings us all closer. Anyone who discovers interesting websites of educational value is encouraged to contact his or her teacher, school principal, or the Director of Technology for posting these sites in the appropriate places.

7. Unacceptable Use of Digital Technology

- 7.1. No member of the faculty, the staff, or the student body will use Hanover Public Schools' digital technology to defame, slander, or libel any person.
- 7.2. Cyber bullying, which is the repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71. Section 370.
- 7.3. He or she will not engage in any illegal activities or use the technology for purposes other than as intended in an educational setting.
- 7.4. When faculty, staff, students, or guests of the Hanover Public Schools use the network they become an extension of the Hanover Public Schools and are expected to follow the guidelines of this policy. Inappropriate use will not be allowed.
- 7.5. The user will not:
 - use obscene, mean-spirited, pornographic, profane, inflammatory, racist, threatening, or disrespectful language;
 - engage in prejudicial or discriminatory attacks, sexual harassment, or other forms of on-line bullying;
 - post false or defamatory information about a person or organization, or post information that could cause damage, panic, or disruption. This includes, but is not limited to, the posting of broadcast messages or any other actions that cause congestion of the network or interfere with the work of others;
 - install unauthorized software or download unauthorized software from a remote location or copy software that belongs to the Hanover Public Schools without expressed permission of the Director of Technology;
 - attempt to go beyond his or her authorized access (hack), make deliberate attempts to disrupt system performance, destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities;
 - access blocked or prohibited websites through proxy servers that remove identifying information about the user for the purpose of anonymity;

- access non-educational gaming sites;
- disseminate passwords, codes, access telephone numbers, or account numbers to unauthorized persons;
- change the configuration of a computer or network without administrative permission;
- use the network to access material that is profane or pornographic or that advocates illegal acts, violence, or discrimination towards other people (e.g., hate literature);
- use the network for lobbying or advertising or for passing on information of a purely personal interest;
- damage or vandalize computers, computer systems, or networks either through physical alteration or through the introduction of malicious digital agents, such as viruses;
- trespass in other's folders, work, or files, or use another's password.

8. E-mail

- 8.1. All e-mail created or received by an employee of a governmental unit is a public record. According to Massachusetts General Laws:

"public records" shall mean all...documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency...to serve a public purpose (G.L. c. 4, § 7, cl. 26).

 - 8.1.1. E-mail is, therefore, a public record and it is subject to the requirements of the Public Records Law, G.L. c. 66. Any member of the public may request copies of e-mail. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.
 - 8.1.2. Users should consider e-mail messages to be equivalent to letters sent on official letterhead and therefore should be written in a professional and courteous tone. As the AUP of the Springside School in Pennsylvania states, "tone is difficult to discern in electronic communication. Electronic communication is best used as a medium for disseminating factual information and should not be regarded as a replacement for face-to-face communication."
- 8.2. Faculty, staff, or students must not subscribe to mass electronic mailings (e.g., chain letters, "jokes of the day," "horoscopes," "trivia," et cetera). Mass mailings take up valuable network space that should be used for educational purposes. If a faculty member joins a professional (educational) listserv, it is requested that he or she subscribe in digest format. Please, contact the listserv administrator or the Director of Technology for instructions on how to accomplish this.
- 8.3. The Director of Technology or the Systems Engineer monitors the network to ensure proper network operations. Principals, department heads, or supervisors may request detailed reports indicating e-mail and Internet usage.
- 8.4. Students are not allowed to access non-school e-mail accounts, including chat and instant messaging. In the event that students are given e-mail accounts through the Hanover Public Schools, all e-mail rules stated in this DTAUP apply.
- 8.5. Email accounts issued by Hanover Public Schools may not be used to bully, harass, or threaten any individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals;
- 8.6. Student email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.

9. Web Publishing

- 9.1. The Hanover Public Schools websites are designed to provide a portal to enable communication among teachers, students, staff, administration, and the community. Material posted on the

district's websites or web portal must reflect the high educational standards of the Hanover Public Schools.

- 9.2. To help to protect the safety of our students and the accuracy and security of district information, the guidelines and procedures listed below must be followed:
 - 9.2.1. No student's personal information such as home address or telephone number may be posted on the Hanover Public Schools' websites. Students must have signed permission from their parent/guardian granting permission to post the student's work and or picture. The use of a student's name, picture, or demographic information on the website of an employee of Hanover Public Schools is prohibited, except with the permission of the Superintendent of Schools and the parent/guardian of the student.
 - 9.2.2. Material posted on district websites must have prior approval of the principal. All links from a school's website to sites outside of the Hanover Public Schools network must be approved by the principal or his/her designee. At all times, there must be a good faith effort to verify the authenticity of material posted on the district's websites.
 - 9.2.3. Photographs and images must be used in accordance with district policy.
 - 9.2.4. Logos or trademarks used must have written permission from the person or organization that owns the logo or trademark. The Hanover Public Schools' name or copyrighted logos must not be used on a personal web page without permission of the Superintendent.
 - 9.2.5. The creator of any district web page is responsible for ensuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, et cetera). The information should be factually accurate and current. If errors are observed, the Director of Technology, principal or designated school webmaster should be contacted to make the necessary corrections.
- 9.3. All teacher and staff professional websites must reflect the high educational standards of the Hanover Public Schools. There may be no links from a teacher's or staff member's professional website to his or her personal website or to other websites of a non-educational nature except with permission from the building principal, the Director of Technology, or the Superintendent of Schools.

10. Personal Computers

- 10.1. Faculty, staff, and student personal computers may be configured for Hanover Public Schools' network with approval from the Director of Technology.
- 10.2. Personal computers are not the property of Hanover Public Schools and will not be serviced by the Technology Department.
- 10.3. Personal computers must have up-to-date virus protection software in order to be placed on the district's network.

11. Copyright Infringement

- 11.1. Existing copyright law will govern the use of material accessed through the network. The user—any student, faculty member, administrator, staff member, or guest—will not infringe upon the copyright of works found on the Internet or within the network.
- 11.2. As has been stated earlier, all copyrighted material used on any of the district's web pages must have the expressed written permission of the person or organization that owns the copyright.

EQUAL EDUCATIONAL OPPORTUNITIES

All programs and activities at Hanover Middle School are offered without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, and disability. The school makes every effort to provide easy physical access through the use of ramps and elevators. Ample handicapped parking is clearly identified and conveniently located. Handicapped bathrooms are located on each floor. Wheelchairs are easily accommodated throughout the building.

All educational programs and services are open to all individuals, students, staff, and parent(s) and/or guardian and are advertised to all individuals. All program offerings seek to eliminate bias and encourage full opportunities for all. Program modifications are made to allow for participation of students with disabilities. Pregnant students are provided with access to all regular education classes and activities during their pregnancy. All extracurricular activities are offered in a non-discriminatory manner. All scholarships, prizes, and awards are free from bias and discrimination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act ("FERPA") and the Massachusetts Department of Education Student Records Regulations 603 CMR 23:07 4 a and g requires that schools obtain written consent prior to the disclosure of personally identifiable information about a student's educational records. Both FERPA and state regulations do allow schools to release "directory information" without written consent as long as Parent(s) and/or Guardian are aware of the release of "directory information" and have had the opportunity to prevent such release by informing the Principal in writing at the beginning of each school year.

Directory information typically includes the inclusion of a student's name on honor roll lists, graduation programs, playbills, yearbooks, sports programs, newspapers, the website, cable channel programs and official school photographers, as well as official vendor lists.

In addition to a student's name, directory information usually includes address, telephone listing, email, date, and place of birth, height, weight, membership in athletic teams, activities, honors, awards, as well as images on the school website. Directory information is generally not considered harmful or an invasion of one's privacy.

Any student, staff member, or parent who feels they have been discriminated against should contact one of the following:

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION PUBLIC SCHOOLS

SYNOPSIS OF LAWS

Title VI of the Civil Rights Act of 1964

Coordinator: Thomas Raab 1-781-878-5450

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in program or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

Coordinators: Hugh Galligan~~Thomas Raab~~ 1-781-878-5450

TBA~~Martha Zuther~~ 1-781-871-1122

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A)

Section 504 of the Rehabilitation Act of 1973

Coordinator: Jane DeGrenier 1-781-826-2631

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CF104.33)

Americans with Disabilities Act of 1990

Coordinator: ~~TBA Joanne McDonough~~ 1-781-878-0786

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107(a))

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974

Coordinator: ~~Adam Colantuoni~~ ~~TBD~~ 1-781-871-1122

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(f))

Mass. General Laws CH.76, S5 (also known as Chapter 622)

Coordinator: ~~TBA Risa Mancillas~~ 1-781-878-7228

This state law provides that "[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identify, religion, national origin, or sexual orientation."

McKinney-Veneto Homeless Assistance Program

Homeless Liaison: ~~Beverly Shea~~ ~~Ellen Witter Harrington~~ 1-781-878-0786

McKinney-Vento is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002.

SPECIAL EDUCATION

Chapter 688 (transition planning)

Coordinator: ~~Beverly Shea~~ ~~TBD~~ 1-781-878-0786

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

To file a complaint alleging discrimination or harassment by the school on the basis of race, color, national origin, sex, gender identify, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws

and their respective implementing regulations, please contact the Title IX/Chapter 622 Coordinator for the Hanover Public Schools, as follows:

Superintendent of Schools
188 Broadway
Hanover, Massachusetts
Telephone: (781) 878-0786.

Inquiries concerning the applicability of the aforementioned federal laws and regulations to the school also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

A grievant may file a complaint with OCR, generally,

1. Within 180 calendar days of alleged discrimination or harassment, or
2. Within 60 calendar days of receiving notice of the school's final disposition on a complaint filed through school, or
3. Within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. Instead of filing a complaint with school.

Inquiries relative to state law may be referred to the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-727-3990).

Hanover Public Schools- Hanover Police Department

Memorandum of Understanding

I. Statement of Purpose

The Hanover Public Schools and the Hanover Police Department agree that student violence and substance abuse are national and societal problems reaching into our community. To maximize the effectiveness of our efforts to achieve a violence-free and drug-free community, we recognize that the coordination and cooperation of the community as a whole are essential. Therefore, the Chief of Police, with the support of the Hanover Board of Selectmen, and the Superintendent of Schools with the support of the Hanover School Committee, pledge to follow the agreed-upon procedures for communicating incidents of verbal and physical assault, intimidation, bullying, threats, harassment, hate crimes, sex crimes, possession of weapons and arrests or charges filed related to the use, possession and/or distribution of drugs and alcohol.

II. Designated School and Police Liaisons

In order to facilitate effective communication between school administrators and police personnel, individuals holding the following positions are designated as liaisons:

Hanover Public Schools liaisons shall include each school's Principal and Assistant Principal (or other contact designated by the Principal). Hanover Police Department liaisons shall include the School Attendance Officer, the Executive Officer of the Police Department, and/or the Chief of Police. The Chief of Police and Superintendent of Schools are the Lead Liaisons and when there is any question as to how to interpret this MOU or whether a sharing of information is necessary, they must be consulted.

III. Mandatory Reportable Incidents

SCHOOL REPORTS TO POLICE DEPARTMENT

(1) The following shall be considered Mandatory Reportable Incidents:

(a) possession, use, or distribution of alcohol by a student;

(b) possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy);

(c) any incident in which any individual is reasonably believed to be distributing controlled substances or alcohol;

(d) any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury;

(e) possession of a weapon, as defined in the school handbook or under G.L. c. 71 § 37H (a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof.

(f) any incident involving stalking or harassment in violation of G.L. c. 265 § 43 and 43A, annoying phone calls, domestic abuse, dating violence, or a violation of G.L. c. 209A or 258E restraining order, and any students either protected by a restraining order;

(g) any incident involving a child suffering physical or emotional injury resulting from abuse inflicted upon him or her which causes harm or the substantial risk of harm to the child's health or welfare, including sexual abuse or from neglect (in addition to a report filed with the Department of Children and Families);

(h) any incident involving an actual or suspected hate crime or violation of civil rights, including but not limited to an assault or battery upon a person or damage to the real or personal property of a person with the intent to intimidate such person because of such person's race, color, national origin, sexual orientation, or disability in violation of G.L. c. 265 §§ 37 and 39, as well as any act of bodily injury or attempt to cause bodily injury against a person due to actual or perceived religion, national origin, gender, sexual orientation, gender identity, or disability in violation of 18 U.S.C. ~ 249;

(i) any incident resulting in significant damage to municipal or private property;

(j) any incident of intentional theft of municipal or private property;

(k) any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device, as defined by G.L. c. 148 § 60. NOTE: The school shall also report "unauthorized ignition of any fires" to the local fire department

under G.L. c. 148 § 2A:

(l) any creation or possession of a document, whether computer or manually generated, handwritten or electronic (e.g., text) that identifies any individual targeted for violence or death;

(m) any credible threat, direct or indirect, past or future, against a student, school personnel or other school employee;

(n) any incident of "hazing" as defined by G.L. c. 269 § 17, involving any conduct or ritual or method of initiation into any school organization that endangers the physical or mental health of any student;

(o) any sexual assault, including but not limited to rape, assault with intent to rape, indecent assault and battery, as well as any lewd and lascivious behavior, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion"(1) or possession or dissemination of sexually explicit photographs of a minor.

(p) any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71 § 370 where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (n).

(2) Mandatory Reportable Incidents will be immediately reported to the Hanover Police Department if such incident:

(a) occurred on school property or within 1,000 foot radius of school property;

(b) occurred at a school-sponsored function;

(c) occurred in a school owned or contracted bus or other vehicle or at school bus stop; or

(d) involved a student of the Hanover Public Schools.

(3) The Designated Liaisons from the School may use their professional discretion to report any other incident or information that may affect the safety or well-being of students or staff members at the school.

POLICE DEPARTMENT REPORTS TO THE SCHOOL

The appropriate Police Department Designated Liaison will inform the appropriate School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, of:

(1) any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Hanover Public Schools; and

(2) any occurrence involving a student of the Hanover Public Schools, if the

(a) activity poses a serious (present or future) threat to the safety of the student, other students, faculty, or administrative personnel;

(b) making of such report would facilitate supportive intervention by school personnel on behalf of the student; or

(c) activity involves actual or possible truancy.

IV. Procedure Guidelines

This Memorandum of Understanding is established between the Hanover Public Schools and the Hanover Police Department regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within Hanover Public Schools. The Hanover Public Schools and the Hanover Police Department agree to coordinate their response to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration the two departments can ensure safe and secure schools and community environments designed to maximize effective teaching and learning. This agreement is subject to periodic review and amendment by agreement of the parties.

In order to maintain a safe environment in its schools, the School Department reserves the right to search all school property for contraband or controlled substances in accordance with state laws.

A. Non-Reporting School Personnel:

A teacher or other school employee with knowledge or facts pertinent to the reportable act shall make a report on the incident and shall deliver such a report and any physical evidence to the school's Reporting Official.

B. Responsibilities of Reporting Official:

Once the Reporting Official has been made aware of the incident, it is his/her responsibility to:

- Categorize the act as requiring a mandated or discretionary report
- Notify the Police Department whenever mandated
- Deliver to the Police Department pertinent physical evidence
- After consulting with the Police, notify parents of mandatory act.
- When appropriate, notify parents of any act in which a discretionary response does not result in the notification of police.

C. Responsibilities of the Police Department

The responding Officer shall receive reports from the Reporting Official. The Officer shall investigate such cases and, where appropriate, refer such cases to the District Attorney's office for prosecution.

D. Collaboration

The Hanover Public Schools and the Hanover Police Department shall establish and conduct regularly scheduled meetings to discuss, monitor and track events occurring within the Hanover Public Schools facilities or in connection with school officials, as well as serious or habitual offenders. The parties may invite other officials to participate as appropriate.

To the extent permitted by law, the parties shall share information regarding student offenders. The parties agree that any information shared during these meetings shall be confidential and subject to privacy restrictions established by law.

<u>Matthew Ferron</u>	<u>Walter Sweeney</u>
<u>Superintendent of Schools</u>	<u>Chief of Police</u>

Dear Parent/Guardian:

Wellness is an integration of Health and Physical Education. The HMS Wellness curriculum is based on the Massachusetts Comprehensive Health Curriculum Frameworks and is accessible on the HMS website under “Program of Studies” and

under the “Teacher Homepages” of the Wellness teachers. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well being of our students, and to help them make wise and informed decisions during their teen-age years and beyond.

Students in each grade will participate in lessons in teambuilding, fitness, and a variety of sports and activities. In addition, each grade will have a wellness theme. Below is a sample of the topics addressed:

GRADE 5 - Intro to Comprehensive School Health Education

- including goal-setting and decision-making, safety, disease prevention, body systems, and *growth and development (puberty introduction)*

GRADE 6 - The World Around Us: Safety, Community, and Environment

- including first aid, smoking, and violence prevention

GRADE 7 - Personal Wellness

- including body systems, *puberty review and update*, nutrition and physical activity, and alcohol

GRADE 8 - Respectful Relationships

- including character, depression and suicide, drug abuse prevention, and *reproduction/sexuality unit*

Wellness teachers will communicate with parents about these and other lessons through a variety of methods which may include: HMS Wellness website, periodic emails, parent information nights, and use of Aspen. Questions or concerns about the Wellness program or curriculum should be directed to the Wellness teachers.

MA General Law, Chapter 71: Section 32A and Hanover School Committee Policy (IHAM-1) provide parents/guardians the flexibility to exempt their child from any portion of curriculum which primarily involves human sexual education or human sexuality issues through written notification to the school principal.

The lessons to which this applies are listed in italics above. Any exempted student would be provided with an alternative assignment and would not be penalized.

The Wellness teachers and I look forward to working with you and your child(ren) to make health and well-being a collaborative effort.

Please feel free to contact me with any questions.

Sincerely,

Adam C. Colantuoni
Principal

PARENT SIGNATURE STUDENT HANDBOOK AND DIGITAL TECHNOLOGY USAGE

The ***Hanover Middle School Student Handbook*** reflects School Committee policy and mandates from the Massachusetts Department of Education. As such, it becomes a legal document, which must be read and signed by students and Parent(s) and/or Guardian.

We have included an active ***Digital Technology Acceptable Usage***, when signed by Parent(s) and/or Guardian allows the student to access the Internet in school. If students are not permitted to use the Internet, they may still use computers for word processing and other non-internet functions.

We have also included a **Media Release Form**. Media such as newspapers, television, radio, cable reporters, or photographers at times like to be involved in activities in our school. In addition, photographs may appear on the Hanover Public Schools' Website.

Please detach and return to your Hanover Middle School homeroom teacher.

HANDBOOK

STUDENT NAME _____ **Grade** _____ **Homeroom** _____

I have read the ***HANOVER MIDDLE SCHOOL STUDENT HANDBOOK***.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

DITIGAL TECHNOLOGY ACCEPTABLE USEAGE

I allow my child to **USE** the internet under the supervision of a teacher.

PARENT SIGNATURE _____

YOUTH RISK BEHAVIOR SURVEY

Please include my child in the Youth Risk Behavior Survey.

PARENT SIGNATURE _____

MEDIA RELEASE

I agree to have child's name/picture published.

PARENT SIGNATURE _____