

Morse Pond School Handbook

Falmouth Public Schools



Handbook Translation

English: If you need this information translated into your home language, please contact the Office of Student Services at 508-548-0151, ext. 143.

Portuguese: Se você precisar dessa informação traduzida em sua língua nativa, por favor entre em contato com o Escritório de Serviços Estudantis em 508-548-0151, ext. 143.

Spanish: Si necesita esta información traducida a su idioma casa, por favor póngase en contacto con la Oficina de Servicios Estudiantiles al 508-548-0151, ext. 143.

French: Si vous avez besoin de cette information traduite en langue de la maison s'il vous plait communiquer avec le Bureau des services aux étudiants au 508-548-0151, ext. 143.

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District Information

District Building Information

School Administration Building

340 Teaticket Highway

East Falmouth, MA 02536

p: 508-548-0151

f: 508-457-9032

administration@falmouth.k12.ma.us

Falmouth High School

Mrs. Mary Gans, Principal

874 Gifford Street

Falmouth, MA 02540

p: 508-540-2200

f: 508-548-7515

falmouthhigh@falmouth.k12.ma.us

Lawrence School

Mr. Thomas Bushy, Principal

113 Lakeview Avenue

Falmouth, MA 02540

p: 508-548-0606

f: 508-457-9778

lawrenceschool@falmouth.k12.ma.us

Morse Pond School

Dr. Kathleen Riordan, Interim Principal

323 Jones Road

Falmouth, MA 02540

p: 508-548-7300

f: 508-457-1810

morsepond@falmouth.k12.ma.us

East Falmouth Elementary School

Dr. Justine Dale, Principal

33 Davisville Road

East Falmouth, MA 02536

p: 508-548-1052

f: 508-548-0301

eastfalmouth@falmouth.k12.ma.us

Mullen-Hall Elementary School

Ms. Nancy Ashworth, Principal

130 Katherine Lee Bates Road

Falmouth, MA 02540

p: 508-548-0220

f: 508-457-5404

mullenhall@falmouth.k12.ma.us

North Falmouth Elementary School

Mr. Timothy Adams, Principal

62 Old Main Road

North Falmouth, MA 02556

p: 508-563-2334

f: 508-564-7525

northfalmouth@falmouth.k12.ma.us

Teaticket Elementary School

Ms. Sandra Kapsambelis, Interim Principal

45 Maravista Avenue

East Falmouth, MA 02536

p: 508-548-1550

f: 508-540-4383

teaticket@falmouth.k12.ma.us

School Committee

Terri A. Medeiros, *Chairman*

Kelly Welch, *Vice Chairperson*

Melissa Keefe, *Secretary*

Meghan Fleck

John Furnari

Natalie T. Kanellopoulos

Leah Palmer

William Rider

Andrea Thorrold

Central Office Administration

Dr. Lori S. Duerr, Superintendent of Schools

Dr. Sonia Tellier, Assistant Superintendent

Dr. Joan Woodward, Interim Director of Student Services

Patrick Murphy, Director of Finance and Operations

Dr. Joany Santa, Director of Human Resources

Cynthia Tougas, Director of Technology and Library/Media

District Administration

Laney Cooke-Johnson, Director of Early Childhood Programs

Andrea Burnes, Interim Director of Food Services

Gregory Kennedy, Director of Transportation

Mission

The Mission of the Falmouth Public Schools is to educate students so that they are engaged in their education in a way which develops their capacity to pursue their goals and fosters life-long learning. In order to ensure success for all students, three core beliefs define us as a school system and enable us to accomplish our mission:

- Continuous Improvement for Students, Teachers, Staff, and Administration: We strongly believe in continuous improvement, and we achieve this through actions such as:
 - clearly communicating learning standards and performance expectations that are personalized for learners

- assigning tasks that challenge learners to move to deeper and more complex levels of knowledge and understanding along a developmental path that is age-appropriate
 - helping learners develop the self discipline to work hard and persist at assigned tasks
 - helping learners feel empowered in the learning process through rigorous preparation.
- Enthusiasm for Teaching and Learning: We strongly believe in the enthusiasm for teaching and learning, and we achieve this through actions such as:
 - supporting curiosity, inquiry, active learning, reflection, creativity and innovation
 - fostering in teachers and learners the confidence it takes to accept new ideas
 - helping teachers and learners overcome the challenges that sometimes accompany learning.
- Collaboration in Teaching and Learning: We strongly believe in schools where collaboration is highly valued, teachers and learners feel safe, diversity in all its forms is celebrated as an asset, and we achieve this through actions such as:
 - acting with integrity
 - demonstrating honesty, responsibility, thoughtfulness, encouragement, and respect
 - modeling good citizenship and encouraging these goals from the greater educational Falmouth community including parents, volunteers, and community leaders.

Non-Discrimination and Harassment

Introduction

The Falmouth Public Schools believe in the multi-cultural, multi-ethnic, and multi-racial community of Falmouth. We must be aware that what we say, do, or think, allow to happen, or fail to stop has the power to harm or to help our students, their families, our colleagues, and ultimately ourselves. Remarks and actions that negatively impact members of our community are not acceptable. There are times when each of us is a member of a majority and times when we are in a minority. Each of us must be sensitive to the people around us and work for a school system and world in which we will be judged only by the content of our character. We are working to support fully the formal notice of non-discrimination below and we want to know of any situation that might be in non-compliance.

Notice of Non-Discrimination

Falmouth Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender, or religion, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76, §5) and Chapter 151B of the General Laws.

To file a complaint alleging discrimination or harassment by Falmouth Public Schools on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender, 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:

Equity/Affirmative Action Officer
Falmouth Public Schools
340 Teaticket Highway
East Falmouth, MA 02536

508-548-0151

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Falmouth Public Schools 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,

- within 180 calendar days of alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of Falmouth Public School's final disposition on a complaint filed through Falmouth Public Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Elementary and Secondary Education, Bureau of Special Education Appeals, or
- instead of filing a complaint with Falmouth Public Schools.

Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary 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).

Policy on Preventing Harassment and Discrimination/Sexual Harassment

The Falmouth Public School System shall maintain learning and working environment free from discrimination and harassment. In both the education and employment environments of the Falmouth Public Schools, various laws prohibit discrimination and harassment. In an education context, law prohibits discrimination and harassment on the basis of disability, national origin, race, color, religion, sex or sexual orientation. In an employment context, law also prohibits discrimination and harassment on the basis of age. All such harassment and discrimination is unlawful and will not be tolerated in the Falmouth Public School System, M.G.L. c76, §5.

In September, building principals are responsible for reviewing and insuring that all staff are notified in writing annually of the building procedures for filing a report relative to incidents of discrimination and/or harassment.

Defining Discrimination and Harassment

Discrimination: Discrimination occurs when school system actions, procedures, policy or personnel treat an individual adversely in an educational or employment context solely on the basis

of the individual's race, color, religious creed, national origin, sex, age, ancestry, citizenship, military status, sexual orientation, gender, disability or genetic information. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Sexual Harassment: Sexual harassment is unwanted attention directed toward a person because of his or her gender. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- A. submission to or rejection of such advances, requests or conduct is made as an implied or explicit term or condition of success in school, employment; or as a basis for employment conditions; or
- B. submission to or rejection of such conduct by an individual is used as the basis for student grading/participation decisions or employment decisions affecting such individual.
- C. the advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Sexual harassment includes advances, requests or conduct by a student to a student, an adult to a student, an adult to an adult or student to adult. Sexual harassment can include advances, requests or conduct directed from male to female, female to male, male to male, or female to female. Sexual harassment can occur by conduct transmitted by telephone, computer, or other electronic means.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- whistling, catcalling or making offensive noises;
- staring or making obscene gestures;
- making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;
- displaying offensive photographs, illustrations, or sex related objects;
- blocking a person's movements;
- touching, brushing, pinching or patting;
- pulling or lifting of clothing;
- pressuring a person for dates, sex or information about personal relationships or sexual experiences; or

- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Other Forms of Illegal Harassment Including Hate Crimes: Harassment on the basis of race, color, religious creed, national origin, sex, ancestry, sexual orientation, or disability includes any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment. Harassment of this form includes advances, requests by a student to a student, an adult to a student, an adult to an adult, student to adult, male to female, female to male, male to male and female to female. Harassment can occur by conduct transmitted by telephone, computer or other electronic means.

Examples of actions that may constitute harassment include, but are not limited to, the following:

- using racial slurs;
- displaying intimidating symbols or words such as swastikas;
- making generalizations;
- using stereotypes;
- telling racial or ethnic jokes;
- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Harassment in the Form of Bullying: Although not unlawful discrimination, actions in the form of bullying or victimizing (hate crimes) by any members of the Falmouth school community will be considered harassment under the “Falmouth School Committee Policy on Preventing Harassment and Discrimination.” A student is being bullied when he/she is exposed to negative actions from students, Falmouth Public Schools' employees, or other third parties that have the purpose or effect of substantially interfering with the student's school performance or creates an intimidating, hostile, or offensive learning environment for the student.

Examples may include but are not limited to:

- physical threatening (bullying);
- making derogatory comments about peoples' size, weight, height, etc.;

- making derogatory comments about peoples' perceived intelligence or ability or use of sarcasm.

Where Can Harassment Originate?

Harassment can come from:

- students;
- administrators, teachers, coaches or other employees of the Falmouth Public Schools; or
- third parties such as vendors or contractors doing business with the Falmouth Public Schools; visitors or volunteers present within the schools with the permission of the Falmouth Public Schools.

Statements Made Within the Context of the Academic Curriculum: This policy is not meant to stifle or chill the free exchange of ideas in the teaching and learning environment. It should be understood that in the teaching and learning environment, in order to encourage the learning process, statements, writings or visuals may occasionally take on overtones that could be offensive to some individuals. Teachers should use professional discretion when considering whether to include potentially offensive material in the curriculum and then inform students when this is the case and assure them that it is part of the learning environment and not meant to be discriminatory or harassing.

What to do if you feel you have been Discriminated Against or Harassed

Students: Any student who believes he or she has been subjected to discrimination or harassment should notify any teacher, guidance counselor, nurse, any administrator in his/her building, or any central office administrator. To effectively resolve complaints of discrimination or harassment, people are encouraged to file complaints soon after an incident occurs. Parents or guardians will be notified within 48 hours.

What to do if you are aware that Someone has been Discriminated Against or Harassed

Students: Any student who has knowledge or belief of conduct that occurred that might be discrimination or harassment should contact any teacher, guidance counselor, nurse, any administrator in his/her building or any central office administrator.

Consequences for Harassment and Discrimination

Students: Any student found to have engaged in harassment will be subject to school imposed discipline and/or legal action. Consequences imposed on any student found to have engaged in harassment may include, but are not limited to, parent conference, written or verbal statement of

apology, suspension, expulsion and mandatory counseling sessions with a guidance counselor or mandatory in-house counseling sessions with a School Department administrator. Parents or guardians will be notified within 48 hours.

Annual Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, please be advised that copies of the Asbestos Management Plans can be found at the following schools:

- East Falmouth Elementary School: 33 Davisville Road, East Falmouth, MA
- Lawrence School: 113 Lakeview Avenue, Falmouth, MA
- Morse Pond School: 323 Jones Road, Falmouth, MA
- Teaticket Elementary School: 43 Maravista Avenue Extension, East Falmouth, MA

The management plans are site-specific guidance documents that the District must follow in managing the asbestos-containing building materials (ACBM) present in some of the schools. The plan is updated to keep it current with on-going operations and maintenance, periodic inspections, and response action activities.

Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Marcel Sanchez at msanchez@falmouth.k12.ma.us.

Attendance

Introduction

The Falmouth School Committee believes that successful achievement of its mission relies heavily on daily attendance. The Committee sees a strong correlation between attendance and achievement and finds that daily attendance is a function of school, student, and family factors. The Falmouth School committee reaffirms its belief in the compulsory attendance law and the responsibility of parents/guardians and students to comply with it.

Regular and timely attendance is necessary for maximum learning success. In accordance with Massachusetts law, students may not be absent from school for seven or more full-day sessions or fourteen half-day sessions within any period of six months.

Falmouth Public Schools makes a sincere attempt to avoid scheduling special school and student events to conflict with religious holidays and will exercise care when scheduling assignments and tests. Students will not suffer consequences from an excused absence for religious observations.

The Falmouth Public Schools recognize that time lost from class is essentially irretrievable in terms of opportunity for instructional interaction. In order for a student to receive a passing grade, the student has an obligation to give, as well as receive, in the context of the classroom setting. It is recognized that attendance is among the requirements for all courses. Regular and timely attendance is necessary for maximum learning success. Parents/guardians and students are asked to take attendance seriously and provide notes explaining any absence responsibly. Valuable staff time is lost investigating absences when a note is not provided.

By improving attendance and encouraging punctuality, the Falmouth Public Schools hopes to achieve the following objectives:

1. Improve academic performance.
2. Develop an attitude of cooperation and responsibility in the students.
3. Place responsibility for attendance and punctuality on the students and their parents/guardians.
4. Develop habits of student as worker that are beneficial to life skills and future employment.

If you are absent from school, you may be required to present a written excuse from a physician or the court to your homeroom teacher on the day following your absence stating the reason for your absence. Excused absences may be for any of the following reasons: death in family; religious holidays; authorized school sponsored activities; illness – as stated, a physician's note may be

required to verify that the physician saw the student in the physician’s office on the day(s) absent from school or specify the dates the student needed to remain at home for a medical issue; court appearances – as stated, a note from the court may be required to verify the date(s) of the student’s court appearance; and other reasons as deemed reasonable and appropriate by the Principal. Parent/guardian notes may be considered, and thus, we ask that you always send a note in to school when your child has been absent from school.

Communication

All schools, at the midterm of their grading period, shall send letters home to parents of students who exceed certain attendance benchmarks. These letters shall notify the parents of their child’s attendance, the relevant state laws regarding attendance, and school averages. They shall also invite the parents to meet with guidance and/or school administration to discuss the student’s attendance, and make a plan to improve it. The dates and benchmarks are as follows:

Date	Number of Absences
November 1	5
January 15	10
March 15	15

Principals will have discretion based on specific circumstances to waive midterm meetings.

Safe Arrival Program

If your child needs to be absent from school, please call the Safe Arrival line at the school by 8:00 a.m. If you have advanced notice of an absence, a written note signed by you stating the date, duration, and reason for the absence is helpful for our Safe Arrival program. Students will be expected to make up missed assignments. Striving for the safest possible school environment, the Falmouth Public School system maintains an attendance system that includes a Safe Arrival Program. On a daily basis the school attempts to verify the attendance, or necessary absence, of every student. In grades kindergarten through eight (K-8) parents/guardians are asked to call in to their child’s school to record any upcoming absence through the use of an available 24-hour phone line. This would include days of sickness, tardiness, vacations or any other event that may keep a student from arriving for the accounting of attendance at the beginning of the school day.

Each morning the school absence list will be reconciled with the phone calls recorded on our Safe Arrival line. In any situation where a child's absence has not been accounted for, by an appropriate phone call, the school will attempt to contact parents/guardians. We assume that all K-8 parents are part of the Safe Arrival Program. Please note, that even when you do call your child in absent, an automated call home will still be generated.

When calling the Safe Arrival line and leaving a message, please include a phone number that can be used to reach you. Please do not leave homework requests on the Safe Arrival line. Instead, please call the Main Office directly for homework requests.

Extra Help and Make-Up Work

Upon returning to school after a period of absences, a student has a length of time equal to the number of school days absent to make up missed work. A student not making up the work in the allotted time will receive a failing mark for the work not made up. Previously announced assignments/tests must be completed upon return. The responsibility is on the student to meet with the teacher to determine when the assignment/test is to be made up.

If any extenuating circumstances exist, the parent/guardian should contact the assistant principal or the guidance counselor. The assistant principal and/or guidance counselor will consult with teacher, department head, the assistant principal, and principal when necessary.

The District discourages students from leaving school for travel because our time with students is so valuable and school vacations are well placed at intervals. Make up work is only a small part of the learning missed. Our experience is that providing assignments to be done during vacation is not productive. Vacations are considered unexcused absences. Therefore, we do not require teachers to design this work in advance for supporting family vacations. We expect students to be present for state MCAS testing.

If a student is going to be absent as a result of travel, the parent or guardian should notify the assistant principal's office and the guidance counselor one week in advance. Students will be expected to make up missed assignments and classroom work within the reasonable amount of time laid out at the beginning of this make up work expectations.

Emergency Closing Information for Inclement Weather or Other Reasons

Introduction

Weather conditions can often change rapidly and seriously because of our coastal location, causing the possibility of school closures, delayed openings, or early dismissals. The Falmouth Public Schools' website will display the announcement on all pages of the website. In addition, the following radio and television stations will carry this announcement:

- Radio
 - WCOD 106.1 FM
 - WQRC 99.9 FM
 - WOCN 104.7 FM
 - WMVY 88.7 FM
- Television
 - WBZ Channel 4
 - WCVB Channel 5
 - WHDH Channel 7
 - WFXT Channel 25

Options

School and town officials monitor weather conditions and road conditions. If conditions are severe enough to threaten the safety of students traveling to and from school, a decision is made to close school or delay opening.

- School Closed – All school will be closed for the day. Students and staff are to remain home. Emergency personnel will report to work. All morning, afternoon, and evening activities are also canceled.
- Two Hour Delayed Opening – All school and bus times will be two hours later than regular starting time. Schools will end at the normal times. All other school activities will take place at their originally scheduled times. Morning preschools are canceled. All custodial and cafeteria employees are expected to report at normal hours. Students are not to be on school grounds until ten minutes before school begins.
- Early Dismissal – There are no set times for early closure. This will depend on weather conditions. Generally, schools are closed either one or two hours early. Buses should

arrive at their destination up to twenty to thirty minutes late because buses must complete high school and middle school runs, often with difficult road conditions. Elementary schools attempt to call the homes or the emergency numbers of preschool, kindergarten, and first grade students. Radio stations announce the early closure. Parents/guardians must have a plan for emergency coverage of students in case dismissal closure becomes necessary and no one is home. Whenever possible afternoon preschool programs will be canceled when there is an early dismissal, and all other afternoon and evening activities are also canceled.

Automated messaging will be used to notify families regarding changes in school schedule (snow day, delayed opening, early dismissal). It may also be used to announce upcoming events and school activities. The recipients of the messages are based on the emergency contact information collected at the beginning of the school year. Please notify the school office if the recipient of the messages is incorrect.

The Superintendent of Schools or his/her designee makes these decisions. Most often they are made in the 4:30 a.m. to 5:30 a.m. time period based on the latest weather information, on conversations with the Department of Public Works and safety officials regarding the condition of roads. The school system recognizes that there are inconveniences and dangers to keeping schools open during inclement weather but also that there are concerns when closing because of disruption of family routines. We attempt to make the decision that is safest for families with a priority on also maintaining the flow of education.

Student Records

Regulations Pertaining to Student Records

The District's policy of students' and parents' privacy rights to academic records is in compliance with Student Record Regulations under the authority of Chapters 71, 71B, and Chapter 76 of the Massachusetts General Laws.

Access to Student Records

Parents may have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents. Upon request for access, the entire student record shall be made available. A non-custodial parent is eligible to obtain access to the student record unless the school district has been provided with documentation indicating that:

- The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- The parent has been denied visitation, or
- The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
- There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted.
- In order to obtain access, the non-custodial parent must submit a 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 and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access.

- The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- Upon receipt of a court order that prohibits the distribution of information pursuant to 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.

The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Falmouth Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Falmouth Public Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or

grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Falmouth Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows Falmouth Public Schools to release certain information about students with parental consent, provided that annual notification has been given and the school does not have on file written denial to release this directory information. *Directory Information* is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of *Directory Information* is to allow Falmouth Public Schools to include information from students' education records in certain school publications. Examples include:

- A playbill, showing a student's roll in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Per Falmouth Public Schools policy JRA-R, the following information is designated as *Directory Information*:

- a student's name;
- address;
- telephone listing;
- date and place of birth;
- major field of study;
- dates of attendance;
- weight and height of members of athletic teams;
- class;
- participation in officially recognized activities and sports;
- degrees;

- honors and awards; and
- post-high school plans.

If you do not want Falmouth Public Schools to disclose any or all of the types of information designated as *Directory Information*, from your child's education records without your prior consent, you must notify your child's school in writing. Upon receipt of the document, the school will forward you a form seeking additional information related to your request to not disclose any or all types of *Directory Information*.

Food Services

Introduction

The Falmouth Public Schools Food Services Department offers breakfast and lunch daily. We are committed to meeting the needs of our students with balanced and nutritious meals. We welcome students to our program. If there are any special dietary needs they may have, please notify the school nurse. The Child Nutrition Program administered by the Massachusetts Department of Elementary and Secondary Education contributes to the health and well-being of the Commonwealth's students by supporting nutritious meal services in schools. Nutritious breakfasts and lunches are provided to your child at the lowest possible cost to you. The school lunch program is an excellent value for the money and we would like to encourage you to utilize it. Please make sure that your child has lunch money, money on their account, or a homemade lunch for each school day. Parents and guardians are invited to have lunch with their child at any time. Parents must sign in at the office.

Food Costs

- Breakfast costs \$2.00
- Lunch, including milk, costs \$3.00
- Milk costs \$0.50
- Soup costs \$1.00
- Snacks and Frozen Yogurt cost \$1.00
- Adult lunch, including milk, costs \$3.25

Free and Reduced Lunch

An application for free or reduced priced meals is included in the forms packet of this handbook and is available on the Falmouth Public Schools' website. Free or reduced priced meals may be available for your child based on the size of your family and your family's income. Households may apply at any time of the year. Extra copies of the forms are available in the school office throughout the school year if your financial situation changes. The Falmouth Public School System is participating in the Direct Certification Process. If your child has received a Meal Benefit Certificate from the Department of Transitional Assistance, you do not have to complete an application.

Online Payment System

The Falmouth Public Schools Food Services Department is excited to provide parents a convenient, easy, and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view their child's account balance through a website called *MySchoolBucks*.

To access these services:

- Go to the district website at www.falmouth.k12.ma.us.
- Click on *Families*
- Click on Lunch Menus
- Click on the *MySchoolBucks* Login

Transportation Services

Introduction

Students are reminded that all school rules and expectations of behavior apply on buses in transit to and from school, extracurricular activities, and field trips. Upon arrival on school property, a student is considered present and should enter the building. Students who then leave school without permission will be considered truant and/or cutting classes and appropriate consequences will be assigned.

At the end of the school day, students should leave the parking lot by 2:10 p.m. or immediately upon completion of their after school activities.

Once the school buses have been released, students may not cross in front of any bus until all buses have left school property. Failure to comply will result in disciplinary action.

Bus Regulations

The bus driver has full authority and responsibility to enforce order and maintain discipline on the bus. In the event of a discipline problem with a student, the driver will deliver the student to his/her destination and then notify the principal or designee via a Bus Conduct Report. In the event of a discipline problem that impedes the safety of the bus driver continuing on his/her route, the driver may summon help from either his/her employer, the Transportation Director, or in the most severe instances, the local police.

Violations

The following violations may result in a suspension of riding privileges for a period to be determined by the building principal or designee.

1. Fighting on the bus
2. Lighting matches or cigarette lighters
3. Tampering with bus equipment/safety equipment
4. Improper use of emergency exits
5. Throwing objects at, out of or within the bus
6. Profanity or other disrespectful language or gestures
7. Spitting

8. Smoking (tobacco, electronic and/or vapor)
9. Harassment of other students or the bus driver
10. Intentional damage to the bus or bus equipment; students will be held responsible for any defacement or damage to the bus
11. Refusing to remain seated while the bus is in motion
12. Refusing to obey or comply with a driver's request or directions

The following violations shall result in an indefinite suspension of riding privileges. The building principal or designee will determine the length of suspension.

1. Possession, sale or use of drugs
2. Possession, sale or use of alcoholic beverages
3. Possession, sale or use of a dangerous weapon
4. Repeated violations of bus rules and regulations

Disciplinary action for violations other than those listed above shall be at the discretion of the building principal or designee. Falmouth school buses may be equipped with video cameras mounted above the driver. Further information on this policy is available from the Transportation Department at the Administration Building or by calling (508) 548-0151.

General Information

Mission Statement

The mission of the Morse Pond School Community, both students and adults, is to work together to create a positive academic and social learning environment for each child. This environment will enforce individuality and respect for differences, foster self-esteem, teach him/her to be considerate, responsible and willing to take risks in order to become a life-long learner. The three R's of Morse Pond School – **R**esponsible, **R**espectful and **R**eady to learn.

Philosophy

Morse Pond School's philosophy is demonstrated in practice. Continuous, honest, reflective communication allows us to address the needs of our students, their families and our community. Assessments of our students, teachers and leadership practices provide data to inform our instruction, which, in turn, creates high student achievement. Open minds, utilizing new technology, research best practices, implementing creative instructional strategies build an innovative school environment. Invigorating teachers to engage students in topics that inspire emotional connections and that also tap into a teacher's passion construct critical thinkers, spirited dialogue that empower students to think about how they will, in turn, influence the 21st Century.

Address and Contact Information

Changes in your address or family situation should be immediately reported to the school office so records may be kept current. Keeping the Emergency Information up to date is essential, so that we can reach you swiftly in an emergency situation.

Gift Giving

Teachers may not accept individual gifts from parents or students valued at \$50.00 or more. The \$50.00 limit is per parent or student per year. In the case of a class gift, the total value for the year may not exceed \$150.00 and teachers may not know the names of the students or families that contributed or how much they contributed.

Hazing

The Falmouth School Committee recognizes the right of all students to participate, through competition or open admission, in all clubs, activities, and sports programs, and therefore, prohibits the practice of “hazing”. The full document regarding hazing is available at all school buildings and our website.

Non-Custodial Parent

The Massachusetts Non-Custodial Parent Laws/Regulations are available in the Principal’s office upon request. Non-custodial parents in certain circumstances must follow a procedure to get information from staff about their child even if they have joint legal custody. It is recommended to check with the Principal to see if this law applies to your situation.

Parking

Automobiles are not allowed in the area reserved for school buses. It is illegal and potentially life-threatening to pass a stopped bus when the red lights are flashing. Park in the designated parking areas only and follow the directions of school personnel directing traffic.

Partnership with Parents

For every student to reach his or her potential there needs to be a strong partnership between the family and the school. We welcome the involvement of parents and the community-at-large in our schools. There are many ways for parents to be involved in our schools. The purpose of this section is to list some of the opportunities that are available for you.

- Attend classroom events, plays, band and choral concerts.
- Attend special events at the school, such as Open House and Art Show/Book Fair.
- Stay in communication with your child’s guidance counselor and teachers.
- Attend School Committee meetings where issues affecting the Falmouth Public Schools are discussed.
- Access on-line resources such as the Morse Pond School web-site.
- Attend School Council meetings that are scheduled monthly at your school. The School Council is advisory to the principal at each school. Issues are discussed at the School Council that impact that particular school.
- Join our Parent /Teacher Organization.

- Participate in monthly Parent Connection Meetings which focus on parenting topics and teenager issues. These meetings are sponsored by the district Pupil Personnel Services Office and advertised on the school website.
- Visit the school website to view teacher websites and current events.

The following volunteer opportunities allow an individual to work directly with the students and staff, and are quite rewarding for the volunteer, as well as the students.

- Become a mentor.
- Become a Volunteer in Public Schools (VIPS). 508-548-1621 vips@falmouth.k12.ma.us
- Volunteer to chaperone field trips.
- Volunteer at special events, such as Coast Sweep, Spaghetti Supper.

Please note that all volunteers working in any capacity with the students are required to submit the CORI (Criminal Offender Record Information) form that is available on our website at:

<http://www.falmouth.k12.ma.us/uploads/File/CORIFORM.pdf>

Falmouth Public Schools will obtain criminal offender record information (CORI) for all volunteers and others who wish to participate in school activities. This includes classroom volunteers and field trip chaperones. The CORI process must be completed before any involvement in the schools and the results of the CORI, based on the discretion of the Superintendent or his/her designee, will determine one's eligibility to participate in school activities. CORIs can be completed at the VIPS office at Falmouth High School. All CORI information is confidential and privacy will be maintained. In addition, individuals may be asked to submit state and national fingerprint-based criminal background checks at the expense of the individual. The requirement to submit state and national fingerprint-based criminal background checks will be made by the Superintendent or his/her designee. For information regarding how to become CORI'd, you may contact the Morse Pond School Main Office at 508-548-7300 or you may visit the Office of Falmouth Volunteers in Public Schools (VIPS) which is located at Falmouth High School, 874 Gifford Street, Falmouth MA, or call VIPS at 508-548-1621.

Pledge of Allegiance/Moment of Silence

In accordance with Massachusetts law, each school will recite the Pledge of Allegiance and will observe a moment of silence at the start of the school day. School personnel will not require students participate during the Pledge of Allegiance and/or the moment of silence. In addition, students will not be required to provide a reason if they choose not to participate in the Pledge of Allegiance and/or the moment of silence nor will disciplinary action occur.

Registration for New Students

Students new to Morse Pond School report to the Main Office with their parents or guardians and receive registration materials. The Guidance Counselor will meet with parents/guardians and student to discuss the student's individual needs. Once all required paperwork from the previous school has been received, and the registration materials are completed, the student will be assigned to a homeroom class.

Release of Information

State law prohibits our releasing any information to anyone without the parent's or guardian's permission. This even includes allowing us to release the names, addresses, and telephone numbers of the students in a class to the PTO or to other parents or guardians who wish to have a party, send Valentine cards, etc. Therefore, we now seek your permission to allow the classroom teacher or central office to release the name, address, and telephone number of your child to the PTO, room parents, and other parents or guardians. If we do not hear from you to the contrary, we will consider this permission granted. Other records are not covered by this permission and will be released only with your specific written approval.

Returned Check Policy

This local policy refers to checks that are made out to the Town of Falmouth or any group sponsored by the Town of Falmouth, including the Falmouth Public Schools. Checks are subject to a \$25.00 surcharge if the checks are returned as an overdraft.

School Hours

- School Cafeteria opens for breakfast at 8:10 a.m.
- School doors open at 8:15 a.m.
- School begins at 8:25 a.m.

- Students are tardy as of 8:25 a.m.
- School ends and dismissal begins at 2:50 p.m.

Your child should not arrive at school prior to 8:15 a.m. Remember that the only reason for your child to arrive before school starts should be to participate in the breakfast program, or a before school activity. The first ten minutes of school is some of the most important time of your child's school day. Please have your child arrive at school on time in the morning.

When your child arrives late to school, please escort your child to the main office and let our front office know that your child is late. Your child will be given a pass to proceed to their classroom.

School Visits By Visitors/Parents/Guardians

When entering the school, all visitors must enter the front door and check in at the office. All other doors will be locked during the school day. Parents or guardians are invited to visit the school as long as it does not interfere with the normal school or class routine. If you want to visit the school, contact the principal at least 48 hours before your planned visit. This is not necessary if you are joining your child for lunch but you must sign in and obtain a Visitor's Pass in the office before going to the cafeteria. If you wish to visit your child's classroom, please make arrangements with your child's teacher at least 48 hours before your planned visit. Individuals visiting the school to volunteer need to preregister with VIPS.

Sharing Information Regarding Tragic Events

If a tragic event occurs during school hours, students will not receive any information from the school. We will not use Internet or television that confronts students with such disastrous events as they are taking place or in the immediate aftermath. Principals and administrators are responsible for monitoring these situations. In all schools, when such tragedies or disasters stimulate emotional reactions on the basis of national origin, race or religion, or any categorical grouping, the schools will take appropriate steps to discuss the dangers of stereotypical statements. All schools will work to assist parents with information on how to help students respond.

Transfers

Families moving out of the community or school district should notify the school secretary at least three (3) days before leaving in order to complete the necessary forms, including a release form prior to the release of any student records.

Academics

Academic Schedule

The calendar of district events can be found on our website www.falmouth.k12.ma.us. The school year runs 185 days including an additional 5 days in case of school closings for weather or other emergencies. Any of the 5 days not necessary to cover emergencies will be dropped from the calendar at the end of the school year.

The year is divided into three marking periods with report cards issued at the end of each. A marking period consists of approximately 60 days. Morse Pond School runs on a six-day rotation. A cycle might start on Wednesday and run Thursday, Friday, Monday, Tuesday, and Wednesday. The six-day cycle would start on Thursday and run through the next Thursday. The purpose of the six-day cycle is to create a rotation relative to the days of the week so that, for instance, Monday holidays don't interfere with the same classes. Students and teachers will be reminded each day that it is Day A, B, C, D, E, or F. Early release days are not counted as letter days.

Academic Support Services

Morse Pond School has a wealth of services available to students. We also have volunteers (VIPS) available for a myriad of support. If you need assistance, please contact Dr. Kerri Whipple at (508 548-7300 ext. 403). You may also email kwhipple@falmouth.k12.ma.us or VIPS at: tcrago@falmouth.k12.ma.us.

Field Trips

Field trips are offered throughout the year. There may be scholarships available for those that may need them.

- Students will observe school rules of behavior and respect the laws and property of the region.
- Students must observe curfews set by chaperones and be respectful. Some basic reminders are: no running, no shouting, no slamming of doors, and socially appropriate clothing should be worn at all times.
- A buddy system will be enforced by chaperones in order to ensure safety.

- Students who are absent from school during the school activity must make up the work they missed. Unless previously assigned, this work must be done within the time period as specified in this handbook (one day missed= one day make up.)
- The Travel and Medical Permission Form must be signed by both parent and student and returned on the due date to the chaperone.
- During transits between activities, each student will be assigned to an appropriate chaperone. The student must report to his chaperone for head counts at specified times.
- When appropriate, a telephone tree will be established by chaperones to alert parents or guardians in case of late or early return of students on a school activity or trip. Please check on who will be calling you and whom you will be calling.
- When necessary, a student should ask his/her doctor for a copy of his/her prescription in case he/she loses the medication.
- Students participating in a school -sponsored activity are covered under the school insurance policy.

Parents/Guardians are asked to sign the Field Trip Permission Form. This will enable your child to participate in any and all field trips. A reminder and details for each trip will be sent home prior to the trip. You may at that time elect not to allow your child to participate in the planned trip.

At times during the year, parents or guardians are asked to help with transporting students on local field trips. Those who volunteer to drive are assuming the same liability as they do when they transport anyone in their car. If you want to drive students during the year, contact your insurance agent to verify that you have adequate insurance coverage. You must also fill out the VIPS registration and insurance forms.

G Suite for Education - Parent Information

Falmouth Public Schools' students and staff use *G Suite for Education*, formally known as Google Apps for Education (GAFE), to support student learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

Falmouth Public Schools actively monitors all student activity within our Google domain, and we ensure that our use of Google complies with both the Children's Online Privacy Protection Act

(COPPA) and the Family Educational Rights and Privacy Act (FERPA). There is no presence of advertising within Falmouth Public Schools' Google Apps Domain, and no personal student information is collected for commercial purposes. All student use of *G Suite for Education* must follow the District's established Internet Acceptable Use Policy, which is available on our website. The following services are available to students:

- Google Drive: A digital storage tool that allows students to save work in the 'cloud' and access it where there is an Internet signal. Each student has storage, which will stay with him or her until graduation.
- Google Docs, Sheets, Slides: A suite of applications for creating, editing, and sharing word processing documents, spreadsheets, and presentations.
- Google Keep: A tool that allows students to create electronic sticky notes to help keep them organized.
- Google Classroom: A blended learning platform for students and teachers to create, distribute, and manage classroom assignments in an electronic way.
- Google Calendar: A calendar that can be used to enter events with the potential to be shared with others.
- Google Sites: A web page creation software that allows the user to build a site to display and share information. This is for students in grades 7-12 when approved to use for classroom projects.
- Gmail: Allows students to send messages to other students and teachers within Falmouth Public Schools. This application will be managed so that only internal communication is allowed. Only for students in grades 7-12.

Using these tools, students create, edit, and share files for school related projects with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected device.

Human Sexuality Curriculum

The Health Teacher will send a notice home with students prior to the start of this unit. Materials will be made available for parents/guardians to review.

Report Cards and Conferences

Progress reports are issued when needed. Report cards are issued three times per year in grades five and six. Special Education progress reports are also issued three times per year. These reports are provided to inform both you and your child about the progress he/she is making in school. They serve as a formal record and help facilitate communication between the home and the school. Report cards are not a substitute for parent/guardian conferences. Conferences may be scheduled at any time of the year when a parent/guardian or teacher believes it would be in the best interest of the student. Formal conferences with parents and/or guardians will be scheduled at least once a year. Conferences provide two-way reporting: parent/guardian-to-teacher and teacher-to-parent/guardian. Please refer to the school calendar for scheduled parent/guardian conference dates.

Teaching About Alcohol, Tobacco, and Drugs

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12. The alcohol, tobacco, and drug prevention programs shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with an emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs. The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and young adults.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee. This policy shall be posted on the

district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Testing

Teachers and the Falmouth Public Schools administer tests at appropriate times to assess student achievement and to determine if learning difficulties are present. The Falmouth Public Schools assess students' reading and mathematics skills three times per year: fall, winter, and spring. Our assessment system, Formative Assessment System for Teachers (FAST) provides valuable information to help determine students' areas of strength and areas for improvement.

The Massachusetts Department of Elementary and Secondary Education also requires annual testing. The Massachusetts Comprehensive Assessment System (MCAS) is the annual test administered to students in grades 3 and 4. Students are assessed in the areas of English/Language Arts & Literacy and Mathematics. Testing schedules will be shared with parents/guardians once they are established. The Massachusetts Department of Elementary and Secondary Education does not allow for students and/or their parents/guardians to opt out of state testing. In accordance with guidance from the Massachusetts Department of Elementary and Secondary Education, students who refuse to take the MCAS test may remain in the testing room as long as they are sitting quietly and are not interfering with other students. Parents/guardians should contact their child's teacher or principal if they have additional questions regarding state testing.

Conditions for Academic Success

Attendance

The Falmouth School Committee reaffirms its belief in the Massachusetts laws governing compulsory school attendance and the responsibility of parents, guardians and students to comply with these laws. State law requires full time attendance for all students under the age of 16 for the entire school day throughout the school year. Excessive absences or tardiness that affects a child's progress at school may result in legal action in the form of charges of Child Abuse and Neglect (M.G.L. c. 51A) or Child Requiring Assistance (CRA – M.G.L. c. 119). The Child Requiring Assistance statute defines a "child requiring assistance" as a child "who repeatedly fails to obey the lawful and reasonable regulations of the child's school or is habitually truant." M.G.L. c. 119, § 21. "Habitually truant" is defined as a "school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter." M.G.L. c. 119, § 21. In accordance with this statute, the Morse Pond School abides by the procedure outlined previously in this document in relation to excessive absenteeism.

Homework

Home study is a necessary part of a pupil's educational program. All students should expect to spend some time each day outside the classroom furthering their studies. Some long-range assignments will require study time planned in advance. A district practice has been developed regarding homework. Guidelines are available on our website on the Falmouth Public Schools website under Curriculum and Instruction.

As a parent/guardian, we ask that you promote:

- self-advocacy
- Use of agenda
- communication with teachers
- checking student homework
- communicating with your child about school

Family Vacations

If you are going to be absent for travel, your parent or guardian should notify the principal's office one week in advance. Students will be expected to make up missed assignments and classroom work within a reasonable amount of time after as defined by school procedures. The school district discourages students from leaving school for travel because our time with students is so valuable and school vacations are well placed at intervals. Our experience is that providing assignments to be done during vacation is not productive and undermines both the quality of the work and the quality of travel. Therefore, we do not require teachers to design this work in advance. Alternatives may be recommended.

Tardiness Procedure

When your child arrives late to school, please escort your child into the main office and let our front office know that your child is late. Your child will be given a pass to proceed to their classroom. Students having excessive tardiness will receive a letter of warning. Excessive tardiness will be identified as five or more days. Before letters are sent, the student's record will be reviewed with the nurse and the classroom teacher to determine if there are special circumstances effecting tardiness. The letter will indicate that the next tardy will result in a detention. A meeting with the student and the counselor will occur. After the detention is served, the tardiness count will go to zero, allowing the student to improve their record. If tardiness continues and reaches an additional five days, a second detention will be issued, indicated by a letter and a call home. After serving the second detention, the student's tardiness will continue to result in detentions. A meeting with parents will be requested.

Academic Honesty

Cheating to complete assignments or tests is a serious violation of school rules. The major forms of cheating are plagiarism and test dishonesty. (Also refer to Honor Code found within this handbook.)

Plagiarism is copying another's work and submitting it as if it were the original work of the student. Whether the source is copyrighted or not, printed or recorded, or a paper used by another student, if it is used without recognizing the author, plagiarism exists. Academic honesty and respect of copyright laws are also required in use of computer information

downloaded from another source. If you have any questions, check with your teacher prior to completion of the assignment.

Test Dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test or quiz. Test dishonesty includes giving, receiving, passing or using in any way information about a test or quiz, whether in oral or written form.

Any student found to have been academically dishonest will receive a zero grade on the work in question. The teacher must provide in writing, the student's name and summary of the incident to the principal or designee. Teacher and/or administrator will notify parent or guardian. Any academic distinctions received will be rescinded, if due process procedures uphold the finding of academic dishonesty.

Arrival and Dismissal Procedures

Late Arrivals and Early Departures

Because there are hundreds of students to monitor at the start and close of the school day, punctual arrival and timely dismissal are very helpful in facilitating the school day for the students. We appreciate your cooperation and support.

- a. If your child is late coming to school, a parent/guardian must accompany the student to the office and speak with the front office secretary. The student will need a late pass to enter class.
- b. Regular attendance is very important for a child's education, so please make every effort to schedule appointments after the normal school hours. If he/she is to be dismissed early from school, your child must have a dated note from you. The student should, upon arrival at school, stop by the office secretary's desk to receive a dismissal pass. The secretary will log the request and issue a pass. Students will present the pass to the classroom teacher. It is the student's responsibility to remember when he or she is to be dismissed and go to the office at that time, prepared for dismissal.
- c. If your child is being dismissed early, he/she must be dismissed directly from the Main Office.
- d. Parents or guardians wishing to pick up their children should report to the Main Office to sign them out in the Dismissal Book. Students who need to leave before the regular dismissal time of 2:50 p.m. must be dismissed by 2:30 p.m. in order to avoid bus traffic. For safety reasons, there will be no exceptions. Same day early dismissal must be received before 11:00 a.m. unless there is an emergency.
- e. If you plan to pick up your child at school dismissal, please plan to do so after 3:00 p.m. Your child will be dismissed with the walkers, after the busses have departed. There is to be no driving within the circle in front of the school during the posted hours.

Safe Arrival Program

Striving for the safest possible school environment, Falmouth Public Schools maintains an attendance system that includes a Safe Arrival Program. On a daily basis, the school attempts to verify the attendance or necessary absence of every student. In grades kindergarten through eight (K-8) parents/guardians are asked to call their child's school to record any upcoming absence

through the use of an available 24-hour phone line. This would include days of sickness, tardiness, vacations or any other event that may keep a student from arriving for the accounting of attendance at the beginning of the school day.

Each morning the school absence list will be reconciled with the phone calls recorded on our Safe Arrival line. In any situation where a child's absence has not been accounted for by an appropriate phone call, the school will attempt to contact parents/guardians. We assume that all K-8 parents are part of the Safe Arrival Program. If you wish to "opt out" of this program, please contact your school's main office.

To report any upcoming K-8 student absence, please call the Safe Arrival number at your child's school. Record the name of the student, the grade level and the date(s) of the anticipated absence or tardiness.

Staying After School

Occasionally it is necessary that students stay after school for disciplinary reasons, extra help, or for a special project. Late buses are provided on Mondays and Wednesdays during the school year and they will leave at approximately 4:00 p.m.

For the first two weeks of school, students may only ride the buses they are assigned to until the bus capacities have been determined. Then students may be allowed to ride on alternate buses, but only with written approval from a parent/guardian and if there is room on the bus. Please call the school to check beforehand to be sure that the bus is not overcrowded. If your child is riding on an alternate bus, be sure that he/she knows where to get off or is riding with someone who will help him/her get off at the appropriate stop. The bus driver is not in a position to ensure that a temporary rider knows where and when to leave the bus.

Early Dismissal-Both Planned and Unplanned

On occasion, children may need to be sent home other than at normal dismissal time, e.g., due to sickness or schools closing for inclement weather. Parents and/or guardians should have a plan for each situation to provide coverage for children who might arrive home early for whatever reasons. Some parents and guardians arrange with relatives, friends or neighbors to meet the children coming home early. In the event of a child becoming sick or injured at school and needing to go

home, an adult will be contacted. This is one reason that the names listed on your child's emergency procedure card must be up-to-date and that the people listed are available to pick up your child at his/her school.

Parking

Automobiles are not allowed in the area reserved for school buses. It is illegal and potentially life threatening to pass a stopped bus when the red lights are flashing! Park in the designated parking areas only and follow the directions of personnel directing traffic.

General Behavior

Bicycles

Students may ride bicycles to school, but the school cannot accept the responsibility for them. Bicycles should be parked and locked in the racks provided. Students must wear helmets in accordance with Massachusetts General Law.

Cafeteria Rules

All school rules apply with special emphasis on the following:

- a. Throwing food is not allowed
- b. Spitting is not allowed
- c. Trays or chairs outside are not allowed
- d. Students are expected to pick up after themselves
- e. There is to be no trash left on or under the tables

Card Playing

Card playing and the playing of any games of chance (gambling) are not permitted at any time.

Corridors, Lavatories, and Restricted Areas

Students may not loiter in corridors or lavatories. During non-passing time students must have signed passes from staff members to be in corridors and lavatories. Certain areas of the school building and grounds are restricted and students are not permitted to be in those areas unless accompanied by a staff member. Restricted areas include most areas outside the building.

Drugs, Alcohol, and Tobacco

In accordance with Massachusetts law, smoking, consuming alcohol, and possession of illegal substances is prohibited. This includes on school grounds, on school buses, and at school sponsored events. Students will be referred to the School Resource Officer for possible legal consequences. Appropriate penalties will be enforced.

False Alarms and Fires

Any student who turns in a false alarm, pulls an alarm, triggers a smoke detector, or calls the fire department without justifiable cause or sets fire in school or on school grounds will be suspended and reported to the police and fire department authorities. Expulsion is a possible penalty.

Passes

Passes are issued by staff and must be used only for the purposes stated. Students should request a pass from Guidance except for emergency situations.

Phones

During the school day, the school phone is available for student use in the main office. In case of emergency, the student must speak to an administrator.

Cell, Phones, Smart Watches and Other Electronic Devices

Use of personal electronic devices, such as cell phones, laptops, iPods, smart watches, etc., is not permitted during school hours and during detention, unless under the direct instruction of a teacher and being used for instructional purposes.

Recess

Introduction

Good sportsmanship is a core trait of the Morse Code (Take Care of Self, Others, and School).

Good sportsmanship should be displayed at all times. The following rules must be followed:

- Know and follow the school rules.
- Be respectful of all recess staff.
- Play to the best of your ability and treat peers with respect.
- Be a good team player. A good team player is able to lead, follow and include all students who want to participate in an activity.
- Be courteous and gracious whether you win or lose.
- Use A.C.T. and W.I.S.E. (Michigan Model anti-bullying curriculum) in situations where you are disagreeing with another student. Find an adult to help you.

Play Safe

- Be careful how you move around at recess.
- No tackling, shoves, or other physical activity.
- Do not grab or pull other students' clothing
- Stay within the defined recess area.
- No eating or gum chewing allowed.
- Check out with an adult before going to the bathroom.

Game Rules

1. Four-Square

- Squares are numbered 1, 2, 3, & 4.
- Serve always starts from square 1.
- Play continues until one player fails to return the ball or commits a fault.
- No catching or carrying the ball.
- If there are more than (4) players, students should wait in line until their turn. All students wishing to play must be included.
- Play is based on an honor system. Involve a staff member as needed.

- Players not following the rules will be removed from the game.

2. Soccer

- Captains need to rotate. No student can be captain twice in the same week.
- If students are unable to manage the selection of teams, a staff member will assist.
- No switching teams, tackling, tripping, grabbing, pushing or shoving.
- No hanging on the soccer nets.
- If a ball leaves the field of play, it is out-of-bounds at the point of exit and will be thrown in by the other team.
- If hands are used, possession switches to the other team.
- Each team must field a goalie.
- Drop kicking is only allowed by a goalie.
- Play is based on an honor system. Involve a staff member as needed.
- Players not following the rules will be removed from the game.

3. Touch Football

- Football is played on the grass field only.
- Teams should be equal and inclusive of all students wishing to play. No more than 5 on 5. If there are too many students, split into two groups and play (2) separate games. If time permits, the teams can switch for a second game.
- No tackling, grabbing, or pulling of others or their clothing.
- Two-hand touch only.
- Play is based on an honor system. Involve a staff member as needed.
- Players not following the rules will be removed from the game.

4. Basketball

- Games can be full or half court.
- Teams should be equal and inclusive of all students wishing to play.
- If there are too many students, split into two groups and play (2) half court games.
- No grabbing, tripping, or wrestling for the ball.
- Possession is based on an honor system, if it goes out of bounds, a foul committed, or any other rule violation, it is expected that students use the honor system.
- Involve a staff member as needed.

- Players not following the rules will be removed from the game.

5. Playground

- Students will not stand on the round rotating toy.
- Students will not ride in the baby swings.
- Jumping from the big toy more than two rows up is prohibited.

6. Kickball

- Follow slow pitch rules.
- Teams should be equal and inclusive of all students wishing to play.
- Maintain batting order; start where the inning left off.
- Teams should switch at four runs or three outs, whichever comes first.
- No strikes, bunting, stealing, or leading.
- Ties always go to the runner.
- Runners must touch all bases.
- Pitcher plays entire inning, pitchers should change at the begging of each inning.
- Play is based on an honor system. Involve a staff member as needed.
- Players not following the rules will be removed from the game.

7. Tag

- Tag is played on the grass field only and is at the discretion of the on-duty staff.
- Teams should be equal and inclusive of all students wishing to play. No more than 5 on 5. If there are too many students, split into two groups and play (2) separate games.
- No tackling, pushing, grabbing, or pulling of others or their clothing.
- Play is based on an honor system. Involve a staff member as needed.
- Players not following the rules will be removed from the game.

8. Walking

- Students are encouraged to stay active. If a student wishes to walk during recess that is acceptable. They must stay within the fence and should find a walking partner if able.

Additional games may be added during recess at the approval of an administrator.

Regulations Regarding Personal and School Property

Cell Phones

Cell phone use including text messaging is not permitted during regular school hours and during detention.

Computers

Violations of the Technology Acceptable Use Policy will result in disciplinary action, including possible suspension from school, monetary restitution and denial of access to computers and courses at Morse Pond. Personal use of e-mail at school is not permitted. Students are to use computers in a responsible manner. Vandalism, theft and accessing protected files will not be tolerated. Monetary reimbursement (like a lost book) will be required for any consultant fees paid by school system to restore/repair damage by such violations. A class form will be signed and maintained by computer department teacher.

Firecrackers

Firecrackers and any other explosive devices are illegal and are prohibited in school. Violation will result in the appropriate penalty being assigned.

Lockers

Morse Pond School is responsible for providing each student a functioning locker. Students are responsible for the condition of their original locker beginning with the first day of school. Locker problems should be reported in writing to the office. Each student is assigned an individual locker. Students are not permitted to share lockers. Personal lockers are school property loaned to students for the purpose of temporarily storing books, school material and clothing. The school may have any or all lockers searched, including by canines, if there is reasonable suspicion that one might contain illegal material. The school does not assume any financial responsibility for property lost or stolen from lockers. Students are urged to keep lockers properly locked by rotating dials at least one full turn after closing. No private locks are permitted.

Paint and Markers

The school supplies materials needed for shop, art and other classroom projects. Students should not be in possession nor have in lockers paint, markers and other materials that may be used in

defacing or vandalizing school property. If such materials are discovered, the appropriate penalty will be assigned up to and including out of school suspension.

Search of Students and Personal Property

A search may be done of a student or of his/her personal property if a school administrator considers that there is reasonable cause based on school rules dealing with theft, weapons, drugs or other illegal substances. Searches should be carried out in the presence of a second adult in a setting which protects the privacy of the student to the greatest degree possible. Searches should be only as complete as reasonable to find the specific materials under suspicion. Student property may be confiscated and need not be returned where its use violates school regulations. Searches made at the discretion of the school administrators do not require prior notification of parents. However, searches done at the request of law enforcement officials require prior notification of parents, whenever possible. Such searches should be performed by the law enforcement official with a school administrator present.

School Property

All books and materials, academic or athletic, are loaned by the school and must be returned in good condition or paid for. Students are responsible for respectful care of school equipment and facilities. Intentional damage (vandalism) requires replacement or repair and appropriate penalties will be enforced. Cost of accidental damage must be met by payment. Lost and Found items should be brought to the principal's secretary in the main office.

Sports and Recreational Equipment

Sports and recreational equipment are not to be carried around the building. Skateboards and line skates are not to be used on school property. They will be confiscated. The student will serve a detention. The item(s) will be returned to the student's parent or guardian.

Standards of Dress

1. When implementing this policy, the administration, teachers, and other school authorities should be mindful of the constantly changing nature of the styles of dress and grooming in our society and the transient "fads" often evident in the dress and grooming of school youth.
2. The primary responsibility for appropriate dress lies with the student and his/her parents or guardians. However, in the interest of maintaining the required school climate essential to

meaningful teaching and learning, the principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process.

3. Standards of Dress for students shall comply with the following guidelines:
 - a. Dress must not interfere with the educational process or the rights of others to secure an appropriate education.
 - b. Dress must not be destructive of school property (e.g., shoes that scratch the floors, or cleats).
 - c. Sunglasses should not be worn in school.
 - d. Dress or jewelry must not have comments or designs that are obscene, lewd, or vulgar.
 - e. Dress or jewelry must not be directed toward or intended to harass, threaten, intimidate or demean an individual or group because of sex, color, race, religion, handicap, national origin or sexual orientation.
 - f. Dress or jewelry must not advertise alcoholic beverages, tobacco products or illegal drugs.
 - g. Dress/clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh is prohibited. Strapless shirts or dresses, spaghetti straps, bare midriffs,
 - h. Plunging necklines, and off the shoulder shirts are prohibited. Skirts, shorts and dresses must be appropriate in length for the school setting.
 - i. Dress that consists of low-hanging pants and tank tops is prohibited.
 - j. Clothing that is see-through is unacceptable.
4. Coats, jackets, hats and other forms of head coverings are not to be worn in school during the school day.

Thefts

Taking any personal property from another person or from that person's locker is not permitted. Such theft or damage is not covered by school insurance policies, but may be covered by homeowner's insurance. Students are encouraged to leave valuable personal property including large sums of money at home.

Weapons

The possession of a dangerous weapon, including but not limited to, firearms, knives of any size, laser pens, mace or pepper spray, or any object that may be considered a weapon is forbidden.

Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. Violation will result in the appropriate penalty being assigned.

Discipline and Code of Conduct

Discipline Philosophy

The school believes that the maintenance of discipline is necessary in order that an effective educational program may be conducted. The ultimate goal of discipline shall be the development of self-direction in individual students. A policy is established that recognizes the rights and dignity of others and is based on humanitarian and democratic principles.

Discipline begins in the home with the responsibility of parents/guardians to develop a positive attitude toward study and behavior. No code established or action taken by school officials can be effective without parent/guardian acceptance of this primary responsibility. Discipline continues in the classroom with the relationship between the teacher and the student.

Morse Pond School is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education. While most discipline problems should be handled by the teacher, student and parent/guardian, the administration has the responsibility to support and maintain the enforcement of school discipline policies within the building.

All students are required to conduct themselves at all times in a manner that is in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of a student's rights ceases when it infringes on the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school.
3. It should be understood that this is not a limiting document; not all possible violations have been identified and not all possible methods of resolutions have been listed.
4. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.
5. Corporal punishment: The School Committee stresses that any physical punishment of students is against state law. Use of reasonable physical force by school personnel is

permissible to stop a confrontation endangering the welfare of a student or staff member and in cases of self-defense.

Objectives

- To provide the student with a program that includes ample opportunity for a modification of his/her behavior.
- To provide a program that is progressive (moderate to most severe action).
- To provide consistency in the administration of disciplinary actions.
- To provide students, parents/guardians and school personnel with clearly stated advance knowledge of the courses of action to be followed in handling discipline matters.
- To provide a policy this is consistent with the principles of a democratic society.

Code of Discipline

The violations of the Code of Discipline enumerated below describe the school-related disciplinary offenses for which a student may be subject to suspension, long-term suspension or expulsion. Note that the school has the authority to impose such discipline when violations of the Code of Discipline occur:

- while the student is on school grounds (with the exception of discipline based upon a felony charge pursuant to M.G.L. c 71 § 37H1/2 – see page 33)
- during a school sponsored activity;
- while on school-provided transportation en route to or from a school or school-sponsored activity (field trip); or
- while walking to and from school or waiting for or riding on public transportation to and from school.

All Morse Pond School students are expected to represent the highest ideals of citizenship, academic performance, and sportsmanship. Any behavior, which reflects negatively on the school, the student's club, team, school-sponsored activity, or his/her community, may result in suspension or removal from participation in school-sponsored events.

Sportsmanship Code

1. Exhibit respect for himself/herself, his/her family, school, teachers, community, opponents, and all persons connected with the activity.

2. Display upright conduct and the spirit of fair play at all times.
3. Develop self-control, self-direction, and sound judgment.
4. Refrain from and discourage abusive language and actions at all times.
5. Win with glory, and if necessary, lose without bitterness.
6. Play hard to win, but with respect for the rules of the game.
7. Convince others by example that athletics really promote the physical, mental, social and moral welfare of all concerned.

Classroom Discipline

All students are required to conduct themselves in the classroom in a manner conducive to learning. Teachers will give classroom management plans to students during the first week of school. Students are expected to follow the classroom rules of each of their teachers. Students should pay special attention to each teacher's rules regarding tardiness to class and classroom conduct. Any discipline infractions and consequences that apply to the classroom will be dealt with by administration after teachers have implemented disciplinary action of their own, contacted parents and documented with discipline referrals when student behavior shows no improvement. Students who are assigned a teacher or administrative detention are given 24-hour notice.

Corridor Behavior

Students must use reasonable caution and common sense when passing from class to class. Running is not allowed in the building, since it could cause injury in the event of a collision with another student. In addition students should:

1. Use the most direct route in order to avoid being late to class.
2. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
3. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.

Immature behavior such as yelling, hooting, and whistling is not conducive to a sound learning environment and is not allowed.

Displays of Affection

While the teaching of socialization skills is one of the objectives of our school, students should also recognize that their behavior reflects upon themselves and their family. Students are required to conduct themselves properly. Public displays of affection constitute improper behavior for the teaching/learning environment and general school atmosphere, and will therefore not be tolerated.

Teacher Detention/Office Detention

When a teacher assigns a teacher detention, students are required to stay with the teacher until 4:00 p.m. The teacher will assign the date of the detention. The teacher will call the parent/guardian to notify them if the student fails to attend the teacher detention. The teacher will need to seek the assistance of guidance and/or the administration if he/she is having difficulty in communicating with the parent/guardian. The teacher will then write a referral to the administration indicating that the student has cut his/her detention. The administrator will discuss the issue with the student and if no legitimate reason is given, the student will receive an administrative detention on the next available Monday or Wednesday from 2:50 p.m. to 4:00 p.m. If the student fails to attend this detention, he/she will receive an additional administrative detention.

- Class cut - Teacher will assign teacher detention and call home.
- Student use of cell phone, smart watch or other prohibited electronic devices in classroom:
 - 1st time- detention, return phone end of day
 - 2nd time- detention, phone must be picked up by parent
- Disruptive classroom behavior
- Leaving class without permission
- Minor insubordination
- Misuse of pass
- 3 tardies to class yields a teacher detention for that class.
- Truancy results in an office detention for each class missed

Minor Infractions

Minor infractions of the Code of Discipline are usually addressed initially with detention(s).

Some examples are:

- Class cut
- Class disturbance
- Electronic devices used during school time
- Failure to report to teacher and/or administrator
- Failure to sign into school
- Forged note or phone call
- Inappropriate or distracting clothing and/or footwear
- Leaving the building without permission
- Loitering
- Taking food out of the cafeteria
- Tardiness to class
- Tobacco Possession

Infractions

A major infraction of the Code of Discipline disrupts the school environment and create an unsafe atmosphere for the school community. Major infractions of the Code of Discipline will result in disciplinary action up to and including expulsion. The following behaviors are considered major infractions of the Code of Discipline:

- Alcohol/drugs policy violations
- Assault
- Bomb scares, fake fire alarms
- Cheating/plagiarism
- Failure to identify oneself, defiance
- Insubordination
- Felony, felony delinquency
- Fighting
- Fireworks possession
- Food fight

- Gambling
- Hate crime
- Hazing
- Inappropriate use of school technology
- Intimidation, threats, harassment
- Present in an unauthorized area
- Profane, vulgar, obscene behavior
- Repeated violations of the Code of Discipline
- Sexual harassment
- Smoking
- Theft of school and student property
- Throwing objects to endanger people
- Truancy
- Vandalism
- Violation of Civil Rights and safety
- Weapons

Assault and Battery/Bodily Harm

- a. Assaults/fights: causes or attempts to cause physical injury or harm to another person, or intentionally acts in a manner that could reasonably place another person in danger of physical damage or harm.
- b. Food fight: throws food or other objects in the school cafeteria and/or creates a disruptive environment.
- c. Throwing objects (including snowballs): throws an object out of school windows or on school grounds, throws inappropriate objects on the school grounds.

Possession of Firearms, Dangerous Weapons, Dangerous Objects

- a. Weapons: possesses, uses, handles, sells, or transmits any firearms or other weapons on school property or at any school activities. “Other weapons” includes knives, razor blades, blackjacks, nun chucks, kung fu fighting sticks, and/or other inherently dangerous weapons, including but not limited to mock and toy guns.

- b. Firearms: Firearms of any sort are not allowed on school grounds. The definition of firearms includes any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means. Firearms Statute General Law Chapter 70, Section 10: “Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provision of chapter one hundred and fourth, carries on his person a firearm as herein defined, loaded or unloaded in any building or on the grounds of any secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph “firearms” shall mean any pistol, revolver, rifle, or smoothbore arm from which a hot, bullet, or pellet can be discharged by whatever means.
- c. Fireworks: possesses, uses, or causes to explode any fireworks or chemical. According to the General Law of the Commonwealth of Massachusetts, “No person shall set or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, defloration, or detonation. Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars.” These excerpts are taken directly from the Laws of Massachusetts. The public law on fireworks will be strictly enforced within the buildings and on the grounds of the school. Students in violation of the above laws will be suspended immediately and/or referred to the authorities for court action.

Controlled Substances, Alcohol, Tobacco/Nicotine

- a. Alcohol or Drugs: Knowingly possesses, uses, sells, transports or attends school under the influence of drugs or other related controlled substances. Included as a prohibited practice in this policy is possession of drug paraphernalia, including but not limited to pipes, roach clips, rolling papers, etc.

Use by a student of a drug authorized by a medical prescription from a registered physician in accordance with the instruction for use as prescribed shall not be considered a violation. Being in the “knowing presence” where alcohol or drugs are being consumed, under the influence of alcohol, transporting, distribution, and/or selling is

punishable as a major offense. It is required that student remove themselves from areas or situations where drugs or alcohol are present or in use. The student's condition will be assessed by the school administrative personnel at the time of the incident and is contestable only at that point in time.

Students suspended for drug or alcohol offenses must submit written proof of negative results from a drug and alcohol-screening test prior to being re-admitted to school. The test will be required for any nature of alcohol or drug offense whether it be possession, use, selling, transferring, under the influence of or in the presence of (example: school vehicles). Costs for tests are borne by the student and/or parent, and are not reimbursable.

Students suspended for alcohol or drug offenses will not be permitted to attend any school functions for the remainder of the year. Students may appeal this portion of the suspension consequence to the school's Principal no later than 14 days prior to the event. The determination of the Principal is final.

- b. Smoking/Tobacco/Nicotine Use: Uses tobacco/nicotine at any time at Morse Pond School or at school-sponsored functions. This includes all school property, transportation vehicles used in events, field trips, etc. Snuff, chewing and smokeless tobacco/nicotine are treated the same as all other tobacco/nicotine products for the purposes of this rule.

Felony or Felony Delinquency Charges

- a. Student has been charged with a felony (or with a felony delinquency for a student under 18); and the Principal, determines and states in writing that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This offense may result in a suspension pending adjudication of charges. The student may appeal such a decision to the Superintendent.
- b. Student has been convicted of a felony (or upon an adjudication or admission in court of guilt for a felony or felony delinquency) and the Principal determines and states in writing that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This offense may result in expulsion. The student may appeal such a decision to the Superintendent.

Morse Pond School cooperates fully with law enforcement agencies regarding felony or other criminal investigations.

Harassment and/or Violation of Civil Rights

- a. Intimidation: Presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment, such as:
 - name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks;
 - offensive graffiti, symbols, posters, pictures, cartoons/caricature notes, book covers, or designs on clothing;
 - phone calls, emails, text messaging, and/or instant messages;
 - touching of a person or a person's clothing;
 - words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation;
 - stalking;
 - discrimination.
- b. Threats: suggests verbally and or physically an intent to harm another person
- c. Harassment- engages in behavior, unwelcome by the recipient, which threatens a person and impairs the learning process, impinging upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person's: gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, physical/mental capacity. (Please see more specific information on the Morse Pond School policy on harassment and discrimination in this handbook.)
- d. Hate Crime - commits any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part, by racial, religious, ethnic, handicap or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

- e. Hazing - willfully or recklessly endangers the physical or mental health of any student or other person.
- f. Hazing carries possible penalties as described below. The following sections from the Massachusetts General Laws concern the crime of hazing:

Section 17: “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forcing calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Section 18: “Whoever knows that another person is the victim of hazing as defined in section seventeen 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. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.”

Penalties will range in nature from parent conferences up to, and including, exclusion. All hazing allegations will be reported to the police.

Dishonesty, Stealing, and Vandalism

- a. Theft of school/student property — Takes school property or the property of another person, with or without force, coercion, intimidation, or threat of violence.

- b. Vandalism — Cuts, defaces, marks up, or otherwise injures in any way, any part of the school property, books or equipment.
- c. Inappropriate use of technology — misuses computers or software programs; installs, downloads, and/or prints inappropriate or obscene materials, intentionally misuses another student or staff person’s identification number or password. (See Acceptable Use Policy, Page 47).
- d. Cheating/Plagiarism — copies prepared material and present it as one’s own, copies another student’s work during a test, plagiarizes in term papers or gives false information to teachers. (See Academic Integrity in the Handbook.)
- e. Forging Notes or False Phone Calls — Forges or falsifies notes, corridor passes, or other authorizing documents. Impersonates a parent in writing or by any electronic method for the purposes of circumventing school rules.

Disruption to the School Environment

- a. Inappropriate Use of Technology — Students may not photograph or record teachers, students, administrators, or other school staff without their written permission, post images of staff or classroom activities on the Internet or any other form of electronic communication, including social networking postings such as Snap Chat, Instagram, etc., without written permission. Students may not use any form of electronic communication to harass, intimidate or threaten Falmouth High School students or staff.

Any student who engages in such inappropriate communication causing a member of the school community to feel harassed, intimidated or threatened, or who substantially disrupts the educational mission of the Falmouth Public Schools shall be subject to the following disciplinary consequences depending upon the severity of the misconduct:

- Removal from class or classes
- Detention
- Suspension
- Community Service
- Long-term suspension (beyond 10 days)
- Expulsion

- b. Bomb Scares — Calls in a false bomb report. This action is a felony punishable by imprisonment in the state prison for up to twenty years and by a fine of up to ten thousand dollars (MGL Ch. 169 Sect. 14A). Persons making such report will be suspended and referred to police.
- c. Failure to Identify, Defiance of Authority, Insubordination — Refuses to comply with lawful orders of administrators, teachers or other authorized school personnel while properly under their authority or supervision; refuses to identify oneself or gives a false name or identity when asked by any faculty/staff member.
- d. Fire Alarms — pulls a fire alarm when no fire or other emergency exists. Massachusetts Law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL. Ch. 269 Sect. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.
- e. Gambling — gambles and/or sells or distributes gaming cards, football cards, and other gambling materials. All gambling is prohibited on school grounds or at school functions.
- f. Leaving School Building Without Permission — leaves the school grounds before the end of the school day without written permission from the Assistant Principal or Principal.
- g. Present in an Unauthorized Area — is physically present in an area that is off limits to students.
- h. Profanity, Vulgar Language, Obscene Behavior — uses profanity, vulgarity, obscene behavior or obscenities directed at another student or member of the staff upon school premises or at school related events.
- i. Failure to Cooperate During a School Emergency — does not conform to established rules regarding leaving the school building or remaining in an assigned location during any emergency or drill for such emergency.

Repeated Violations of the Code of Discipline

Repeat Violations — repeatedly commits one or more of the offenses described in Sections 1 through 7 above. Consequences for repeated and flagrant violations of the Code of Discipline may result in long-term suspension or expulsion, but not until all other consequences and remedial strategies have been attempted. These consequences and strategies may include, but are not limited to, verbal or written warnings, counseling, parent/guardian conferences, restitution, and restrictions from school activities, behavior contracts, weekly progress/ behavior reports, peer mediation, detention, late detention, and short-term suspension.

Procedures for Short Term Suspension by the Principal or Designee

The Principal or designee may suspend students for periods of ten days or less, to be served out of school. 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 a meeting before the Principal or designee. At this meeting, the student will be informed of the reason(s) for the proposed suspension, and will be given an opportunity to respond. In an emergency situation that requires the immediate removal of a student, the meeting will be held as soon after the suspension as possible.
2. The Principal or designee will make an effort to notify the student's parent(s) or guardian(s) about the suspension.
3. The Principal or designee 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 Discipline;
 - d. a request for the readmission conference, held prior to 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.).

Procedures for Long Term Suspension or Expulsion

When considering expelling or suspending a student on a long-term basis, the Principal will follow the steps set forth below. An expulsion is defined as a permanent exclusion from the

Public Schools and a long-term suspension as suspension exceeding ten school days. (See also, M.G.L. c.71, §37H, included in this Handbook)

1. Provide written notice of the following:
 - a. Charges and a statement of the evidence
 - b. Date, time and place of a hearing
 - c. Notice of the right at the hearing to:
 - i. be represented by legal counsel (at the student's/parent's/guardian's own expense)
 - ii. present evidence
 - iii. confront witnesses
2. Provide a written decision setting forth the facts upon which the decision is based.

A parent/guardian/student may appeal any decision by the Principal to suspend a student on a long-term basis or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent 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 from school, under the provisions of Chapter 71, Sections 37H and 37H 1/2 of Massachusetts General Laws for the following offenses when they occur on school premises, at a school sponsored or school-related event:

- possession of a dangerous weapon
- possession of a controlled substance as defined in Chapter 94C of General Laws
- assaults upon a Principal, teacher, teacher's aide, or other educational staff, and
- circumstance in which a student has been charged with or convicted of a felony
- charged/convicted of a felony using the standards and procedures set forth in M.G.L. c.71, § 37H1/2.

Chapter 71: Section 37H. Policies relative to conduct of teachers or students; student handbooks

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- 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 discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

- f. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- g. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Chapter 71: Section 37H ½. Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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 or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district 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 or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Details and Ramifications of Suspension

Before being re-admitted from a suspension, the student must report to the designated school official with a parent or guardian for a conference.

Students suspended from the high school are not to be in any school building, on any school grounds, or attend any school function without permission from the Principal or an Assistant Principal.

A student on suspension is excluded from participating in or attending any school- related functions or activities until the first day of classes after the completion of the suspension.

Suspensions prior to a weekend, holiday, or vacation period will render that student ineligible for all athletic participation during that weekend or holiday period. Under normal circumstances a suspension begins immediately on the day it is assigned and ends on the day the student formally is readmitted and in attendance at school. Suspension days do not include holidays, weekends, or snow days, i.e., a three-day suspension must be served on three school days.

If a suspension occurs during senior end-of-year activities, the suspension will be maintained up to and including the loss of participating in the senior banquet, senior trip, senior semi formal, senior awards, other senior activities, and graduation exercises. Any loss of money due to ticket purchases, etc. will not be refunded. The student will receive his/her diploma at a time established by the Principal.

Students suspended for violation of the school's alcohol or drug policies will be re-admitted through the office of the Assistant Principal. The student and parent/guardian must attend the re-admittance meeting. Prior to formally returning to school the student must present a written lab

report indicating his/her negative results for alcohol or drugs (including marijuana) within the body. The cost of this test is the total responsibility of the student/family.

A student who misses classes more than three days consecutively because of disciplinary reasons will be allowed to receive assignments and submit their completed work within three days of their return to school. Students should contact the Assistant Principals' Office to secure their work.

Students who receive an out-of-school suspension of three days or less will be required to submit their completed work within one day of their return. It is the student's responsibility to request the work.

Due Process

Due process ensures that when disciplinary action is taken against a student, the student has the right to be treated fairly. The penalty that a student receives must be reasonably related to the regulation that the student has violated and the student is entitled to certain procedural rights when discipline is possible and in appealing disciplinary action once it is taken.

The Supreme Court has established the minimal procedural that must be followed before a student may be disciplined or suspended for less than ten days as follows:

- The student must be informed of what rule he/she has broken.
- The student will be given an explanation of why it is believed that he/she has broken the rule if he/she denies it.
- The student will be given a chance to tell his/her version of what happened.

Ordinarily these procedures are followed before a suspension takes place. However, if the student's conduct is dangerous to other persons or threatens to disrupt school, he/she may be suspended immediately. In such cases, the due process must be provided as soon as reasonable.

When a suspension for a period longer than ten consecutive days, or expulsion is being considered, the student is entitled to more formal due process protections as follows:

- The student must be informed in writing of all the charges and the evidence.

- The student has the right to an impartial hearing. (The person who conducts the hearing will not be the one who seeks to impose the suspension.) The student and his/her (legal representative/parent/guardian) will be given adequate time to prepare for this hearing.
- The student has the right to be represented by a lawyer and/or advocate at the hearing. The student's (legal representative/parent/guardian) has the right to confront and to cross-examine witnesses.
- The student will have the right to present a defense of his/her position.
- The student has the right to a written decision.

A (legal representative/parent/guardian) may appeal any decision by the Principal to suspend the student on a long-term basis, or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion.

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 §37H1/2.

In all cases, the suspension/expulsion will remain in effect pending completion of the appeal.

Discipline Levels and Responsibility

Teacher - Disciplinary actions may consist of preventive counseling, and before or after school obligations/detentions. Such obligations may be designed to correct attitudes or counsel on the responsibilities of living in the school community. Student club, sport, organization, or work responsibilities do not excuse the student from a teacher's discipline. A student's disciplinary action may be delayed by 24 hours to allow for appropriate notification.

Honor Code

A Philosophy of Integrity

Morse Pond School is a school dedicated to the ethical attainment of knowledge by sincere, committed effort. Therefore, the Morse Pond School community recognizes the crucial role of personal integrity in all academic endeavors and accomplishments. This tradition of co-curricular excellence can continue only if all accomplishments take place within a climate of honesty, respect, pride, responsibility, and trust.

The Pillars of Honor

The commitment to academic integrity rests upon four pillars: honesty, respect, responsibility, and trust. What do these four pillars of honesty, respect, responsibility, and trust mean at Morse Pond School?

1. Honesty:
 - a. Completing all academic tasks truthfully
 - b. Acting and speaking truthfully and sincerely
 - c. Exercising daily commitment to the highest standards of honesty in one's actions, since any act of dishonesty reflects poorly upon a student and affects the entire school community.
 - d. Recognizing that students' integrity is at stake regardless of who gives or receives the information; both are acts of dishonesty.
 - e. Remaining true to oneself, thus preventing damage to one's most precious possession - one's character.
2. Respect:
 - a. Tolerating others, their views and values
 - b. Having high regard for one's own well-being, as well as that of others.
 - c. Extending thoughtfulness and understanding to others.
3. Responsibility:
 - a. Having a commitment to duty, including assigned duties and those for which one volunteers.
 - b. Recognizing the obligation to the ownership of one's work, deeds, words, and actions.

- c. Assuming personal accountability for doing the right thing.
 - d. Attending all classes on time, contributing to discussions, meeting academic deadlines, and performing to the best of one's ability.
4. Trust:
- a. Having faith that others will act in an honest, respectful, and responsible manner.
 - b. Relying on the integrity, ability and character of others
 - c. Developing a mutual relationship between students and faculty that enhances the learning environment.

At Morse Pond School, all academic work submitted by students must be guided by the Honor Code.

Proactive/Preventative Measures

Honest excellence in education requires a partnership in learning with administrators, teachers, parents, support staff, and students committed to daily interactions that reflect mutual respect and trust. Specifically in regard to the classroom, all have responsibilities in the following areas:

A. Preparation for Class:

In order for the teacher and student to be actively involved in a worthwhile classroom experience:

- a. Administrators, Teachers, Parents, and/or Support Staff will:
 - i. Foster classroom environments that allow for open communication, dialogue, and discussion among all present.
 - ii. Be precise about expectations regarding student requirements for classroom work.
 - iii. Support and help maintain a safe and orderly learning environment.
- b. Students will:
 - i. Bring all necessary materials to class.
 - ii. Come to class with homework assignments prepared.
 - iii. Make sure they understand teachers' expectations for upcoming classes and ask questions if they do not fully understand.
 - iv. Be actively involved as they prepare assignments for class.
 - v. Formulate questions that they might have about the material.

B. In Class:

- a. Administrators, Teachers, Parents, and/or Support Staff will:
 - i. Encourage honest, open, and fair classroom discussion, being respectful of differing views.
- b. Students will:
 - i. Be in class on time.
 - ii. Make good use of class time by being focused on the lesson, not engaging in side conversations.
 - iii. Be respectful of the teacher and fellow students.
 - iv. Take responsibility for carrying out a particular assignment in a collaborative situation, where applicable.

C. Exams:

- a. Administrators, Teachers, Parents, and/or Support Staff will:
 - i. Be available to help students prepare effectively.
 - ii. Help students develop effective test-taking techniques.
 - iii. Develop exam questions that will be a meaningful test of the course content.
 - iv. Create an atmosphere conducive to fair and honest testing.
 - v. Monitor the exam carefully to prevent cheating.
 - vi. Give due and careful consideration to student answers when evaluating them and assigning grades.
 - vii. Address issues of dishonesty promptly, should they arise.
- b. Students will:
 - i. Come prepared and put forth their best efforts.
 - ii. Read and follow directions carefully.
 - iii. Rely on their own preparation as they take the test; make an honest effort.
 - iv. Accept responsibility for what they know and what they don't know

D. Assignments:

- a. Administrators, Teachers, Parents, and/or Support Staff will:

- i. Specify clearly when collaboration with other students is permitted on the assignment. If collaboration has not been specified as permissible, the assignment must be the students' individual honest efforts.
 - ii. Devise meaningful assignments that enhance and further the work done in the classroom.
 - iii. Give due and careful consideration when evaluating and assigning a grade to students' work
 - iv. Address issues of dishonesty promptly, should they arise.
- b. Students will:
- i. Be good time managers; be realistic about the workload and plan ahead.
 - ii. Read and follow directions carefully.
 - iii. Seek only appropriate help from others.
 - iv. Give full and proper credit to all sources of information according to currently accepted Modern Language Association guidelines.

Violations of the Honor Code

Teachers' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, the student is responsible for checking their understanding with the teacher. Violations of the Honor Code include but are not limited to the following areas:

A. Honesty:

At Morse Pond School, cheating consists of offering or receiving information under circumstances when information is not to be shared. Cheating may also involve the act of plagiarism. This may be direct copying, but it may also be more complex than verbatim repetition. Cheating includes, but is not limited to:

1. Copying and/or offering homework verbally, in written form, or by electronic means or obtaining homework answers from answer guides in texts.
2. Copying and/or offering answers on exams or quizzes verbally, in written form, or by electronic means.
3. Pressuring other students to violate the Honor Code.
4. Bringing in and/or using unauthorized information during class time, including information stored in a calculator or other electronic means.

5. Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
6. Presenting collaborative work as independent work and independent work as collaborative (in group work, one person should not and will not bear the burden for the entire group assignment).
7. Fabricating data, information, or sources; attempting to pass off fabricated material as the result of genuine efforts.
8. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.
9. Using another's ideas without proper citations.
10. Using an individual's personal statements without citations.

B. Respect:

1. Speaking with the intent of hurting another.
2. Physically violating others.
3. Defacing the property of Morse Pond School or the property of a member of the Morse Pond School Community.
4. Displaying intolerance to another's views and values.

C. Responsibility:

1. Not assuming the proper responsibility for one's work, deeds, words, and actions, either those assigned or those for which one has volunteered.
2. Refusing to acknowledge accountability for doing the right thing.
3. Failing to attend classes on time or failing to fulfill academic expectations.

D. Trust:

1. Refusing unreasonably to collaborate with fellow members of the Morse Pond School Community.
2. Failing to assume accountability for other's trust in oneself.

Health and Well Being

Introduction

The Health Office is staffed by a registered nurse and a part-time assistant to provide for the medical and health needs of the students during regular school hours. The primary function of the health office is to provide assistance to students with serious or unexpected illness or injuries. Please be certain to fully complete the Student Medical Information Sheet which is found on the back of the Student Information form. This medical information is confidential and kept in the Health Office. If there are any medical information changes to include medication and hospitalization, notify the Health Office immediately. Please update the school nurse if your emergency contact information changes.

Illness

If a student requests to visit the nurse, he/she must first report to class, obtain a pass from the teacher, and then proceed to the health office. Students should only leave class for acute illness or injury.

Medication

Massachusetts State Law requires that students shall not carry medication of any kind while in school except inhalers. Inhalers and Epipens may be carried at all times after a demonstration with the nurse. Acetaminophen and Ibuprofen are available in the Health Office with an annual signed parental permission form which may be found on the next page. When other medication is required, the procedure is as follows:

1. Both a physician's order form and a parental permission form must be completed. These are available from the Health Office and on the Falmouth Public Schools website.
2. A clearly labeled prescription bottle with the following information:
 - a. Name of student and date of prescription.
 - b. Name of medication(s) and dosage
 - c. Name of prescribing physician
 - d. Times when medication is to be given

Physical Education Excuses

Students must bring a written note from a parents/guardian or physician to be excused from physical education.

Health Screening

Postural screening, height and weight will be done during the year. Hearing and vision screening will also be done during the year. Parents/guardians may opt their child out of any screening.

Your child's school nurse must be notified by email or by written note.

Accidents

Any injury which occurs during school hours or during a school function must be reported immediately to the appropriate coach, teacher or supervisor, who will fill out an accident report that will be on record in the Health Office. When deemed appropriate, an injured student should be transported via ambulance. Parents will be notified using the information on the Student Information/Medical Information sheet. It is vital to have accurate numbers where someone is available at all times.

Student Accident Insurance

All students are covered by accident insurance paid for by the school department while they are on their way to and from school, on school grounds or participating in approved school activities. If your child is injured at school and the injury is observed by a school staff member, the staff member will report the injury to the school nurse/nurse's assistant and complete an accident report if appropriate. Remind your child to report accidents and injuries which are not observed to a member of the school staff. The staff member will then determine if treatment or further action is needed. If your child requires treatment by a doctor or dentist for a school related injury, reimbursement requests must be submitted to the family insurance carrier, if any. If a family has no coverage or the expenses are not completely covered, a bill can then be submitted to the school insurance carrier. In this case, the school must verify the accident by means of the accident report.

Procedure for Accident Claims:

1. Report an accident to the teacher in charge and to the main office immediately.
2. File a claim form, which is available in the office, as soon as possible as there is a time limit.

3. All claims must be filled out jointly by a school official, the nurse and a parent or guardian.

School Nurse

Each school has a registered nurse on staff to support student learning by implementing strategies that promote health and safety. The nurse is available to intervene with actual and/or potential health problems. The following types of services are provided:

- identification, assessment, planning, intervention, and evaluation of student health concerns
- illness and injury assessments and interventions
- immunization surveillance
- state mandated health screenings of hearing, vision, height, and weight.

Parents/guardians may opt their child out of any screening. Your child's school nurse must be notified by email or by written note.

- medication administration and monitoring
- skilled nursing care and case management for students with special health care needs
- health education and information for students, staff, and parents
- assistance to families who have no health insurance, and
- mandated reporting of abuse, neglect, etc.

General Information

Parents/guardians should teach their children safe walking and waiting procedures. Young children are likely to be affected by delays, longer travel time, or personal worries.

Parents'/guardians' judgment is always the bottom line in questionable situations and should help make decisions about school attendance during inclement weather. Schools will be willing to consider excused absences when parents/guardians decide to keep children home for safety reasons. When delayed openings are announced, morning preschool classes will be cancelled. Please do not call Fire and/or Police Headquarters for information on school closings.

Guidance Services

Guidance offices are open to all students, their parents or guardians and teachers from 8:25 a.m. to 3:00 p.m. and at other times by special appointments. Students are assigned to a guidance counselor and remain with the same counselor for grades 5 and 6. An open door policy allows for students to meet with their counselor by appointment. Students are encouraged to meet with counselors whenever there are questions. Counseling sessions that involve personal, social, home and family relations and peer relations are held in strictest confidence at the student's discretion. Students should request a pass from a counselor in advance, except for emergency situations, in which case the student should report to the guidance department for assessment. Parents are encouraged to confer with counselors during office hours. Conferences with teachers and counselors with or without students are desirable. Involvement of parents/guardians in the educational programs of students is strongly encouraged. It can be rewarding for students, and provides information about individual progress, adjustment and career plans.

Cafeteria Rules and Procedures

Restroom Use

Students must check out and back in with an adult prior to using the bathroom. They should not be leaving in small groups.

Best Practice for Getting Students Attention

Hand in the air indicates students should be quiet right away, followed by staff direction.

Nuts-free Overview

We have several students who have nut allergies. We take every precaution to ensure the safety of everyone. Students with nut allergies have the option of sitting at a separate table. These students can invite 1-2 other students to sit with them as long as they do not have nut products in their lunch.

Morse Pond Staff are primarily responsible for monitoring the nuts-free table. Staff can direct volunteers to assist, however, if it appears that someone has nut products, please direct this to a staff member.

If you are concerned that a student is having an adverse reaction, **STAY WITH THE STUDENT.**

If you are unable to get the attention of a staff member, send a student to get additional help.

Symptoms of Anaphylaxis:

- Tingling/Itching
- Apprehension
- Rapid Pulse
- Facial Flush
- Hives
- Acute Coughing/Sneezing
- Throbbing in Ears
- Difficulty Breathing/Wheezing
- Lightheaded/Dizzy
- Swelling of Lips/Eyelids

- Vomiting

Bullying, Cyber-Bullying, and Retaliation

Introduction

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

Definitions

Bullying, as defined in M.G.L. c.71, s. 370 is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim or target that:

- causes physical or emotional harm to the targeted student or damage to his/her property
- places the target student in reasonable fear of harm to him/herself or of damage to his/her property
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts 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 the use of cell phones, computers, or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, embarrass, or intimidate others; and posting or sending embarrassing pictures of others.

Hostile Environment is when the targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, his/her schoolwork and other school activities.

Retaliation 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.

Acts of Bullying (including Cyber-Bullying) and Retaliation are Prohibited

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

- on school grounds or any space next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activity, function, or program;
- through use of any school computer, 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.

Reporting Bullying

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

Addressing Concerns Regarding Bullying

The principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying, cyber-bullying, and retaliation. Students or members of a school staff who engage in bullying, cyber-bullying, or retaliation 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 taking includes, but is not limited to:

- verbal warning;

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

In addition to taking disciplinary action, the principal/assistant principal will report conduct relating to bullying, cyber-bullying, or retaliation to local law enforcement if she/he believes that criminal charges may be pursued. The following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences.
- Transferring student's classroom or school.
- Limiting or denying student access to part, or area, of a school.
- Enhancing adult supervision on school premises.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have received training in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- 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.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

Nothing in this handbook provision is intended to prevent school staff and/or the school committee (if applicable) from addressing and taking disciplinary action against a student or staff member 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.

Closing a Complaint Regarding Bullying

In the event school staff determines that bullying, cyber-bullying or retaliation (as defined in this handbook provision) 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, cyber-bullying or retaliation to the extent consistent with applicable legal restrictions.

Protection for Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

In general, special education students may be suspended from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's special education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of conduct, except that the district must continue to provide the student with educational services during the period of the suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or the possibility of serious bodily injury to the child or others) until the Team develops and the parent(s) / guardian(s) consent(s) to a new IEP.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon or seriously injures an individual at school or at a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination the current placement is substantially likely to result in injury to the student or others. When a parent (s) /guardian (s) disagrees with the decision on the "manifestation determination" or with a decision regarding placement, the parent(s) / guardian(s) have the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students who have been determined to have a disability under Section 504 of the Rehabilitation Act.

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child

was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protection for students with disabilities can be obtained from the Director of Student Services, who can be reached at the Administration Building. 508-548-0151 x143.

Discipline of Students Whose Eligibility for Special Education is Suspected

Introduction

Individuals with Disabilities Education Act (IDEA) protections apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if:

- the child’s parents had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services
- the child’s parent had requested an evaluation of the child to determine eligibility for special education services, or
- the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Chapter 222

In accordance with student discipline laws and regulations, effective July 1, 2014, enacted by the Commonwealth of Massachusetts pursuant to Chapter 222 of the Acts of 2012 (An Act Relative to Student Access to Educational Services and Exclusion from School), the Falmouth Public

School District has modified its student discipline procedures and guidelines so as to be in compliance with Chapter 222, M.G.L. c. 71 SS 37H, 37H ½ and 37H ¾ , M.G.L. c. 76, SS 1, 18, 18, and 21, and 603 CMR 53.00 (adopted by Massachusetts Board of Elementary and Secondary Education on April 29, 2014).

Federal, State, Local, and Falmouth Public Schools Laws and Policies

Copies of these laws and policies along with the complete set of School Committee policies governing the Falmouth Public Schools are available in the Superintendent of Schools' and Principals' offices.

Affirmative Action Policy

This policy forbids discrimination on the basis of race, color, religion, national origin, age, gender, or handicapped status.

Asbestos Management Plan

This plan details recent asbestos inspections, repairs, and long term renovations of the schools.

Corporal Punishment

State law prohibits the use of corporal punishment as a means of disciplining students in school.

Hazing

Hazing is not allowed under any circumstances.

Internet Acceptable Use Policy

This policy requires Falmouth Public School internet users to abide by the generally accepted rules of network etiquette and to agree to take full liability, legal, financial, or otherwise, for their own actions. Please refer to the policy document included in this handbook.

Non-Custodial Parent

The Massachusetts Non-Custodial Parent Laws/Regulations are available in the principal's office upon request.

Parent Notification Relative to Human Sexuality Curriculum

The Health Teacher will be sending a notice home with students prior to the start of this unit. Materials will be made available for parents/guardians to review.

Policy Regarding Videotaping of Students in the Schools

Videotaping of students involved in routine educational techniques or activities for inclusion in programs intended for a public audience shall be subject to a series of regulations including

parental consent. This procedure does not apply to the videotaping of performances contests, athletic events or other events specifically established with an expected public audience or for use in fulfilling a specific education purpose in the classroom.

Returned Check Policy

Due to a local policy, checks made out to the Town of Falmouth or any group sponsored by the Town of Falmouth including the Falmouth Public Schools are subject to a \$25.00 surcharge if the checks are returned as an overdraft.

Smoke Free Environment Policy

Smoking is not allowed in any school facility or on the school grounds at any time.

Affirmative Action Committee – Complaint Procedure

The Falmouth Public Schools Affirmative Action Policy forbids discrimination on the basis of race, color, religion, national origin, age, sex, gender, or handicapped status. If a student, staff member or parent feels that his/her rights under this policy have been breached, he/she may follow these procedures to seek a remedy.

1. The affected person may discuss the concern or breach with any involved school official or staff member. This official or staff member may be an administrator, a teacher, the Affirmative Action Officer, the Chapter 622/Title IX Compliance Officer or a member of the Affirmative Action Committee.
 - The purpose of this informal process is to provide the complainant a means of clarifying the problem, seeking counsel and deciding a course of action. The informal process may result in a satisfactory solution for the complaint and no further action is needed.
2. A formal complaint may be filed by the complainant. It should be filed with the appropriate school principal or with a Central Office administrator. It may be verbal or written. It should be filed in a timely manner.
 - The complainant shall give details and names in support of his/her complaint.
 - The administrator shall write a summary of the complaint and the remedies offered. Both administrator and complainant shall sign the summary. If the complainant objects to signing the summary, he/she may attach a statement.
3. If the administrator and complainant do not reach a mutually satisfactory solution within 30 calendar days, the complainant may file the complaint with the Affirmative Action Officer.
 - The Affirmative Action Officer will investigate and attempt to resolve the complaint. If resolution is not forthcoming, the Affirmative Action Officer shall, within 7 days, schedule a meeting of the Affirmative Action Committee's Subcommittee on Complaints. The Affirmative Action Officer will supply the Subcommittee with all written records and results of any investigation.
4. The Subcommittee on Complaints shall hear all who wish to speak and all information offered on the subject. The subcommittee may ask for school personnel to appear and

give information. The meeting may be recessed and reconvened at a later time in order to seek more information.

5. The Subcommittee shall give a written recommendation to the Superintendent of Schools, who shall hand down the final decision.

Technology Acceptable Use Policy

Introduction

The Falmouth Public Schools, through its mission statement and core beliefs, encourages students to be engaged in their education in a way that develops their capacity to pursue their goals and foster life-long learning. Technology is an integral part of the Falmouth mission and its use supports our goals to promote academic excellence and to enhance teaching and learning. Through access to all forms of technology, our students will gain the skills and expertise to prepare them for an increasingly technology-oriented society. Technology and the Internet have great potential both for use and abuse. Access to district technology is a privilege, not a right, and can be revoked if it is abused. The expectation of the Falmouth Schools is that all users will act responsibly in accordance with this Acceptable Use Policy.

Policy

It is the policy of Falmouth Schools to provide access for employees and students to technology, including networks and the Internet, for educational and administrative purposes. Users are expected to conduct themselves in a responsible, ethical and polite manner while using district technology resources.

Falmouth has taken precautions to eliminate controversial material and implements Internet filtering in accordance with the federal Children's Internet Protection Act. It also recognizes that it is impossible to restrict access to all controversial materials and cannot replace appropriate student use and supervision by a responsible adult. In addition, some resources accessed may be inaccurate, inappropriate for classroom or library/media use, or contrary to school standards. If such inappropriate material is inadvertently encountered, it shall be the student's responsibility to disengage immediately and report it to the principal or his/her designee. Ultimately, students are accountable for all activities conducted while using technology in school.

Use of district technology will be governed by applicable sections of the Falmouth School Committee Policies and the Parent/Student Handbooks. The network is the property of the school district; therefore, Falmouth reserves the right to monitor all use, making it subject to inspection at any time. Students should have a limited privacy expectation in the contents of their personal

files on the network. All students shall assume full liability; legal, financial or otherwise for their use of technology.

The primary use of district technology resources is for educational purposes; non-school uses are not permitted. Personal information should never be transmitted on the Internet. Improper uses of district technology resources are prohibited. Unacceptable uses include, but are not limited to:

- Violation of copyright or plagiarism of another person's intellectual property
- Violation of any local, state or federal statute
- Violation of computer security systems or access to another person's files without permission
- Access, upload, download or distribute illegal, pornographic, gambling or hate materials
- Transmission of obscene, abusive or sexually explicit language or images that could be considered harassment or bullying
- Disruption of system performance including changing configurations or attaching devices, physically or wirelessly, that will disrupt the system performance
- Use of the system for commercial purposes, defined as offering or providing goods or services
- Public resources may not be used for political campaigns. Users may communicate with their elected representatives
- Any form of vandalism, including but not limited to damaging equipment, networks, data or programs, disseminating malicious software programs such as viruses, and/or disrupting the operation of the network
- Any activities that might cause a disruption of the educational process

Disciplinary actions will be handled by the building principal in accordance with the applicable provision detailed in the student handbook. Consequences imposed will be based upon the severity of the violation. Falmouth Schools will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the district system.

Glossary of Terms

Assistant Principal – An assistant principal is designated by a Superintendent as next-in-line of authority to the school principal and holds a principal’s license. Under special circumstances, a local board of education may employ an assistant principal with a provisional license.

Criminal Offender Record Information (CORI) – Information regulated by the Criminal History Systems Board and maintained by the Board of Probation regarding criminal information of persons within the Massachusetts Court System. Any person seeking employment or volunteering in Falmouth Public Schools must fill out a CORI application.

English Language Development (ELD) – State law requires that English Language Learners (ELLs) receive instruction that is specifically designed to assist them in learning the English language and subject matter content and that parent participate in the decision-making process. When a student enrolls in Falmouth Public Schools, the district will determine whether the student is an English Language Learner and the student will be placed in an appropriate instructional setting to support content and language learning.

Electronic Devices - Falmouth Public Schools understands the value of using various electronic devices for instructional purposes to enhance our students’ learning and educational opportunities. The school district may provide students with electronic devices for use during the school day. In addition, students may be asked to use their own electronic devices. The use of these devices will be for educational purposes and may not interfere with instruction. The taking, filming, or transmitting photographic or digital images of any person on school grounds without his/her permission is prohibited. The inappropriate use of technology may result in disciplinary measures as well as the confiscation of the device.

Individualized Education Program (IEP) – An IEP is a written plan developed for a student that identifies that student’s special educational needs and describes the services, modifications, and accommodations a school district shall provide to meet those needs.

Inclusion - Inclusion is a term that expresses commitment to educate each child, to the maximum extent appropriate, in the school and classroom he or she would otherwise attend. It involves bringing the support services to the child (rather than moving the child to the services) and requires only that the child will benefit from being in the class (rather than having to keep up with the other students).

Instructional Support Team – A professional team of teachers and specialists whose goals are to maximize individual student success, while at the same time serving as a screening process for students who may be in need of special education services.

Language Based Learning Center (LBLC) – A multi-modality special education program for children with language processing disabilities.

Massachusetts Comprehensive Assessment System (MCAS) – The Massachusetts Comprehensive Assessment System (MCAS) was implemented in response to the Education Reform Law of 1993.

Multi-Age Learning Center (MALC) - A special education program for children and students with developmental delays and/or intellectual impairment which coordinates academic, communication, and personal-social activities tailored to meet the needs of the individual children. The key to this program is the specialized teacher who manages an array of specialized strategies and activities both separately and in the mainstream to increase the student's independence and success with individualized learning goals.

Parent/Teacher Organization (PTO) – A group of parents that supports a school and teachers by volunteer work and fundraising events.

Principal - A principal is designated by a Superintendent as the head of a school. To receive State funding for a principal, a school must have 100 or more students in average daily membership (ADM) and/or seven or more full-time state paid teachers (or the equivalent). A principal must hold a principal's license.

School Adjustment Counselor - The school adjustment counselor's role is to help children experiencing short or long-term crises, which impact their ability to learn and participate in the full range of school activities. Adjustment counselors work using a child-centered approach, with teachers, administrators, family members, and in some cases, agencies to bring about solutions through a wide range of strategies.

School Committee - The School Committee is responsible for overseeing the local public schools. Elected by the voters of the town, members appoint the Superintendent, approve the budget, negotiate union contracts, and set policies for the public schools in the district.

School Council - A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school under Massachusetts General Laws and operates under

Massachusetts opening meeting laws. Teachers, parents, and community members can become more committed to improving the schools and more supportive of the public school system when they enjoy the opportunity to serve or be represented on a school council that has a role in shaping the policies and programs of the school. School councils enhance site-based decision making because they expand the participation of the school community in its schools' decision making. The involvement of different groups on the council provides the school with different and mutually complementary perspectives on its improvement goals and plans. In addition, by involving people who work in and support the school in the development of the school's improvement plan, the likelihood will increase that the plan will be successfully implemented. School councils are to assist principals in adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards, identifying the educational needs of students attending the school reviewing the annual school building budget and formulating a school improvement plan.

Special Education Parent's Advisory Council (SEPAC) - A group of parents, professionals and administration in a shared effort to understand, respect, and support appropriate education for all children with special needs in our community.

Special Education Building Administrator (SEBA) - A building-based administrator responsible for the oversight of special education programming within the school. This person may sometimes assume the role of the assistant principal.

Speech/Language - The capacity to use expressive and/or receptive language. If a student has communication impairment, he or she would have difficulties in one or more of the following areas- speech, such as articulation and/or voice; conveying, understanding, or using spoken, written, or symbolic language. The term communication impairment may include a student with impaired articulation, stuttering, language impairment, or voice impairment if such impairment adversely affects the student's educational performance.

Superintendent of Schools - The Superintendent of Schools is responsible for the actual administration of the schools in the district. The powers and duties of the Superintendent are prescribed by the Massachusetts Board of Elementary and Secondary Education. The Superintendent is appointed by the School Committee.

Therapeutic Intervention Program (TIP) - This program services children with a diagnosis of Autism Spectrum Disorders (ASD). The students receive specialized instruction that promotes generalization and coping strategies to natural environments.

Incidents of Alcohol and/or Drug Use

A Memorandum of Understanding has been entered into by the Superintendent of Schools representing the Falmouth School Committee and the Chief of Police representing the Falmouth Selectmen to formalize procedures for communication and cooperation on incidents of alcohol and/or any other drug use, possession and distribution by students in the Falmouth School System. Each building principal or his/her designee will be the liaison with the Police Department. The School Resource Officer will be the police officer who interacts with the school system. We agree to coordinate our efforts to prevent student alcohol and/or any other drug use and abuse.

Behavior	School Response	Interaction with Police
1. Student voluntarily confides an alcohol and/or any other drug problem to school personnel.	<ul style="list-style-type: none"> • Teacher will consult with the Counselor for help in deciding appropriate action or referral. 	<ul style="list-style-type: none"> • None
School personnel have reasonable cause to suspect that student is using alcohol and/or any other drug.	<ul style="list-style-type: none"> • Student will be removed from class. • Principal/designee will confer with school personnel, assess student and call parent(s). • Suspension from school and privileges as stated in handbook may be imposed. • Student will confer with the counselor for one to three required sessions. <i>Alternately, the student may meet with a counselor chosen by the parent / guardian with the conditions that it is done in a timely fashion and verified by that counselor.</i> • An expulsion hearing with the principal may be held. 	<ul style="list-style-type: none"> • Notification at the school principal's discretion. • In consultation with, and with the approval of the principal, the school resource officer will decide on the level of police involvement.

<p>3. Student is or admits to being under the influence of alcohol and/or any other drug but no contraband is found.</p>	<ul style="list-style-type: none"> • Student will be removed from class. • Principal or designee will immediately notify parent(s). • Suspension from school and privileges as stated in handbook will be imposed. • Student, his/her parent(s) and the counselor shall agree upon a treatment plan within ten days. • An expulsion hearing with the principal may be held. 	<ul style="list-style-type: none"> • Notification by the school. • In consultation with, and with the approval of the principal, the school resource offer will decide on the level of police involvement. <p>* See note below.</p>
<p>4. Student is in possession of alcohol and/or any other drug.</p>	<ul style="list-style-type: none"> • In addition to notification of parent(s) and suspension, student and his/her parents will attend a meeting with the SAT counselor prior to a possible expulsion hearing with principal. • Contraband is turned over to police. 	<ul style="list-style-type: none"> • Notification by the school. • Criminal action may be taken.
<p>5. Student is selling or distributing alcohol and/or any other drug.</p>	<ul style="list-style-type: none"> • In addition to above, student will be removed from premises by police. 	<ul style="list-style-type: none"> • Notification by the school will all evidence turned over to police. • Court action will be initiated.

Appendix A: Student Discipline

Pursuant to Chapter 222 of the Acts of 2012 (An Act Relative to Student Access to Educational Services and Exclusion from School), the Commonwealth of Massachusetts enacted student discipline laws and regulations, effective July 1, 2014, for the purposes of (1) limiting the use of long-term suspension as a consequence for student misconduct and offenses subject to M.G.L. c. 71, § 37H^{3/4}, as set forth in 603 CMR 53.01(3)(a), until other consequences have been considered and tried as appropriate, (2) promoting engagement of a student's parents/guardians in a discussion with respect to the student's misconduct, and options for responding to same, (3) assuring that every student who is expelled or suspended, regardless of the reason, has the opportunity to receive education services so as to make academic progress during the period of suspension or expulsion, and (4) keeping schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

In accordance with said Chapter 222, the Falmouth Public School District will abide by the following laws, regulations, procedures, and guidelines with respect to student discipline, and incorporates by reference this Appendix A as part of the accompanying Student Handbook:

Definitions:

“Disciplinary offenses” encompassed by M.G.L. c. 71, §§ 37H and 37H^{1/2} means one or more of the following alleged or determined disciplinary infractions:

- a. possession of a dangerous weapon;
- b. possession of a controlled substance;
- c. assault on a member of the educational staff; and/or
- d. a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, §§ 37H and 37H^{1/2}

“Disciplinary offenses” encompassed by M.G.L. c. 71, § 37H^{3/4} means any alleged or determined disciplinary infraction by a student *other than* those encompassed by M.G.L. c. 71, §§ 37H and 37H^{1/2} as set forth above. A disciplinary offense, as so defined, is subject to the provisions of M.G.L. c. 71, § 37H^{3/4} and the regulations set forth in 603 CMR 53.01 through 53.14.

“Expulsion” means the removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, §§ 37H and 37H½ for:

- a. possession of a dangerous weapon;
- b. possession of a controlled substance;
- c. assault on a member of the educational staff; and/or
- d. a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, §§ 37H and 37H½.

“In-school suspension” means removal of a student from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days, or no more than 10 school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes pursuant to 603 CMR 53.00.

“Long-term suspension” means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive school days, or for more than 10 school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of M.G.L. c. 71, §37H, or in M.G.L. c. 71, § 37H½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

“Parent” means a student’s father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

“School-wide education service plan” means the document developed by a principal, in accordance with M.G.L. c. 76, § 21, that includes a list of education services available to students who are expelled or suspended from school for more than 10 consecutive days.

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

“Suspension” means short-term suspension and long-term suspension unless otherwise stated.

Suspension and Expulsion Under M.G.L. c. 71, § 37H:

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

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide education services to the student during the period of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide education services to the student in an education service plan, under M.G.L. c. 76, § 21.
- f. Districts shall report to the Department of Elementary and Secondary Education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the Commissioner. The Department shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the Commissioner.
- g. Under the regulations promulgated by the Department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the Commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Suspension and Expulsion Under M.G.L. c. 71, § 37H½:

Notwithstanding the provisions of M.G.L. c. 71, § 184, and M.G.L. c. 76, §§ 16 and 17:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend such student for a period of time determined appropriate by said principal if he/she

determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than 5 calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the suspension.

- b. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right

to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion. Any school that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide education services to the student under an education service plan, under M.G.L. c. 76, § 21.

Disciplinary Offenses and Education Services Under M.G.L. c. 71, §§ 37H or 37H½:

- a. The Falmouth Public School District is required to adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
- b. Pursuant to 603 CMR 53.12, the principal may remove a student who has committed a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½ from school for more than 90 days in a school year.
- c. Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½ shall have the opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13, and as set forth below herein.

Suspension and Expulsion of Students Under M.G.L. c. 71, § 37H¾ (i.e., suspension or expulsion for offenses other than those covered in M.G.L. c. 71, § 37H (a) or (b) (dangerous weapons, controlled substances, and assaults on educational personnel) and M.G.L. c. 71, § 37H½ (felony complaint)):

- a. Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion, consider ways to re-engage the student in the learning process, and avoid using expulsion as a consequence until other remedies and consequences have been employed.

- b. For any suspension or expulsion under this section (i.e., § 37H^{3/4}), the principal or his/her designee shall provide to the student and to the parent/guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or a designee to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or a designee shall ensure that the student's parent/guardian is included in the meeting, provided that such meeting may take place without the parent/guardian only if the principal or a designee can document reasonable efforts to include the parent/guardian in the meeting.
- c. If a decision is made to suspend or expel the student after the meeting, the principal or his/her designee shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent/guardian shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or his/her designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- d. A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent/guardian shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective

date of the suspension or expulsion; provided, that a student and a parent/guardian may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent/guardian within 3 school days of the student's request for an appeal; provided that a student or a parent/guardian may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent or a designee may proceed with a hearing without a parent/guardian present if the superintendent or a designee makes a good faith effort to include the parent/guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

- e. For a disciplinary offense committed under this section, no student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.
- f. 603 CMR 53.00 (Code of Massachusetts Regulations -- Student Discipline Regulations approved by the Commonwealth of Massachusetts Board of Elementary and Secondary Education on April 29, 2014, effective as of July 1, 2014):

53.01: Authority, Scope, and Purpose:

For all public preschool, elementary, and secondary schools and programs in Massachusetts, including charter and virtual schools, 603 CMR 53.03 through 53.11 sets forth:

- a. the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense *other than*: i) possession of a dangerous weapon; ii) possession of a controlled substance; iii) assault on a member of the educational staff; or iv) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, §§ 37H or 37H½;
- b. the minimum requirements and procedures necessary to ensure that all students who have been suspended, in-school or out-of-school, or expelled, regardless of the type of offense,

have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities; and

- c. the requirements pertaining to school discipline data reporting and analysis.

53.02: Definitions:

See Definitions section above

53.03: Policies and Procedures:

The Falmouth School Committee shall ensure that policies and procedures are in place for all public preschool, elementary, and secondary schools and programs under its jurisdiction that meet, at a minimum, the requirements of M.G.L. c.71, § 37H³/₄, M.G.L. c. 76, § 21, and 603 CMR 53.00.

53.04: Investigation of Disciplinary Incidents:

Nothing in these regulations shall prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident.

53.05: Alternatives to Suspension Under M.G.L. c. 71, § 37H³/₄:

In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

53.06: Notice of Suspension and Hearing Under M.G.L. c. 71, § 37H³/₄:

1. Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.
2. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:
 - a. The disciplinary offense;

- b. The basis for the charge;
 - c. The potential consequences, including the potential length of the student's suspension;
 - d. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. The date, time, and location of the hearing;
 - f. The right of the student and the student's parent to interpreter services at the hearing if needed to participate; and
 - g. If the student may be placed on long-term suspension following the hearing with the principal:
 - I. the rights set forth in 603 CMR 53.08 (3)(b); and
 - II. the right to appeal the principal's decision to the superintendent.
3. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07: Emergency Removal Under M.G.L. c. 71, § 37H¾:

1. Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- a. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- b. Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- c. Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent; and
- d. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.
- e. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

53.08: Principal's Hearing Under M.G.L. c. 71, § 37H^{3/4}:

1. The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.
2. Principal's Hearing - Short-Term Suspension:
 - a. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the

- student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- b. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
 - c. The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
 - d. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.
3. Principal's Hearing - Long-Term Suspension:
- a. The purpose of the hearing is the same as the purpose of a short-term suspension hearing.
 - b. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:
 - I. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - II. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - III. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - IV. The right to cross-examine witnesses presented by the school district; and
 - V. The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an

audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

- c. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- d. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
 - I. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - II. Set out the key facts and conclusions reached by the principal;
 - III. Identify the length and effective date of the suspension, as well as a date of return to school;
 - IV. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a); and
 - V. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 1. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5)

calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

2. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
3. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

53.09: Superintendent's Hearing Under M.G.L. c. 71, § 37H^{3/4}:

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (c) 5.a). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3) (b).
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3) (c) 1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

53.10: In-School Suspension Under M.G.L. c. 71, § 37H^{3/4}:

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
2. The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall

constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

5. The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

53.11: Emergency Removal Under M.G.L. c. 71, § 37H³/₄:

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H³/₄ or 603 CMR 53.00.

53.12: Disciplinary Offenses Under M.G.L. c. 71, §§ 37H or 37H¹/₂:

1. School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H¹/₂. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
2. The principal may remove a student who has committed a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H¹/₂ from school for more than ninety (90) days in a school year.
3. Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, § 37H or § 37H¹/₂ shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

53.13: Education Services and Academic Progress Under M.G.L. c. 71, §§ 37H, 37H¹/₂, and 37H³/₄:

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The

principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.
4. Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
 - a. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
5. For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

Appendix B: Videotaping/Photography of Children in Schools

The Falmouth School Committee recognizes that the use of media is a valuable technology tool and endorses its established practice in the schools for educational and/or public relations purposes.

The Falmouth Public Schools will be designated executive producer of all media of children in the schools.

Parents/guardians will give permission annually to allow their child to be videotaped or photographed through the use of a parent/guardian form included in the parent/guardian/student handbook, and will also be available in each school office. Records of all completed forms will be retained in the school office in which the student attends in order to be made available to staff, approved video producers, and/or photographers.

Parent/guardian permission for videotaping and photography is not required for:

- Events, such as awards assemblies, plays, concerts, athletic contests or similar events, with an expected public audience.
- Use by school officials with a legitimate educational interest or where the work meets other exceptions to Family Education Rights and Privacy Act (FERPA) disclosure rules and is performed with the explicit knowledge and permission of students.
- Use by school officials where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the superintendent.
- In unusual circumstances, such as in the event of fire or accident, the public and/or media shall not be permitted access to the school.

Public and Private Video Producers / Photographers

Permission for video producers and/or photographers from outside the school district must be secured from the affected building principal and the teacher(s) involved. The requestor must provide sufficient reason to justify an intrusion into the school's learning activities.

Before any such permission may be granted, the prospective producer/director must provide the school with a written outline of the intended production and distribution, the production's goals

and a description of the treatment, if appropriate, planned to achieve those goals. This outline must be submitted to and approved in writing by the affected building principal or his/her designee in advance of the start of any school videotaping or photography.

The building principal or designee will inform the requestor which, if any, students are not to be videotaped or photographed due to the parent's/guardian's failure to provide the Permission Form or decision to deny permission. Any approval of a project is conditioned upon the requestor's commitment to videotape or photograph only those students whose parents/guardians have provided permission for such.

When such permission is granted, a designated liaison will be established by the building principal or designee, and this liaison will establish necessary contacts and participate in the project as Falmouth Public School's representative.

A label will appear on all approved videos that will state "This video is approved by the Falmouth School Department for public viewing in accordance with School Committee Policy IJOE. Any use of this film will be by approval of the school Principal only." As part of the project's permanent documentation, the producer will make available one (1) physical or electronic copy of the finished production to Falmouth Public Schools.

School Personnel

Staff members who plan activities that may include their videotaping or photographing of students will adhere to all district policies and guidelines in regard to posting of student media. Video or photographs of students prepared by staff or students which include students whose parents/guardians have not provided permission may not be shown outside of school and may only be shown to school officials with a legitimate educational interest or others for whom consent is not required by FERPA and Board Policy.