

LAKEVIEW JUNIOR HIGH SCHOOL
STUDENT HANDBOOK
2011-2012

SUPERINTENDENT OF SCHOOLS
Dr. Stacy Scott

PRINCIPAL
Dr. Robert P. Fitzgerald Jr.

VICE PRINCIPAL
Mr. Richard F. McElhinney Jr.

VICE PRINCIPAL
Mr. Robert M. McGrath

Revised August 2011

VISITORS

Upon entering the building, all visitors to Lakeview Junior High School should report to the Main Office. Visitors will be asked to sign-in and will be supplied with a visitors pass.

TELEPHONE NUMBERS

Main Office.....978-957-3330

Guidance Office.....978-957-3330

Mrs. Noonan – 7th Grade Students.....X201

Email: jnoonan@dracutpublicschools.net

Mrs. Canfield – 8th Grade Students.....X147

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Lakeview Junior High School Fax Machine.....978-957-4075

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Vice Principal, Mr. McGrath.....978-957-3330 x202

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Follow the instruction in the voice mail system to contact an individual teacher or staff member.

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Academic

Academic Program

1. The professional staff at Lakeview Junior High School is dedicated to helping every student succeed in school. To that end, students are encouraged to attend extra help sessions, held Monday-Thursday, as needed.

2. Parents are regularly informed of their child's progress in school by report cards, issued four times a year. Progress reports are issued at mid quarter. A schedule has been provided within this handbook and is available on the school website.

3. Student attendance in school is closely connected to academic performance. When absent, students miss valuable components of their course work, including class discussions of academic work.

4. Every teacher is available to assist students who are experiencing difficulty. The guidance personnel assist students who are having personal problems affecting their academic achievement. Special needs teachers assist students who qualify for special help and attention under 603 CMR 28.00.

5. A student's academic success is measured primarily through the attainment of good grades. Students who do not receive passing grades in core academic areas will be recommended for summer school. Any student who does not pass English and/or Mathematics faces possible retention following a case review by a staff advisory board.

Principal's Honor Roll

High Honors: Grades: All A's

Honors: Grades: All A's & B's

Curriculum Description

English Grades 7 and 8

These courses will encompass material from several fields of knowledge. These include literature, grammar, composition and vocabulary. The literature component will focus on selected novels, as well as selections from students' anthologies while incorporating specific literary terms. The grammar component will focus on skills selected from the Mass. DOE Frameworks & National Common Core standards. The composition component will provide students with unified knowledge of the writing process and skills necessary. The vocabulary component will include words taken from the various literary selections.

Mathematics 7 – Pre-Algebra

This pre-algebra course for grade 7 students working at an advanced level covers solutions to equations, operations with signed numbers, and geometric concepts. Students will be prepared to enroll in algebra I in grade 8.

Grade 7 –Math

This mathematics course designed for the majority of grade 7 students, bridges the students from arithmetic to pre-algebra with topics from each. Students will be prepared to enroll in Pre-Algebra in Grade 8.

Mathematics 8 – Pre-Algebra

This pre-algebra course for grade 8 students will stress the skills needed to prepare students to move successfully toward Algebra in Grade 9.

Mathematics 8 – Algebra

This algebra course will expose grade 8 students to the concepts of algebra, including solving simultaneous equations, graphing, and factorization. Students will be prepared to enroll in an algebra II course in grade 9.

Science Grade 7

The seventh grade science curriculum includes a review of the metric system of measurement followed by a general overview of earth science – geology, meteorology, oceanography, and astronomy. Geological studies include earth structure, rocks, minerals, streams, glaciers, volcanoes, and earthquakes. Meteorological topics include reading weather maps, circulation of the atmosphere, recognizing weather and its contents, and the motions of seawater. Astronomy focuses on the study of the earth as a planet in the solar system, the moon, the sun as an average star, and the universe and its origin.

Science Grade 8

Grade eight science is an introductory course in physical science. Topics covered include: chemical building blocks and chemical interactions; motions, motion force and energy; electricity and magnetism; sound and light. Emphasis is placed on developing an understanding and appreciation of how science affects the world.

History 7

Ancient History covers the time period from prehistoric human beginnings to the end of the Roman Empire. Topics to be covered include: archaeology, Paleolithic and Neolithic times, early river civilization of Mesopotamia, Egypt, the classical civilizations of Greece and Rome, and the development of world religions (Judaism & Christianity).

History Grade 8

United States History covers selected time periods from the Colonial period through 1870. Topics to be covered include: Founding Documents, the study of the Constitution, the Civil War, Reconstruction and Industrialization.

PE/Wellness Education

This required course explores methods to achieve an optimal level of wellness through cooperative learning, team building, and physical activities. This course is designed to develop interest in a wide variety of activities including: softball, basketball, gymnastics, flag football, track and field, volleyball, golf, and soccer.

In an effort to supplement the comprehensive health curriculum frameworks, students will take part in a ten (10) week modular course. Seventh grade units will focus on nutrition and eating disorders. Eighth grade units will focus on safety and injury prevention. Through this dynamic approach to wellness, seventh and eighth grade students will develop awareness of the benefits of balancing physical, emotional and social well being.

Health Grade 7

This course provides students in grade seven with an opportunity to learn the importance of good health habits as they relate to physical, social, and emotional maturation.

Topics will include: self-awareness, self-esteem, decision-making, drug and alcohol education, and human growth and development.

Health Grade 8

This course will provide students in grade eight the opportunity to investigate healthy attitudes and skills. Topics will include: anger and conflict management, teen dating violence, stress and time management, teen depression, teen suicide and peer pressure.

Foreign Language Exploratory – Grade 7

This course will introduce students to the fundamentals of language and culture. Topics such as greetings, numbers, classroom objects, time, description of people and things, pastimes, and the culture of French and Spanish speaking countries will be covered. Communication skills will be emphasized. Grammatical structures will be introduced as well as reading and writing skills.

French - Grade 8

This course will include daily activities, people and possessions, getting around town, describing where one lives and expressing opinions. The emphasis will be on asking & answering questions. Grammar and language functions are introduced. Students will learn about the culture of the French-speaking world.

Spanish – Grade 8

This course will include a basic grammar and vocabulary. Topics will include daily activities, people and possessions, getting around town, describing where one lives and expressing opinions. The emphasis will be on asking & answering questions. Grammar and language functions are introduced. Students will learn about the culture of the Spanish-speaking world.

Art Grade 7

Seventh graders learn how to shade and blend drawings to make objects appear to be three-

dimensional. Various drawing techniques are explored to help students discover which work best for their learning styles. Students are taught how to analyze the whole subject and how to break it down into parts. Color theory is also studied to learn how to effectively combine colors in drawings, designs, and paintings.

Art Grade 8

This is an art appreciation course for the student who does not have a lot of confidence in his/her artistic ability. The students will use art skills gained from 7th grade art to explore a variety of media. Projects will be short term ones that do not require as much patience and talent as those of the elective art courses.

Chorus Grade 7 & 8

Chorus, an elective subject, affords students an opportunity to perform and to gain musical experience.

Concert Band Grade 7 & 8

Concert Band, an elective subject, affords students an opportunity to perform and to gain musical experience on various instruments.

Instrumental Music Lessons Grade 7 & 8

Small group instruction is provided according to ability level with scheduled ensemble rehearsal for eventual performance.

General Music Grade 7 & 8

This course will provide students with an opportunity to learn and perform music of the Classical and Romantic Periods, along with music of the Twentieth Century.

Computer Literacy Grade 7 & 8

This course develops computer literacy. Students become familiar with computer hardware, software, terminology, theory, and applications. They receive instruction in the proper use of PCs, disk drives, printers, and other hardware. They are exposed to word processing and software to increase their awareness of the many practical uses of the computer. Students become widely knowledgeable about, and competent in, the use of computer applications and software.

Consumer Science Grade 7

This course will introduce students to the terms, techniques, and principles of sewing. Topics will include: weaves and types of fabrics; reading, pinning, and cutting a pattern and threading and operating a sewing machine.

Consumer Science Grade 8

This course will introduce students to the terms, techniques and principles of basic cooking and nutrition. Topics will include: kitchen safety and sanitation, hand and electric equipment, liquid and dry measurement, reading a recipe, microwave cooking, oven cooking, stovetop cooking, and the updated Food Guide Pyramid.

Attendance

1. When a student is absent from school the following should occur:

- The parent/guardian should report the child's absence by telephone (978)957-3330 Extension 116.
- Upon returning to school, the student should present an absentee note to the Period A teacher.

2. Excessive absenteeism, defined by the Lakeview Junior High School Council as an accumulation of greater than sixteen (16) days during any school year, is a major detriment to academic performance. Any student who accumulates more than sixteen (16) unexcused

absences from the school day in a year or more than 4 unexcused absences from the school day per term will receive a letter requesting Parent/Guardian meeting with administration and additionally may be referred to the school Attendance Review Board. Excessive absenteeism may require investigation by an attendance officer, a parent/guardian conference and appearance before the Attendance Review Board.

3. The Principal reserves the right to reject any explanation for absence which is not found to be factual, and reserves the right to excuse any absence which has occurred due to mitigating circumstances or for obvious medical reasons. Providing a note documenting an absence due to bereavement or medical documentation to verify a prolonged illness will (in most cases) allow us to record the absence as excused (instead of unexcused). Students will not be allowed to attend after school activities on the day they are absent from school.

4 Any student whose cumulative unexcused school tardy record reaches four (4) times per marking period will be assigned an office detention. Each subsequent tardy will result in one additional detention. At an accumulation of eight (8) tardies or more students will attend a three (3) hour Saturday School Session.

5. Any student whose excessive unexcused class tardy record reaches four (4) times per marking period will be assigned an office detention. Each subsequent tardy will result in one additional detention. At an accumulation of eight (8) tardies or more students will attend a three (3) hour Saturday School Session.

Dismissal

Parents are encouraged to make appointments for Lakeview students outside of the school day. However, should it be necessary for a student to be dismissed during the school day, the student should

bring a note, signed by a parent or guardian, to the main office at the **start of the school day.**

Homework

1. At the beginning of the school year, students are given an AGENDA BOOK to keep a record of assignments, tests and to use as a hall pass. Students should bring their Agenda Books to each class. Like other consumable workbooks, agenda books are considered school property and should be treated appropriately. Agenda books should be replaced, if lost, by contacting the main office staff. Replacement cost is \$5.00.

2. Students will receive homework on a regular basis. Parents and students should contact the classroom teacher with questions or concerns regarding homework requirements for a particular course.

3. When a student is absent, that student is responsible for making up all work. If a student is out of school for three consecutive days, the parent/guardian may call 978-957-3330, to request homework/make-up work, which may be picked up in the Main Office after the close of school on the third day.

Transcripts & Student Records

All rules and regulations regarding student records are in accordance with the regulations written by the Massachusetts Department of Education, and outlined in publication #8194. Those items dealing with appeals amendments, notification, severance, destruction, or others not specifically noted in the Lakeview Junior High School policy, will be observed in accordance with State Policy. A copy of state and local regulations may be obtained from the Lakeview Junior High School Administration.

Student Behavior

Rules & Regulations

1. All students and parents are asked to sign the appropriate form indicating that they have carefully read these rules and regulations.

Students are expected to adhere to these rules throughout the school year.

2. Student Rules and Regulations are published to serve as a guide for students in their effort to become good school citizens. **Student Rules and Regulations do not necessarily define all violations of conduct that may occur in any given year.**
3. Good conduct and the exercise of reasonable common sense is expected at all times.
4. These Rules and Regulations apply to all school-sponsored activities, regardless of time or location.

Bullying, Cyber Bullying, and Harrassment :

Bullying, cyber bullying and other forms of harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying and cyber bullying are “unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another students or employee’s property, or (3) may cause a disruptive or hostile school environment.” (Dracut School Committee Policy)

According to legislation passed by the Commonwealth of Massachusetts in May 2010, “Bullying shall be prohibited: (i) on school grounds, property

immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.”

Examples of bullying include but are not exclusive to:

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

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students. In all charges of bullying or other harassment, “the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed, but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by

clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.” (Dracut School Committee Policy)

**DRACUT PUBLIC SCHOOLS -
SEXUAL HARASSMENT, BULLYING
AND HAZING POLICY**

1. Policy

A. It is the policy of the Dracut Public Schools to provide a learning and working atmosphere for students, employees and visitors that is free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur on the basis of race, color, religion, orientation or disability, or for any other reason.

B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment or bullying in any form.

C. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school, but has a connection to school, or is disruptive to an employee's or student's work or participation in school related activities. Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to work or school exists, will result in discipline. Parents/guardians of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s)/guardian attend such meeting.

D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

F. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

2. Procedures

A. Definitions Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including, but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD (Massachusetts Commission Against Discrimination) policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;

2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic

decisions affecting the individual subjected to sexual advances;

3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions - Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber-bullying in any public educational institution:

1. "Bullying and cyber-bullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

- a. That are being offered through the school district; or
- b. During any education program or activity; or
- c. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute, including public library.

3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager or similar device.

C. Definitions - Hazing Prohibited

The term "hazing" shall mean any conduct or method of initiation, even if consented to, 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.

1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline, including suspension if a student, or termination in the case of an employee who fails to report.

D. Guidelines for Investigating Harassment

Claims in school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for

dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.

2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed, but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.

3. Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber-bullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.

4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.

5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/Dean of Students or the Building Principal.

6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal, Assistant Principal/Dean of Students or Superintendent immediately.

7. In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the Building Principal, Assistant Principal/Dean of Students or Superintendent.

8. In a situation involving a charge of staff member to staff member harassment, the staff member should notify the Building Principal, Assistant Principal/Dean of Students or Superintendent.

9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment, as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.

a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, the Principal should engage the appropriate classroom or special subject area teacher. Parents/guardians shall be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Superintendent, a supportive faculty member and/or parent should be included in the

discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting, the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline, up to and including suspension or expulsion.

10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:

In instances involving student to student or student to staff member harassment, the student may be subject to discipline including, but not limited to, counseling, suspension, and in appropriate cases, expulsion. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation: Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality: Reports of harassment should be kept completely confidential, consistent with necessary investigation

procedures, with the goal of protecting the victim and stopping the behavior. For further information about these guidelines or help with sexual harassment problems, bullying, cyber-bullying, hazing or any other form of harassment, consult: Title IX Coordinator, Dracut Public Schools If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

References:

1. Title VII of the 1964 Civil Rights Act, Section 703.
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151C, Massachusetts General Laws
4. M.G.L. Chapter 76 S 5
5. M.G.L. Chapter 269 § **17, 18, 19**
6. M.G.L. Chapter **71**, §§82, 84 **Approved by Dracut School Committee: July 26, 2010**

DISCIPLINE

Responsibility rests with the student regarding compliance and conformance with the school rules. This includes classrooms, hallways, cafeteria, field trips, co-curricular activities, and other school-sponsored activities.

The guiding principles used in disciplinary matters are that each student has the right to be safe and secure in his/her person and property, and that each student has the right to earn his/her education without disruption from any other student.

To be safe and secure means that no student may verbally or physically encroach upon another student or staff member. Disruptive behavior includes disturbing others in such a way that they are prevented from learning. The discipline code is written with these principles in mind.

Most discipline will occur at the classroom teacher level. Teachers have the right and responsibility to expect and enforce compliance with classroom rules and regulations. Teachers will issue detentions to help students modify behavior, and they will contact parents through calls or notes home. Students have the responsibility to obey these teacher directives and show up for teacher-initiated detentions. Failure to do so may result in students being given an office detention in addition to having to stay after for the teacher.

There are some offenses that are considered serious and have no place at Lakeview Junior High School. These offenses may be cause for parental contact, detention, suspension, expulsion, and even involvement with law enforcement officials. This includes but is not limited to:

1. Possession, sale or use of tobacco, drugs, and/or drug paraphernalia/or alcohol.
2. Weapons possession and/or "look-alikes".

3. Threatening and/or verbally or physically harming another student or staff member.
4. Continued classroom disruption/loss of time-on-learning to others.
5. School truancy and class truancy (skipping). See attendance page 4-5.
6. Excessive tardiness – i.e. late to school, late to class.
7. Leaving school without permission.
8. Leaving school grounds at the end of school, late help, or detention and returning to take a late bus.
9. Vandalism: defacing school property such as desks, lockers, lavatories, books: graffiti or littering.
10. Stealing.
11. Fighting.
12. Profanity: actions, gestures, words, writing, or possessions.
13. Gambling/card playing.
14. Internet violation(s).
15. Possession or use of cellular phones/beepers, cameras, iPods, electronic devices deemed to be inappropriate for the classroom (classroom use). **Any confiscated electronic device will be held until a parent/guardian can pick it up. A second offense will result in permanent daily impoundment of the device in the assistant principal's office to be picked up at the close of school.**
16. Harassment/Bullying.
17. Conspiracy to commit or commission of a criminal act.
18. Insubordination: It is expected that the directions and orders of teachers and administrators will be obeyed immediately.
19. Throwing objects.
20. Discourtesy or disrespect to any staff member.
21. Card-playing, gambling, or other activities which are not appropriate in school or on the school grounds. Repeated instances of this problem will result in suspension. This includes computer games.
22. Possession of fireworks or stink bombs.
23. Possession of scooters, roller blades, skateboards, or skates in the school.

24. Skipping office/teacher detention(s).
 25. Possession and/or use of laser pointers.
 26. Possession of toy guns or look-alike guns made of cardboard, wood, paper, etc.
 27. Accumulation of unresolved offenses.
 28. Bullying/Harassment (See specific Harassment/Bullying Policy).
3. Failure to return school documents including absentee notes within three (3) days.
 4. Being in an unauthorized area.

Safe Conduct on School Buses

1. Students riding on school buses are under the jurisdiction of the Principal.
2. Loud noises and other distractions make it difficult for a bus driver to operate the bus safely. Cooperation with the bus driver is absolutely necessary. The lives of students are involved.
3. Steps for students riding buses:
 - A. Be alert while in the bus loading area.
 - B. Stand clear of the curbing.
 - C. Do not run in front of buses in motion.
 - D. Wait your turn. Do not crowd on to the bus.
 - E. Do not leave the bus loading area before your bus arrives.
4. A student who misses the afternoon bus must notify the Principal's office immediately so that alternative transportation arrangements may be made.
5. A student remaining after school must be under the supervision of a Lakeview Junior High School staff member, unless given permission from an administrator. Only students under the supervision of a staff member will be permitted to take the late bus.
6. Students who take late buses must obtain a Bus Pass (from the staff member with whom they stayed) before boarding a late bus.
7. Occasionally a student must take a different bus at dismissal. A note from a parent or guardian requesting the transfer should be brought to the office at the start of the day and a Bus Transfer slip will be issued to the student.
8. Items that are deemed dangerous are not allowed on school buses.

Detention and Suspension

Any student suspended out of Lakeview Junior High School will not be allowed to re-enter the school *without a parental conference*.

Suspension will result in exclusion from all regular day & extracurricular activities and events i.e. school dances, socials, sports, and award assemblies

1. After-school detention will begin at 1:50 PM. It is in session until 2:30 PM on Monday through Thursday. Any student who arrives late will be required to make up the time missed. School personnel will notify the parent or guardian if a student is assigned a detention.
2. If a **student fails to report to office detention**, that student will receive two (2) office detentions on the next available days. Failure to report to either or both days will result in attendance at a Saturday School Session or suspension.

Office Detentions

Office detentions are assigned for lack of adherence to school rules including but not limited to:

1. Failure to report after school when directed by a teacher.
2. Minor disturbances in corridors, lavatories, cafeteria, or buses.

9. Failure to abide by bus rules can result in loss of bus privileges, suspension, or other administrative penalties.

Traffic

1. Students are to move to the right in passing through corridors.
2. Running is not permitted anywhere in the school building except in the gym area under the direction of physical education teachers.
3. Students may talk while moving from class to class, but they are expected to talk softly and to create as little disturbance as possible.
4. Scooters, roller blades, skateboards, skates, bicycles, etc. are not to be used in the school building or on the school grounds.
5. Students should fill out the hall pass portion of their Agenda Book as well as the Student Sign-Out Log for the classroom prior to leaving a room during class time.

School Building & Property Lockers

LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.

1. All students will be issued a locker by school personnel. **All lockers are subject to search by the school administration.**
2. Students are to use only the lockers they have been assigned. Sharing of lockers is not allowed. Lockers are to be kept locked. This practice is designed to protect all books and valuables. Information concerning lock combinations should not be shared.
3. Students may only go to their lockers before school, during locker break, before and after

lunch, or physical education, and at the end of the school day or if given written permission.

4. Students may not use their lockers at other times unless they have written permission from a teacher.
5. Great care should be taken in opening and closing lockers. The locker space is limited, and there is always danger of jamming fingers.
6. As a general rule, students should not bring valuables or large sums of money to school. If this is necessary, students should turn in valuables to the office for safekeeping. The school **will not** be responsible for valuables that are lost or stolen although every effort will be made to retrieve such items.

Library

The Lakeview Junior High School Library offers students access to information in a state-of-the-art-facility. Students are encouraged to use these resources for research, reading, and study purposes. At all times, students using the library are expected to be courteous and respectful of others.

The library's collection includes books, magazines, and reference sources for students and teachers. Computer access is available for research and word processing purposes. Internet access is available to any student who has completed and returned an Internet Usage form to the school.

During the school day, students are encouraged to visit the library for independent research. Because classes are sometimes held in the library, students must obtain permission from their classroom teacher and must obtain a Library Pass from the Librarian prior to utilizing the library. All material borrowed from the library should be returned on time and in good condition. Students will be held financially responsible for materials not returned to the library or returned damaged.

School Nurse

The health suite is located on the first floor near the main entrance. Under normal circumstances, students

should obtain permission from their classroom teacher before reporting to the school nurse. However, in emergency situations, students may report directly to the nurse. If a nurse is not available on the day that the student is ill, the parent will be called to take the student home.

Students who are on medication must leave their medicine with the nurse or in the Main Office. Medicines must **never** be left in lockers or carried by the student unless permission has been granted by the school nurse. (This includes aspirin, Tylenol, cough medicine, and any over-the-counter medicine.) Students may use cough drops with written permission from a parent and approval from the school nurse.

PE/Wellness

1. Students are required by state law to participate in the physical education program. Students are responsible for bringing appropriate dress and sneakers to all assigned wellness classes. Every student is expected to change out of his/her school clothes and into attire conducive to physical activity.

2. Acceptable clothing is defined as sweat pants, wind pants, athletic shorts, t-shirts, and sweatshirts. **Jeans, jean shorts of any kind, half-shirts and tank tops are unacceptable.** In addition, sneakers are the only permissible footwear. Inappropriate footwear includes: shoes, boots, sneakers with platforms, or sandals. Failure to be prepared for class will result in an alternative assignment during class and will adversely affect the student's grade.

3. If a student receives five (5) or more zeroes in a marking term he/she will receive a failing grade. Zeroes are given to students for the following reasons:

- a. Failure to change into appropriate athletic attire.
- b. Failure to successfully complete a wellness assignment.
- c. Failure to participate in a wellness activity.

4. Students with long-term medical problems should see the school nurse. After consultation with the nurse and validation through a physician's note, that student will be sent to the office for temporary reassignment.

5. The office and adjacent areas are not to be used as storage areas for gym bags or pocket books. Students have been provided with corridor and gym lockers. If oversized gym bags are a problem, then smaller ones are needed. The school is not responsible for lost equipment or valuables left in gym lockers or office areas.

6. Students are not permitted in the locker room or the lavatory without permission from the gym teacher and without signing the log sheet. Students who disregard this rule will be subject to disciplinary action.

Cafeteria

1. Teachers in charge of the cafeteria during lunch periods have the responsibility of supervising large numbers of students. Therefore, the Administration will take special measures to correct any behavior problems referred by teachers on duty in the cafeteria.

2. **Students are not allowed to bring food or drink out of the cafeteria.**

3. Students are responsible for keeping their area neat and clean and placing waste articles in proper receptacles upon exiting the cafeteria.

4. If a staff member asks students to pick up food or debris in the immediate area, students need to comply. Students will be dismissed from lunch, table by table, only after a staff member has verified that the area is clean.

School Property/Textbooks

1. Textbooks are loaned, not given to students. Payment in full will be expected for lost or damaged textbooks.

2. Textbooks and other items found in the school building should be brought to the **main office**. These items will be placed in the lost and found area.

3. Students should keep their textbooks covered.
4. Students should put their names on wearing apparel, textbooks, in purses, notebooks, organizers, etc. so that if lost, the item can be returned to its owner.
5. Damaging or defacing school property will be dealt with accordingly. Payment for any damage will be required, along with the appropriate penalty for such action. Students have a responsibility to report those who willfully destroy school property.

Telephone

Students are **not allowed** to use the telephones in the classrooms for any reason. If necessary and with permission they may use the telephone in the Vice Principal's office or the Main Office to contact parents. **Students are not allowed to use cellular phones within the school building.**

Emergency Evacuation of Building

In an emergency (when it is necessary to evacuate everyone in the building), an alarm will ring and teachers will escort students out of the building following the evacuation plan that is posted in each classroom. **Upon exiting the building, students must check in with their classroom teacher.**

Security

In order to maintain a secure environment, students will enter and exit at all times through the doors in the front of the building. Students are not allowed to have visitors accompany them to school. This includes friends and relatives from other towns or school districts. If a student notices any person inside or outside the building who does not attend this school, he/she is to notify a teacher and/or adult, or come to the office directly to report the trespasser. Students should never directly confront a stranger. They should always notify an adult and let the adult address the problem.

All exterior doors to the school will remain locked at all times. **Students are not to open an exterior door from the inside to allow an individual to enter the building, unless they are specifically instructed to do so by a staff member.** Any visitor wishing to enter the school must go to the main lobby door and buzz for admittance. This will also apply to students who arrive at school late.

National Junior Honor Society

Below are the selection, discipline and dismissal procedures as stated in the By-Laws of the Dracut Chapter of the National Junior Honor Society of Lakeview Junior High School:

NJHS: Selection of Members

1. Selection is determined by the local Faculty Council (the five member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group), approved by the principal, and published on the school website and in the *Lakeview Lowdown* so as to be available for review by students, faculty, and parents.
2. First, students' academic records are reviewed to determine those persons who are **scholastically eligible** for membership, *i.e.*, those persons who meet the required cumulative GPA standard. The GPA at the local level is set at 3.9. This GPA is well above the national minimum standard outlined in the national constitution and will be applied fairly and consistently to all candidates.
3. Students who are eligible scholastically (*i.e.*, "candidates") will be notified and informed that for further consideration for selection to the chapter, they must complete the **Student Activity Information Form**. This form outlines the candidate's accomplishments in the areas of Service and Leadership. These forms must be returned to the faculty adviser no later than 2 weeks from the date that they are issued to the candidate. Both the student and the legal guardian must sign these forms before submitting them, indicating that the content is both complete and accurate.
4. All faculty members are invited to make

comments on candidates, on a **Faculty Evaluation Form**. The actual selection of new members is made by a vote of the five appointed members of the Faculty Council. Point totals or averages of the faculty ratings are not considered as 'votes' or the sole determinants of membership, but are reported to the Faculty Council to add to their information when considering selections. Faculty members will consider this input in the most professional manner and consequently will substantiate claims, in particular those low ratings provided, with professional actions. All input from faculty should be signed, but may remain confidential as per commentary in the handbook.

5. The Student Activity Information Form will be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership. The leadership, service, character and citizenship of *all* candidates will be reviewed carefully. Faculty council members will deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a **majority vote of the faculty council** will be invited for induction into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) will have a list of those criteria not met by the individual candidate listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection.

6. Prior to notification of any candidates, the chapter adviser will report to the **principal** the results of the faculty council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection will be incorporated into this meeting. This will assure the support of the administration prior to any notification.

7. Chapters will formally notify all selected

candidates and their parents in writing about selection and the timing of the induction ceremony. Those candidates who are not selected will also be informed in writing.

8. New membership will be verified by acceptance of the invitations for membership and attendance at the induction ceremony.

9. Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

10. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

11. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

12. Members who resign or are dismissed are never again eligible for membership or its benefits.

NJHS: Discipline and Dismissal

1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Dracut chapter of the National Junior Honor Society of The Lakeview Junior High School. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

2. If a member's cumulative GPA falls below the standard in effect when he or she was selected (3.9), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the

end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

3. If a member fails to perform any of the published obligations of membership he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

4. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

5. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

6. In all cases of pending dismissal: a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below). b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. c. The results of the Faculty Council vote will be

reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser. d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy. e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Junior Honor Society.

7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

These By-Laws are based on the examples provided by the NJHS at their website: <http://www.njhs.us>

Miscellaneous Information

1. Emergency forms must be complete and returned to the Main Office during the first week of school. **Parents are expected to inform the office of any changes on these forms (ex: change of residence, telephone number, etc.).**

2. Students must enter the building immediately after the doors are opened in the morning and remain in the lobby area until directed to class by a teacher or administrator.

3. Students may stay after school only for school related reasons, obtaining a late bus pass from the detaining teacher. When students are dismissed to the late bus, they are to wait in the bus loading area. They are not to leave the school grounds and return to board the late buses. Students who do not utilize bus transportation should leave school grounds upon dismissal unless permission has been granted otherwise.

4. Students may not visit Dracut High School or any elementary school without written permission from the Principal or Vice Principal.

5. School cancellations, delayed openings or early dismissals will be announced over local radio stations WLLH (1400 AM), WCAP (98.0 AM) and Boston Television Stations. Students with legitimate transportation difficulties on these days will be excused for tardiness.

Student Dress Code Policy For Elementary and Secondary Schools

Clothing is a reflection of students and our school. The rules set herein are for the benefit of the entire student body. Students' dress should be appropriate for a working environment and conducive to learning as interpreted by the Administration. Clothing and grooming habits should not be detrimental to students' health and safety and should be weather appropriate. The School Committee, in recognizing its obligation to minimize opportunities for student distraction and/or disruption within the Dracut Public Schools, has established and adopted the following rules of dress for its Elementary and Secondary Schools:

- No hats, visors, bandanas, kerchiefs or sweatbands are permitted.
- Only prescription or medically required eyeglasses are allowed.
- Outerwear such as coats, jackets, hats, and gloves must be stored during the school day.
- No exposed midriffs, beachwear, sleepwear, halters, low-cut dresses/tops, see-through, tight-fitting or spaghetti strap tops will be permitted.
- No extremely short skirts or shorts shall be permitted. Shorts and skirts must be as long as the student's fingertips when the student's hands are down and at the student's side.
- No exposed undergarments shall be permitted. Pants and shorts must be worn on or above the hips.
- No extreme side-slits on dresses and skirts shall be permitted.
- No clothing will be permitted that advertises alcohol, tobacco, drugs, violence, gang membership, sexual references, questionable slogans or double meanings.
- Jewelry of an extreme nature is not acceptable. This includes dog collars, spiked jewelry, wallet chains, metal chains, or any other potentially dangerous accessories.

- Proper and safe footwear must be worn at all times and should not damage floors. No "heeleys" are allowed.
- The required footwear for physical education is sneakers.

The School Administration is charged with the enforcement of the Student Dress Code. Students who violate the Student Dress Code Policy could be subject to the following, to be determined by the School Administration:

- Warning to student
- Change into school issued garments
- Letter home to parent/guardian
- Calling a parent/guardian to bring in a change of clothes
- Assigning the student detention(s) or suspension(s) for repeated violations.

School District Policies & Information Bus Fee Program

The Dracut School Committee has instituted a **Bus Fee Program** for students in grades 7-12 who wish to ride the bus during the 2011-2012 school year. The fee structure will be \$150.00 per student rider with a family cap of \$300.00. A waiver of fee program is available for those students who receive free or reduced lunch. Parents should remit payment (checks payable to Dracut Public Schools) to the Business Office, 2063 Lakeview Ave., Dracut, MA 01826.

Tobacco or Tobacco Products

Smoking is not permitted on any of the school grounds or on school buses. The use of tobacco or tobacco products, including the use of smokeless tobacco, is not allowed by any individual, whether a minor or an adult, at any time whatsoever, on the property which comes under the jurisdictional purview of the Dracut Public Schools. This law (MGH 74, Section 37H) covers all visitors to any public school property or event at all times. Students are not allowed to carry matches, lighters or any form of tobacco.

Compliance with Law

In compliance with Massachusetts General Law, Chapter 622 of the General Laws, Acts of 1971 and Federal Law, Title IX of the Education Amendments of 1972, the Dracut Public Schools informs students and parents that all course of study and extra curricular activities are open and available to members of both sexes and minority groups. Full definition of laws, local policies, and answers to questions, may be obtained from the Principal and/or the Office of the Superintendent.

Special Education Handbook

The Special Education Handbook is available on the website at www.dracutpublicschools.net and at the school office.

Due Process

All students who are suspected for an infraction of the stated Rules of Conduct, which warrant suspension or expulsion, shall be entitled to a hearing. The student will be confronted with the charges, and if the student denies them, an explanation of the evidence that the authorities have will be presented. The student will have an opportunity to explain the student's side of the story.

There need be no delay between the time notice is given and the time of the hearing. The hearing should precede the removal of the student from school. Students whose presence poses a continuing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable.

For the purpose herein, the term *hearing* shall be defined as any formal or informal procedure where the student is confronted with charges, and if denied, provided with an explanation of existing evidence and given the opportunity to defend himself or herself. For the purpose of this definition, hearings can be conducted by any

school authority (i.e., teacher, principal, assistant principal).

A hearing may be delayed (at a student's request) for a reasonable amount of time in order for a parent or legal representative to be present.

This procedure is in full compliance with the Supreme Court decision entitled *Goss vs. Lopez*, 1975.

The district will use and document multiple attempts and forms of contact with parents (telephone, written letters mailed home, as well as e-mail if available to parent) regarding parental participation in re-entry. However, if parents refuse to cooperate with the school department regarding re-entry meetings with teachers and administrators in order for their children to return school, these students will be prohibited from attending any extra-curricular activities, but must come to school to participate in regular schools classes.

Prohibition against Firearms in Schools MGL-Chapter 269, Section 10

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without written authorization of the board or officer in charge of such elementary or 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, firearm shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

**Weapons/Controlled Substance/Assault
Violation Chapter 71, Section 37H, MGL**

- 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 and school district by the principal.
- C. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
- After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- 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 the 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. When a student is expelled under the provisions of this section, no school or school

district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Search Policy

The freedom from illegal search of one's person is guaranteed to students by the Fourth Amendment and cannot be violated by the schools. Equipment assigned to students (such as lockers and desks) belongs to the school system. The school system reserves the right to inspect such equipment in accordance with the procedures set forth below:

1. There shall be reasonable cause for school authorities to believe that a search will disclose possession of items constituting a rule violation.
2. When such reasonable cause exists, a search may be conducted under the authority of the Principal or his designee.
3. Any item(s), which may interfere with the educational process, or may pose a potential threat to safety of students and staff, will be removed from the student's possession. If appropriate, the item(s) will be turned over to the Police.
4. School Officials will assist or permit a police search of students, of student possessions, or of equipment assigned to students (lockers, desks, book bags) once the police have obtained a valid search warrant authorizing the search.
5. As an additional means of ensuring that the school building remains free of drugs and drug paraphernalia, random canine searches may be instituted.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Hazing

Section 17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of one thousand dollars or imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term hazing as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect physical health and safety of any 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. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500).

Section 19

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, or applicant for membership in such group or organization, a copy of this section and sections

seventeen and eighteen and shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education certifying that such institution has complied with the provisions of this section and also certifying that a said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

Health and Wellness Policy

The Dracut Public Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Additionally, the Dracut Public Schools is committed to promoting the health and well being of its employees. Therefore, it is the policy of the Dracut Public Schools that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students enrolled in Dracut Public Schools will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food and beverages sold or served at school, or provided on school property will meet or exceed the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*; and will be prepared and provided according to the operational policies established by the Dracut Public Schools and the Dracut Board of Health.

- The District shall ensure that its guidelines for reimbursable school meals shall meet or exceed the requirements and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1), 1766(a)0.

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

Plagiarism, Cheating & Forgery

Plagiarism = Appropriating as one's own the writings, ideas, etc. of another.

Plagiarism at the Lakeview Junior High School will result in academic credit being withheld.

Whenever a student is guilty of cheating or plagiarism, the teacher shall confiscate the student's paper, mark a zero for the work, and notify the parent, the Administration, and the National Junior Honor Society Advisor, if appropriate, as to the action taken. Examples of cheating or plagiarism may include, but are not limited to, the following: providing materials (tests, quizzes, projects or papers) to another student from a current or previously taken class; copying another student's work or working with other students to complete an assignment when not instructed to do so by the teacher, purposeful communication of information or use of unauthorized resources during a testing environment; and purposeful distribution of work/answers via printed, electronic, or verbal format to other students when such work will be considered for grading purposes. Such activities will also be subject to additional disciplinary action by Administration. The parent/guardian shall be notified that a second offense will bring automatic suspension from school.

Furthermore, students found responsible for this action will NOT receive honor/high honor distinction for that specific quarter.

The burden of proof that the student has written an original work lies with the student. The student may be requested to provide their teacher/administrator with a rough draft, a Works cited page, a bibliography, parenthetical citations, copies of their sources, and will have to demonstrate through discussion their knowledge of content.

The Family and Educational Rights Privacy Act (FERPA)

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

1. The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, **except to the extent that**

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dracut Public Schools to comply with the requirements of FERPA
5. 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, D.C. 20202-4605

Notice of Pupil Rights Amendment (PPRA)

The protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible

students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent before** students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behaviors or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of** –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Massachusetts State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Complaint Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

PARENT NOTICES

RESTRAINT POLICIES AND PROCEDURES

Physical restraint is defined as the use of bodily force to limit a student’s freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Dracut maintains a policy to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

NOTICE TO PARENTS/GUARDIANS

Please be advised that the Dracut Public Schools will provide copies of all official correspondences and documents (in languages other than English) to parents who require this service. Kindly inform the building principal if you are in need of this accommodation.

AVISO A PADRES Y GUARDIANES

Las escuelas públicas de Dracut ofrecen copias de correspondencias y documentos oficiales en los idiomas apropiados para los padres que necesiten este servicio. Haga el favor de informar al principal o al director de la escuela si usted necesita traducción de este documento.

DRACUT PUBLIC SCHOOLS

ANTI-DISCRIMINATION/ANTI- HARASSMENT POLICY AND GRIEVANCE PROCEDURE

The Dracut Public Schools is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated.

The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

- I. **What Is Discrimination, including Harassment?**
- A. Discrimination: Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.
- B. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment.

Harassing conduct based on a person's protected status may include, but is not limited to:

1. Degrading, demeaning, insulting, or abusive verbal or written statements;
2. Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
3. Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
4. Telling degrading or offensive jokes;
5. Unwanted physical contact of any kind;
6. Physical violence, threats of bodily harm, physical intimidation, or stalking;
7. Threatening letter, emails, instant messages, or websites that come within the scope of the District's disciplinary authority;

8. Defacing, damaging, or destroying school or another's property.

II. Responsibilities of all Persons Associated with Educational Community

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

III. Designated Officials for Addressing Discrimination and Harassment Complaints

In each school building, the Principal is responsible for receiving reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the Principal. The Principal will inform the Executive Director of Student Services when an individual files a report or complaint of discrimination, including harassment. If the complaint involves allegations of discrimination based on disability, the person filing the complainant will also file his/her complaint with the Executive Director of Student Services. A report or complaint of a violation involving the Principal should be filed with the

Executive Director of Student Services and the Superintendent of Schools.

IV. Procedure for Reporting Discrimination and Harassment

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

A person who believes that he or she had been discriminated against, including being harassed, may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
2. state the conduct that he/she objects to;
3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
4. insist that the person(s) engaging in the conduct stop the conduct immediately; and
5. report the conduct immediately to the Principal/Vice-Principal;

If the individual with the concern is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Principal/Vice-Principal. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,

3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

V. Investigation of Complaints

Upon receipt of a report or complaint, the Principal will contact the Executive Director of Student Services. The Principal should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including witnesses or other evidence, relevant to the consideration and resolution of the complaint. The Principal will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Principal will notify the appropriate party, asking that the information be provided within ten (10) school/working days.

A written determination regarding the complaint and any resolution will be provided by the Principal to the complainant within thirty (30) school/working days of the complaint.

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Executive Director of

Student Services in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/ her designee, the Executive Director of Student Services, will respond to such request within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies, as appropriate.

VI. Consequences of Violating Policy - Discipline & Discharge

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from schools, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

VII. Confidentiality

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose

information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The Dracut Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

VIII. State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with to the Office for Civil Rights, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

Federal and State Contact Information:

U.S. Department of Education
Office for Civil Rights
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111
<http://www.ed.gov>

Massachusetts Department of Elementary
and Secondary Education
75 Pleasant Street

Malden, MA 02148-4906
Telephone: (781) 338-3000
TTY: N. E. T. Relay 1-800-439-2370
<http://www.ma.doe.edu>

District Contact Information:

Dracut Public Schools
Principal
Lakeview Junior High School
1570 Lakeview Avenue
Dracut, MA 01826
Telephone: 978-957-3330
Fax: 978-857-4075

Dracut Public Schools
Executive Director of Student Services
Student Services Department
2063 Lakeview Avenue
Dracut, MA 01826
Telephone: (978) 957-4633
Fax: (978) 957-9706

DRACUT PUBLIC SCHOOLS

**PUPIL TRANSPORTATION
POLICIES**

SCHOOL COMMITTEE:

The school day begins when the students board the school bus coming to school, and ends when the students disembark from the school bus returning home. Each student is under the jurisdiction of the school administration during this entire period. With respect to pupils being transported, a written Policy Statement is required to provide the School Committee, Administrators, School Bus Contractor, Pupils and Parents with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all.

Riding the school bus is a privilege. This privilege will be taken away from any student who is not well behaved, courteous, or who endangers the health or safety of any student.

Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, the parent(s) or guardian(s) of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents/guardians must meet with the Committee or designee to discuss the matter.

**RESPONSIBILITIES OF THE
STUDENTS:**

1) Only authorized students may ride the bus.

2) Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of parents and teachers and is directly responsible for the safety of each student on the bus.

3) Exercise courtesy toward others while loading, riding, and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.

4) Arrive at the bus stop on time and wait for the bus in a safe location on the curb or shoulder off the road. There will be **NO FIGHTING AT THE BUS STOP.** If you should have problems with someone at the bus stop inform the Principal of your school so that the matter can be resolved. Appropriate school behavior is expected at the bus stop as defined in the student handbook

5) Cross highways and streets only in front of the bus. Move away from the front of the bumper of the bus approximately (10) ten feet so that the driver can observe your crossing. **DO NOT RUN OR DASH INTO THE STREET OR ROAD WITHOUT LOOKING BOTH WAYS EVEN THOUGH THE BUS DRIVER HAS TRFFIC STOPPED. DO NOT WALK ALONG THE SIDE OF THE BUS OR CROSS-BEHIND THE BUS.**

6) Do not trespass on private property.

7) Approach and board the bus in an orderly manner when the bus has come to a full stop, and the driver has opened the door.

8) Take your seat promptly and remain seated throughout the bus trip.

9) Assignment of seats is left to the discretion of the bus driver with the final approval by school authorities when necessary. Priority is set for the Kindergarten and first grade students to

- sit in the front of the bus, but front seats are also made available when we have discipline problems. If seat assignments are made, compliance is mandatory.
- 10) Remain seated until the bus comes to a full stop, then leave in an orderly manner. **NO PUSHING OR SHOIVING IS ALLOWED. ANYONE WHO IS CAUGHT DOING THIS WILL BE REPORTED TO THE PRINCIPAL, AND DISCIPLINARY ACTION WILL TAKE PLACE. BE CURTIOUS NOT TO BUMP INTO THE PERSON IN FRONT OF YOU.**
 - 11) Do not talk to the driver while the bus is in motion except in an emergency.
 - 12) Avoid actions that might distract the driver.
 - 13) **KEEP YOUR VOICE LOW. NO SHOUTING, WHISTLING, PUSHING, FIGHTING, OR THROWING OBJECTS ON THE BUS. THIS WILL NOT BE TOLERATED. ABSOLUTELY NO NOISE WILL BE MADE WHILE CROSSING RAILROAD TRACKS.**
 - 14) Do not extend arms or any other parts of your body out the window. **DO NOT THROW ANY OBJECTS OUT THE WINDOW OR SPIT OUT THE WINDOW.**
 - 15) **THERE IS NO SMOKING ON THE BUS AND AT BUS STOPS. BUS STOPS AND BUSES ARE CONSIDERED SMOKE AND DRUG FREE ZONES.**
 - 16) Ask the driver's permission before opening the window.
 - 17) Help keep the bus clean and report anything damaged in the bus to the driver. **EATING FOOD AND OR CHEWING GUM ON THE BUS ARE NOT ALLOWED. NO PENCILS OR PENS SHOULD BE OUT ON THE BUS DUE TO VANDALISM OR IF AN ACCIDENT AHOULD OCCUR FOR SAFETY PURPOSES.**
 - 18) Keep books/bundles out of the aisles, and do not carry heavy objects on the bus that might cause injury to other students.
 - 19) Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parents, and agreement is reached between the principal and the bus driver.
 - 20) Report any violation of these rules to the bus driver or to your teacher.
 - 21) **ONCE THREE (3) DISCIPLINE SLIPS HAVE BEEN SUBMITTED ON ANY CHILD, THE CHILD WILL BE REPORTED TO THE PRINCIPAL OF THE SCHOOL AND PUT OFF THE BUS. UNTIL A PARENT, PRINCIPAL AND SCHOOL DEPARTMENT DESIGNEE MEET TO DICUSS ANY PROBLEM, ONLY THEN WILL A CHILD HAVE HIS/HER PRIVILEGES RETURNED OR DENIED.**
 - 22) All elementary school pupils (K-6) residing more than one mile, and High School and Jr. High pupils (7-12) residing more than 1 ½ miles from the school attended are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when health of pupils makes this service essential.

RESPONSIBILITIES OF PARENTS:

- 1) Please instruct children of the important bus codes that are listed above.
- 2) Support the bus driver in maintaining discipline on the bus.
- 3) Insure children arrive at the bus stop on time. Supervise children when necessary.
- 4) Make suggestions in writing to the Principal and to the Office of the Superintendent to make any improvements to the routes.
- 5) Report any concerns or violations to the Principal of the school that your child is attending.
- 6) **NO KINDERGARTEN CHILD WILL BE DROPPED OFF AT THE BUS STOP WITHOUT A PARENT/GUARDIAN THERE TO MEET HIM/HER. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN OF THE CHILD TO HAVE ARRANGEMENTS MADE IN THE EVENT THEY CANNOT BE AT THE BUS STOP. IF NO ONE IS THERE, THE CHILD WILL BE RETURNED TO SCHOOL AND THE PARENT/GUARDIAN WILL HAVE TO TRANSPORT THE CHILD HOME SAFELY.**
- 7) In the event that a child is returned to school due to misbehavior on the bus the Principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.
- 8) Parents, or persons authorized to pick up children at dismissal time or for extenuating circumstances must have this in writing, which will be kept in the office of the Principal. Pupils who do not have written permission to either stay for after-

school activities or to be transported by car will be placed on their regular bus home.

- 9) Please do not ask that we transport children of friends or relatives who may be visiting on a temporary basis.
- 10) The school should be made aware of any known health problems such as allergies that might require special assistance.
- 11) **DO NOT DISCUSS WITH THE BUS DRIVER ANY PROBLEMS THAT YOU MAY HAVE WITH THE BUS DRIVER, ROUTE, OR OTHER CHILD. PLEASE REFER ALL PROBLEMS TO THE PRINCIPAL OF YOUR SCHOOL. DRIVERS HAVE BEEN INSTRUCTED NOT TO DISCUSS ANY PROBLEMS WITH PARENTS WHILE ON ROUTE.**
- 12) **PARENTS ARE NOT ALLOWED TO BOARD THE BUS.**

RESPONSIBILITIES OF THE BUS DRIVERS:

- 1) Read, comply with and periodically review the rules and regulations as stated in the contract agreement with said contractor and residents of the town.
- 2) Become familiar with current state laws on school buses and safety procedures.
- 3) Immediately report in writing any and all accidents, even if minor, to the School Department Business Office, the Police Department and the Registry.
- 4) Avoid potential hazards.
ABSOLUTELY NO SMOKING OR EATING ON THE BUS.
- 5) **Assume full charge of the bus and the pupils while they load, ride, and leave the bus.**

6) Insure the bus is fully stopped with red signal lamps flashing while loading and unloading pupils.

a...**The bus should not proceed until all pupils are seated and the door is closed**

b...When pupils are loading and unloading, do not wave vehicles to pass the school bus

c...Report the registration number to your supervisor of any vehicle passing the school bus while the red signal lamps are flashing.

7) Take necessary disciplinary action with students riding school buses as outlined in the disciplinary procedures. Any and all violations should be written up and a copy submitted to the Principal. After three written violations students should be reported to the Principal for temporary suspension from transportation.

A driver shall not put pupils off the bus at any stop for reason of discipline. The driver will return the offending child/children back to the school of origin and inform the Principal or designee that you are returning so that they will be prepared for the child/children.

8) Perform routes as outlined and assigned. Make notations for any and all special requirements of your route. Be sure that there is a roster of your route in your bus at all times in the event there is a substitute driver that they may follow your route

9) Schedules are to be kept as neatly as possible. If the bus is on time and a pupil is not at the designate stop, the driver shall not wait.

10) Bus drivers are cautioned about their language. Derogatory remarks about pupils and/or others are to be withheld. Any complaint will be discussed with your Supervisor and will not be tolerated.

11) IN NO WAY SHOULD THE DRIVER ENTER INTO A DISCUSSION WITH PARENTS CONCERNING THE MISCONDUCT OF A RIDER. REFER THE PROBLEM TO THE PRINCIPAL.

12) Exercise extreme caution when buses pass each other in opposite directions on a narrow roadway.

13) Transport students only to designated points on scheduled routes. Deviations are allowed only if agreed upon by the parent, driver, contractor, and school department.

14) Instruct children on safety procedures in case of emergency. Conduct bus drills twice a year demonstrating the use of the emergency exit.

15) Place no devices for locking or securing any exit or windows while actually engaged in transporting school children.

16) Inspect vehicles before the start of routes each day to insure it is in safe operation condition. Inspect vehicles at the end of each day to insure that all students are off the bus and articles/children left on the bus are taken off and brought to the proper authority.

17) Transport only authorized students attending public schools in Dracut the transportation of additional passengers in not allowed.

18) No kindergarten child will be dropped off at a designated bus stop without a parent/guardian at the stop to meet them unless other arrangements have been made with the parent or guardian. In the event no one is at the stop, the driver will contact the Principal's office by the phone on the bus and inform them he/she will be returning the child to the school and to please try to contact the parent.

19) ALL DRIVERS MUST BE CPR AND FIRST AID CERTIFIED.

RESPONSIBILITIES OF THE POLICE DEPARTMENT:

- 1) Adjust routes and bus stops if students are subject to safety hazards. Review any bus stops by the School Department.
- 2) If requested, handle disciplinary complaints.
- 3) Conduct classes to instruct bus drivers, students, patrol leaders, etc. on safety measures.
- 4) Monitor the behavior of pupils at bus stops when requested. Parents assume primary responsibility for monitoring the behavior their children at bus stops.

RESPONSIBILITIES – PRINCIPAL:

- 1) Process disciplinary reports received from the bus drivers.
- 2) If necessary, establish safety guides for the buses.
- 3) Insure prompt supervision during loading and unloading of students from the buses each day before and after school.
- 4) Clear all traffic from bus loading areas each morning and afternoon.
- 5) As appropriate, instruct students on general safety procedures observed while riding school buses.
- 6) Be available to assist any parent or bus driver if they have any problems with the school buses.

RESPONSIBILITIES – TEACHERS:

- 1) Perform duties in relation to school buses as directed by the Principal.

- 2) Assist drivers in maintaining discipline when riding the buses.

- 3) Instruct students on bus codes at the start of the school year.

ACCIDENT PROCEDURE – RESPONSIBILITIES BUS DRIVERS:

- 1) In the event of an accident involving a school bus take proper precautions to protect lives.
- 2) Turn off ignition and activate flashers and flares to warn traffic.
- 3) Check passengers for physical injury and administer any first aid if required.
- 4) Evacuate students if a fire is located. If the possibility of a fire is remote and if it is safe to do so, keep students on the bus.
- 5) Contact Police or Fire Department to report the location of the accident and to request an ambulance, if required.
 - a) Request a police officer to attend the scene of the accident.
 - b) Procure the names and addresses of any witness or other operators of motor vehicles involved in the accident.
 - c) Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident.
- 6) Fill out accident or incident reports as required.

- 7) Submit one copy of the report to the Superintendent of Schools and also to the Principal of the school building involved.

**ACCIDENT PROCEDURE -
RESPONSIBILITIES – STUDENTS:**

- 1) Keep calm, and follow the directions of the bus driver. Stay in your seat until the bus driver tells you what action to take.
- 2) Do not touch any emergency equipment unless told to do so by the driver.
- 3) In case of fire, leave the bus in an orderly manner, as directed by the driver and move to the nearest exit away from the fire.
- 4) If the driver is injured and unable to move, notify the nearest adult or contact the Police or Fire Department on the nearest phone.
- 5) Report any injuries to yourself or other students to the driver.

**DISCIPLINARY PROCEDURE-
RESPONSIBILITIES PRINCIPAL:**

- 1) Evaluate disciplinary reports.
- 2) Counsel students on the nature of the violation.
- 3) Recommended necessary action:
 - a) Depending on the nature of the offense, the principal will reprimand, give a warning, or suspend the student's right to ride the bus.
 - b) No fixed number of disciplinary reports is required to take away a student's riding privilege if the offense is severe.
- 4) Inform the parents of the nature of the offense.
- 5) Advise the bus driver of the action taken.

**DISCIPLINARY PROCEDURE-
RESPONSIBILITIES-BUS DRIVER:**

- 1) Utilize your good judgment, experience, and maturity in handling the students. Never exceed the bounds of good taste in disciplining a child and **never strike a child or use profane language.**

This will only aggravate the situation severely.

- 2) Fill out disciplinary report clearly and completely as provided. Be sure to fill out this report whenever deemed necessary to do so. Action cannot be taken if this form is not filled out.
- 3) Report immediately any disciplinary reports you write out to the Principal's Office and maintain a copy for yourself.
- 4) **Never discharge students from the bus for disciplinary reasons in the middle of a run or any other time without proper authorization.** If you have a problem with students on the bus you must bring them back to the school they are from and inform the Principal that you are taking them back because of discipline problems. The Principal will then deal with the situation.

EVACUATION PROCEDURE:

- 1) Passengers are to remain seated and pay attention to the driver.
- 2) The driver will stay at the front of the bus, indication that passengers should move out left to right.
- 3) Passengers should not take anything with them – musical instruments, athletic equipment, lunch boxes, etc. The objective of the drill is to empty the bus as quickly as possible in an orderly manner.

- 4) The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run to this location.
- 5) A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.

Internet Policy

Dracut Public Schools

Computer Network, Internet and E-Mail

Acceptable Use Policy for Students

The Internet is a vast, global network linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also comes the potential for abuse. It is the purpose of these guidelines to make sure that all who use the Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Dracut Public Schools computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Dracut Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Dracut Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dracut Public Schools respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at school. In making this decision, families should be aware that their child's level of access to the Internet and e-mail will depend on that child's grade level. The following is a description of the manner in which the Dracut Public Schools intends to incorporate network use, Internet access and e-mail in the schools:

- a. Grades kindergarten through four: Students at these grade levels will not have individual computer network passwords or e-mail accounts. During school time, teachers of students in grades kindergarten through four will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the Internet.
- b. account, only during directly supervised instruction.
- c. Grades five through twelve: Students in grades five through twelve may be given individual access passwords and receive individual e-mail accounts, and may have the opportunity to access the Internet and conduct independent research on the internet, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

The Dracut Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Through the use of suitable technological safeguards, education, supervision, and responsible use, the Dracut Public Schools believes that the Internet can be used safely and effectively.

In order for a member of the Dracut Public Schools community to use the computer network, s/he must read the following rules and return a signed Acceptable Use Policy Agreement form to their appropriate school. Users under the age of 18 must have an Acceptable Use Policy Agreement form signed by a parent or guardian.

Users need to be aware that certain course grades may be affected without the return of a signed Acceptable User Policy Agreement.

Disciplinary action by the appropriate authority may be taken if users do not follow the rules described within the AUP.

RULES:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Dracut Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension and/or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dracut Public Schools and could also result in criminal prosecution where applicable. The Dracut Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Dracut Public Schools computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. No unauthorized use of student and/ or staff photographs, video or other electronic media including recordings using cell phones while under school conditions.
 - b. Intentionally placing unlawful or inappropriate information on a system.
 - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message using any electronic media while under school conditions.
 - d. Sending messages or posting information that would likely result in the loss of a recipient's work or system. Using the network in a manner that would violate any US or state law. This includes, but is not limited to, copyrighted material, (such as pictures, video and audio) threatening material and spreading of computer viruses. Downloading unauthorized files (including games, but not limited to Peer to Peer).
 - e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - f. Participating in other types of use, which would cause congestion of the network or interfere with the work of others, including downloading music files.
 - h. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value using all electronic devices.
 - i. Accessing any prohibited sites on the Internet, including sites that by-pass filtering software or devices.
 - j. Revealing one's own personal address or telephone number as such actions could pose harm to one's identity and safety while using the district network.
 - k. Revealing one's own password to anyone else, using anyone else's password or pretending to be someone else when accessing the district network and/or sending information over the computer network Using your username and password to logon anyone other than yourself onto the Dracut Public School's network. The failure to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - l. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - m. Attempting to harm, modify or destroy data of another user.
 - n. Exhibiting any other action whatsoever, which may in any way subject the user or the Dracut Public Schools to any civil or criminal action.
 - o. Discussing highly sensitive or confidential school department information in any electronic communication.
 - p. Using the Dracut Public Schools technology network to buy, sell or advertise anything without proper authorization.
 - q. Using the Dracut Public Schools technology network for game site without authorization for educational purposes.

- r. Accessing chat rooms and social networking sites.
 - s. Using the Dracut Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
 - t. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The student/Parent or Guardian assumes all financial responsibility arising out of deliberate unauthorized use. The Dracut Public Schools assumes no responsibility for:
 - a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. Any cost, liability or damages caused by a user's violation of these guidelines.
 - c. Any information or materials that are transferred through the network.
 4. The Dracut Public Schools makes no guarantee, implied or otherwise regarding the reliability of the data connection. The Dracut Public Schools shall not be liable for any loss or corruption of data while using the network.
 5. All messages and information created, sent or retrieved on the network are the property of Dracut Public Schools. All electronic mail messages (including personal accounts via the Dracut Public School network) and other use of electronic resources by students and staff are also the property of the Dracut Public Schools and are not to be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. Dracut Public Schools reserves the right to access and monitor all messages and files on the computer system as it deems necessary where appropriate, communications including text and images will be disclosed to law enforcement or other third parties, upon approval of the Superintendent of Schools, without prior consent of the sender or receiver.
 6. The Dracut Public Schools condemns the illegal distribution (otherwise known as pirating) of software. All users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked, restricted and will face further disciplinary action from the appropriate authorities. , 7. If a user finds materials that are inappropriate while using the Dracut Public Schools Technology Network, s/he will immediately notify the appropriate authority and shall refrain from downloading and sharing this material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
 8. Should a user, while using the Dracut Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Dracut Public Schools, that user shall immediately notify the appropriate authority.
 9. All accounts will be deactivated and purged, including all files prior to the start of the new school year. Users will be required to sign a new Acceptable User Policy every year to have account activated.
 10. The Dracut Public Schools administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

School Committee Approved: June 25, 2001
 Amended: September 9, 2002
 Amended: June 22, 2009

**USER AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC
COMMUNICATIONS SYSTEM**

Parent/Guardian Contract for Users User 18 Years of Age

As parent/guardian of the below named student, I have read the Acceptable Use Policy of the Dracut Public Schools. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I also understand that the level of my child's access to the network depends on my child's grade level, as explained in the Acceptable Use Policy, I have discussed with my son/daughter his/her responsibilities regarding the use of the Dracut Public Schools Computer Network and Internet Access. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Dracut Public Schools. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her Internet and/or computer privileges (other than directly supervised use during classroom instruction) and may also result in school disciplinary action. I will not hold Dracut Public Schools liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Dracut Public Schools Computer Network and/or Internet connection.

I hereby give permission for my son/daughter to use the network/Internet at school. I further agree to indemnify the Dracut Public Schools for any losses, costs or damages, including reasonable attorney fees, incurred by the Dracut Public Schools relating to, or arising out of, any violation by my son/daughter of the Acceptable Use Policy.



Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Name: _____

Student Signature: _____

School: _____

Date: _____

**SAMPLE COMPUTER NETWORK, INTERNET, AND E-MAIL ACCEPTABLE USE
POLICY**

I/We have read the Acceptable Use Policy for the Dracut Public Schools.

I/We understand that this access is designed for educational purposes.

I/We have discussed with my son/daughter his/her responsibilities regarding the use of the Dracut Public Schools network and Internet access. My/Our son/daughter understands and agrees to follow the Acceptable Use Policy of the Dracut Public Schools. I/We understand that any violation by my/our son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her computer and Internet privileges and may also result in school disciplinary action, including being removed from a course. I/We will not hold the Dracut Public Schools liable or responsible for any materials my/our son/daughter accesses or transmits via the Dracut Public Schools computer network and/or Internet connection.

I/We hereby give permission for my/our son/daughter to use the network at school. I/We further agrees to indemnify the Dracut Public Schools for any losses or costs, or other damages, including reasonable attorney's fees, incurred by the Dracut Public Schools relating to or arising out of any violation by my/our son/daughter of the Acceptable Use Policy.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

-
- I DO NOT give permission for my child to appear in media coverage.
 - I DO NOT want my child's directory information, such as name, address, and telephone number, released for non educational purposes.

(A copy of this form has been forwarded for parent/student signatures).

LAKEVIEW JUNIOR HIGH SCHOOL

STUDENT HANDBOOK – SCHOOL YEAR 2011-2012

PARENT & STUDENT SIGNATURE REQUIRED

Please sign below that you have read and understood the school policies and procedures, including the bullying policy, and send this page to school with the student.

Print Student's Last Name

First Name

Student Signature

Date

Parent/Guardian Signature

Date

**Student/Parent Acknowledgment of Lakeview Junior High School's
BULLYING & HARASSMENT POLICY
(Please sign below after reading and discussing this form with your child)**

I/We have read the Bullying Policy for the Dracut Public Schools. I/We understand that this policy is designed to make Lakeview Junior High School safe for all students. I/We have discussed with my son/daughter his/her responsibilities regarding bullying and reporting of bullying or harassment. I/We understand that any violation by my/our son/daughter of the bullying policy may result in school disciplinary action, including being removed from a course. Furthermore, if my child is a target of bullying, I will inform the administration at Lakeview Junior High School.

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

I have read and understand the anti-bullying policies, procedures, responsibilities, and rules in the online DHS Student Handbook. I have discussed the issues with my son/daughter.

I/We have read and understand Lakeview Junior High Schools bullying policy.

Student Name - Printed

Student Signature

Date

Parent/Guardian Signature

Date