

STONEHAM CENTRAL MIDDLE SCHOOL

GRADES 5-8

Student Handbook
2019-2020



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DOCUMENT TRANSLATION

Dear Parents and Guardians,

Should you need assistance in translating important school documents such as the student handbook and special education Individual Education Plans, you may request that a translator be made available to you. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Thank you.

Padres y Guardianes,

Si usted necesita ayuda en traducir documentos importantes de la escuela tales como este manual o el plan individual de educación especial, pueden solicitar un traductor que estará disponible para asistirlo. Además, si desea una copia de este material en su idioma por favor notifiquenos con tiempo y se le hará disponible. Gracias.

Cari Genitori e Tutori:

Se voi avete bisogno d'assistenza con la traduzione dei documenti importanti della scuola, come il manuale di scuola e il piano individuale della educazione speciale, potete richiedere che un traduttore sia disponibile a voi nella vostra lingua scelta se ci informate in anticipo di quella necessita. Grazie.

Chers parents et gardiens

Si vous avez besoin de l'assistance dans la traduction des documents scolaires importants comme le manuel scolaire et les Plans d'Éducation Individuels d'Éducation spéciale, vous pouvez demander qu'un traducteur soit disponible pour vous. En plus, ce matériel sera disponible pour vous dans votre langue de choix si vous nous notifiez de ce besoin dans une manière opportune. Merci.

CENTRAL MIDDLE SCHOOL PHILOSOPHY

Central Middle School provides a period of smooth transition from elementary school to high school. The unique needs of emerging adolescents are met in a child-centered environment which is secure, structured, and consistent. Each individual student has the opportunity to develop intellectual, social, and physical abilities to their fullest by taking maximum advantage of the total educational program.

Central Middle School emphasizes academic disciplines, their related study skills, development of creative abilities, and the awareness and appreciation of individual differences. Learning experiences reflect a concern for the relationships among the various content areas. Experiences which supplement the curriculum and widen the horizons of students are encouraged to promote learning as a life-long activity. The community and its people are a valued resource in meeting the objectives of the school.

Central Middle School promotes a positive atmosphere in which a sense of self-worth is nurtured and students demonstrate respect for themselves and their peers. Students are provided opportunities and encouragement to understand and accept the responsibilities of active citizenship and of valued family, school, and community membership. Communication among students, parents, and staff is open and continuous. The school community demonstrates unity of purpose and pride in its accomplishments.

CENTRAL MIDDLE SCHOOL OBJECTIVES

Students in the Central Middle School are afforded the opportunity to develop:

1. Academic competence
2. Study skills
3. Critical thinking and problem solving skills
4. Clarity in thought, written expression, and oral communication
5. Appreciation of beauty in art, music, literature, and the world around them
6. Understanding of the relationships among disciplines
7. Desire to be life-long learners
8. Interests in worthwhile leisure time activities, other enriching experiences, and career possibilities
9. Understanding of emotions and physical changes in themselves
10. Responsibility of good citizenship and participation in the democratic process
11. Respect and appreciation for the beliefs and values of others
12. Ability to work cooperatively with others
13. Sense of belonging and identification with the school
14. Acceptance of responsibility for learning and behavior
15. Respect and responsibility toward their community

STONEHAM SCHOOL COMMITTEE

David Maurer
Rachel Meredith-Warren
Jamie Wallace
Nicole Nial
Thomas Dalton

ADMINISTRATION

John Macero, Superintendent
Mr. Christopher Banos, Principal
Mrs. Sandra Fulmer, Assistant Principal

“CORE VALUES”

Central Middle School

***WE HAVE RESPECT FOR OURSELVES, FOR OTHERS,
AND FOR OUR COMMUNITY.***

***WE ACCEPT RESPONSIBILITY FOR OUR
LEARNING AND FOR OUR BEHAVIOR.***

***WE ARE CREATIVE PROBLEM SOLVERS
AND COMPETENT DECISION MAKERS.***

Let these values guide us in our home, in our school, and in our community

TELEPHONE NUMBERS

Mr. Christopher Banos	Principal	781-279-3840	#3
Mrs. Sandra Fulmer	Assistant Principal	781-279-3840	#4
Ms. Colleen Martin	Guidance Counselor	781-279-3820	#8
Mr. Robert Shelmire	Guidance Counselor	781-279-3840	#8
Ms. Kristy Vazquez	Adjustment Counselor	781-279-3840	#321
Ms. Kim Trant	School Nurse	781-279-3840	#2
Cafeteria	Cafeteria	781-279-3840	#7
Ms. Elizabeth Weithofer	School Psychologist	781-279-3840	#9
TBD	Team Chair	781-279-3840	#5
Mrs. Lisa Gallagher	School Secretary/Main Office	781-279-3840	#0
Mrs. Karen Geraghty	.School Secretary/Main Office	781-279-3840	#0

ABSENTEE LINE

*To report your child's absence from school, please call the
absentee line of Central Middle School at*

(781) 279-3840 #1

Please visit the school website at
www.stonehamschools.org

GRADE FIVE, SIX, SEVEN, AND EIGHT PLACEMENTS

I. LEVELS OF INSTRUCTION IN GRADE 5

Students in grade five will have six periods a day. These classes include math, science, English, social studies, math skills and English skills. One period a day of either art, music, , health, computer technology, or library media and a full year of gym.

II. LEVELS OF INSTRUCTION IN GRADE 6

Students in grade six are placed in two groups for instruction in mathematics. One group consists of students who have demonstrated average or above average achievement in mathematics. Students who have demonstrated a need for reinforcement in fifth grade mathematics skills comprise a second group. Students are heterogeneously (mixed ability) grouped in all other classes.

III. LEVELS OF INSTRUCTION IN GRADE 7

Students in grade seven are placed in two groups for instruction in mathematics. One group consists of students who have demonstrated average or above average achievement in mathematics. Students who have demonstrated a need for reinforcement in sixth grade mathematics skills comprise a second group. Students are heterogeneously (mixed ability) grouped in all other classes.

IV. LEVELS OF INSTRUCTION IN GRADE 8

In grade 8 there are three levels of instruction in mathematics. One group consists of students who have demonstrated average or above average achievement in mathematics. Students who have demonstrated a need for reinforcement in seventh grade mathematics skills comprise a second group. The third group of eighth grade math is intensive, accelerated algebra. Students are heterogeneously (mixed ability) grouped in all other classes.

GUIDANCE DEPARTMENT

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students may make appointments to see their counselor by requesting an appointment through their guidance counselor any time during the day, as long as they are not be going to be late to class. The appointment can also be made before school and after school.

Each student is assigned to one of the guidance counselors listed below:

Grade 5, Grade 6, Grade 7 & Grade 8 (A-K) Mr. Robert Shelmire

Grade 5, Grade 6, Grade 7 & Grade 8 (L-Z) Ms. Colleen Martin

Please allow 30 days to process any requests for private schools applications to ensure arrivals before deadline.

EXTRA HELP

Students should seek extra help from their teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent. Students should arrange a conference with their teacher before or after school or at a time convenient to both people during the school day.

A teacher sometimes requests a student to stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help the student make the necessary progress. The student is obligated to remain unless an important reason prevents him/her from doing so.

REPORT CARDS

Report cards are issued quarterly. They are marked A, B, C, D or F, according to the student's work, with F as a failing grade. Certain subjects are marked twice a year. Included on the report card are traits which should give an idea of the behavior and/or effort of the student in a particular class. Absences in each class may be shown on each quarterly report particularly if the teacher feels the absences have been a major reason for a poor grade in his/her subject.

A “P” on the report card indicates progressing with difficulty, “S” is satisfactory, and “U” is unsatisfactory. A parent should contact the teacher for help in understanding how a particular grade was determined.

An “I” on the report card reflects an incomplete grade. Incomplete grades must be made up within two weeks of the closing date of the term, or the “I” could turn into a failing grade except in special cases approved by the principal.

PROMOTION GUIDELINES

1. Expectations for promotion includes successful completion of English and two additional core subjects. Core subjects are English, Mathematics, Social Studies, and Science.
2. Any student who fails to meet promotion standards could be required to repeat the year unless he/she successfully completes the summer school requirements.
3. The final decisions concerning promotion to the next higher grade will be made by parents, teachers, and administration, and will be consistent with school committee policy.

SUMMER SCHOOL

In order to be promoted, a student who has failed a course for the year may make up that course in summer school.

A student must take the make-up course at the Stoneham Summer School if it is offered in the program. If the course is not offered, prior permission must be granted by the Middle School Principal before credit can be granted towards promotion when the course is taken at another school.

SPECIAL EDUCATION PROGRAM CURRICULUM IN SPECIAL EDUCATION

Special education is offered to students attending Central Middle School. Students are offered a variety of services to assist them in obtaining the necessary skills to progress in their educational careers. Each special needs student is provided an individual educational plan developed to meet his or her specific needs.

HOMEWORK

The purposes of homework include the following:

- to enhance student achievement;
- to help students become self-directed, responsible and independent learners; and
- to communicate with families about what is happening in the classroom. Homework is a shared responsibility among the student, teacher, and family.

Students who fail to complete assigned homework will be offered after school assistance to complete the assignment. When a student is continually lax in completion of homework assignments, the teacher may notify the student’s parents.

Grade 5 – Homework is required at least four times a week. Assigned daily homework should not exceed a total of sixty (60) minutes per day.

Grade 6 - Homework is required at least four times a week. Assigned daily homework should not exceed a total of one hundred twenty (120) minutes per day, for all subjects combined, Monday - Thursday.

Grades 7 and 8 - Homework is required at least four times a week. Assigned daily homework should not exceed one hundred fifty (150) minutes for all subjects combined.

It is recognized that not all students will take the same amount of time to do a given assignment. Each teacher must do everything possible to make differentiated assignments commensurate with ability and need. Homework is intended to build good study skills and work habits.

STUDENT RESPONSIBILITIES - HOMEWORK

1. To spend the required time per subject on assigned work per night.
2. To make every effort to understand completely the homework assigned.
3. To ask for more help and do extra activities when a particular subject is difficult to understand.
4. To keep an agenda book to record and track assignments.
5. To schedule a regular time and place to study daily. The designated area should be free from noise and distractions, well-lighted and be a comfortable place in which to work. The proper study “tools” should be available, i.e. pencils, pens, rulers, notebook, paper and dictionary.
6. To plan his/her time so that all assignments are completed without rushing.
7. To have a particular area where completed assignments, notices, books and materials are left in readiness for the morning.

GOOD STUDY HABITS

1. Choose a place that is equipped with proper writing implements and materials, with adequate lighting, and free from distractions.
2. Make sure the chair is comfortable and the room is at a comfortable temperature.
3. Get proper amounts of sleep, allow breaks during study, and keep a notebook and an agenda book.
4. Do the more difficult assignments first and allow extra time for them.
5. Do not attempt to study while conversing, watching television or otherwise distracting yourself.

SUGGESTED PARENT RESPONSIBILITIES

1. To ensure that the student has a regular time and a quiet comfortable, well-lighted place in which to study.
2. To maintain a balance between a reasonable amount of time spent on homework, and an adequate amount of time for play and family activities.
3. To encourage the student to share his/her work with them, praise work well done, and encourage improvement in weak areas.
4. To assist the student and the school by encouraging a positive attitude toward homework.
5. To assist the student in doing homework, but not to do the work for him/her.

At the beginning of each year, students are encouraged to find a “homework buddy” who shares the same classes. Thus, if assignments are desired during an absence period, students can call the “homework buddy” to get assignments.

The office will assist in sending books home, but the responsibility for getting assignments rests with the students. In absences extending beyond one week, the office will assist in procuring assignments. Parents should notify the office when a student will be absent five days or more. Teachers need a twenty-four hour time period to prepare assignments.

MAKE-UP WORK

Students, who are absent for any reason, are required to make up the work missed in each class. This work should take approximately the same time as the time missed from each class. All make up work must be submitted within a reasonable period of time and prior to the end of the marking period. A days absence does not excuse a student from responsibility from all recitations on the day of his/her return. Grades will be withheld in cases where makeup work is not turned in to the teacher. This can lead to failure if the situation is not remedied immediately. It is the student’s responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is an unacceptable excuse.

STUDENT DISCIPLINE, RIGHTS, AND RESPONSIBILITIES

As a community, Central Middle School is committed to providing an environment for all of its members that respects the rights of each person to a safe, orderly, learning environment. The function of the discipline code is to clarify these rights and responsibilities to all members of our community.

DISCIPLINE CASES WARRANTING ACTION BY ADMINISTRATORS

- A. Direct insubordination following a warning by a teacher, such insubordination shall include:
 - 1. Refusal to obey a reasonable request
 - 2. Talking back
 - 3. Swearing
 - 4. Threatening or resorting to violence
- B. Use of any tobacco products or vaping products
- C. Defacing school property
- D. Fighting
- E. Truancy
- F. Disruption of the learning environment
- G. Being under the influence of drugs (including alcohol)
- H. Refusal to do school work in class
- I. Stealing
- J. Any act which the teacher justifiably considers intolerable
- K. Possession of a weapon whether real or imitation
- L. Possession of drugs
- M. Bullying, teasing, harassment*
- N. Water pistols, toys, yo-yos, laser pointers, fidget spinners and other items inappropriate for school use will be confiscated and discarded unless a parent picks them up during the next five school days. It is the student's responsibility to inform his/her parents if they wish to have an item returned.
- O. Students are not allowed in the parking area during school hours or during school functions unless under the direction of a staff member.
- P. Backpacks/book bags are not allowed to be carried from class to class. Students may use their backpacks/book bags to transport belongings to and from school; however, backpacks/book bags will remain in lockers during the school day. Teachers will establish a locker schedule that will allow students to access their books at various times throughout the day.
- Q. **Cell phones** and other Electronic Devices – The use of cell phones and other electronic devices are prohibited unless permission is received from the building Principal. Misuse of any electronic device whether personal or school property could result in disciplinary action including a suspension. Texting or making calls during the day are prohibited. **All cell phones and electronic devices must be turned off and locked in lockers.** These items are not allowed on school field trips. Teachers will confiscate these items and give them to office personnel. These items can be picked up from the principal by a parent. It is the student's responsibility to inform his/her parents if they wish to have the item returned. Continued violations could result in a suspension.
- R. Gum chewing is prohibited.
- S. Cigarettes, lighters, or any tobacco products will be confiscated and not returned.
- T. Note passing is prohibited as it disrupts the learning environment.
- U. Possession of items used for gambling or lottery purposes is prohibited.
- V. Public displays of affection

* *(Please see bullying and teasing chart on page 13)*

DETENTION

A detention session is assigned to students who misbehave while under school authority. If a student fails to return for assigned detention, an additional detention is assigned. If a student continues to miss detention without a valid excuse, his/her parents will be notified. Parents are expected to provide a written or verbal explanation of the reason(s) their child is unable to attend a detention session. Following this notification, a student may be suspended if he/she again fails to report.

If students are assigned detention, they must report as directed by the teachers. Detention is most effective when served immediately. Occasionally students and/or parents request that detention be waived or postponed because a student works, has to baby-sit, etc. Reasons such as these are not acceptable. If a student wishes to work or baby-sit he/she should be willing to behave in school. By so doing, the student does not then have to worry about detention being assigned. Students are responsible for notifying their parents when they are assigned a detention. This detention is a minimum of one hour and subject to the same provisions mentioned above. Students may be asked to perform community service activities in and around the school building during detention.

SUSPENSIONS (REASONS)

Students may be suspended from school for serious infractions of school regulations. These include:

1. Possession of any tobacco products, vaping products or facsimile thereof within school buildings, the school facilities, on school grounds, or on school buses
2. Gambling, including card playing, dice, betting, lotteries, etc.
3. Possession of items that administration deem inappropriate for school
4. Fighting in the school building or on the school grounds or to and from school
5. Truancy from classes
6. Vandalism, graffiti or “tagging”
7. Disrespect shown towards other students, faculty members, and/or other employees
8. Stealing
9. Disruption of the learning environment
10. Possession or consumption of alcohol in school, at any school function or at any Stoneham School District function
11. In school, at any school function or at any Stoneham School District Function while intoxicated or under the influence of drugs
12. Using, selling or in possession of drugs in school, on school grounds, at any school function or at any Stoneham School District Function
13. Failure to report to detention or office when instructed by a teacher
14. Refusal to do school work in class as requested by teacher
15. Activating a fire alarm pull station unjustifiably
16. Using crude, vulgar, or obscene language/gesture on school grounds
17. Improper behavior while on a field trip or while representing the school off campus
18. Setting off firecrackers on school grounds
19. Teasing, bullying, harassing or threatening fellow students
20. Sexual Harassment
21. Possession of a weapon, whether real or imitation
22. Possession of a cigarette lighter or any other incendiary device
23. Throwing food or other objects in the cafeteria
24. Instigating, encouraging or being part of a group that encourages a fight
25. Writing any threatening or offensive notes, lists, texts, or social media posts in school or relating to school.
26. Recording, videotaping, or photographing anyone during the school day or during school related events.
27. Infractions regarding cell phone usage.
28. Planning a fight during school that is to take place after school hours or off school property.
29. Planning the sale or distribution of illegal contraband during school hours.
30. Creating a profile for staff members and/or students and developing false websites
31. Lying to administrators or falsely reporting serious incidents
32. Sending or receiving inappropriate text messages photos or voice messages
33. Posting pictures and names of staff members on websites without permission
34. Throwing snow or other objects deemed hazardous on school property
35. Continued violation of the Dress Code
36. Abusive Language
37. Refusing an Administrators’ request
38. Disrupting school safety drills.
39. Disrupting school assemblies, enrichment programs or field trips.

These are some of the reasons why students will be suspended. It should be stated, however, that there may be other reasons. Generally speaking, when a student threatens the safety or well-being of another individual, or disrupts the learning environment of other students, he/she can expect a disciplinary response.

SUSPENSION PROCEEDINGS

In the event a student is accused of committing a suspendable offense, he/she is entitled to a hearing before the Principal and/or Vice Principal, at which time the student will be given notice of the charges. The student will have an opportunity to explain what happened. Following an investigation, the Principal and/or Vice Principal will determine the student's guilt or innocence. If guilty, he/she will be suspended out of school for up to ten days.

Immediate suspension of a student may be made by the Principal or the Vice Principal for the general welfare of other students, the efficiency of the school, the safety of others in the school, the protection of school property or the orderly conduct of classes.

Students shall be afforded due process of law both preceding and following suspension in compliance with federal and state laws, regulations and court decisions. [See Student Discipline Regulations 603 CMR 53]

The parents of a suspended student may initiate an appeal and review of the action of a suspension to the Superintendent and, in certain cases, may carry an appeal to the School Committee at its next regular meeting.

In general, it should be remembered, that whatever is a violation of the law outside of school is also a violation of school regulations.

While on disciplinary dismissal or suspension, a student loses all non-academic school privileges. He/she is barred from participation in all school activities, including athletic contests and social affairs. He/she may not re-enter the school or be present on school grounds until he/she has been re-admitted to school by the office.

It is the student's responsibility to make up missed work while on suspension.

CONDUCT

Persistent misbehavior will result in disciplinary dismissal and/or suspension and possible recommendation to the School Committee for expulsion.

DISCIPLINING STUDENTS WITH SPECIAL NEEDS

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

INDIVIDUAL EDUCATION PLAN (IEP)

The following additional requirements apply to the discipline of Special Needs students:

The Stoneham Public Schools carefully monitors and documents all student suspensions. The district has a procedure to record the number and duration of suspensions from any part of the student's program, including suspensions from special transportation prescribed by the IEP. The following procedures are followed when a student receiving special education services is suspended:

1. Students receiving special education services and their parents receive advanced written notice regarding the School's Code of Conduct in the Student Handbook.
2. Within the Student Handbook, procedural safeguards are included and explained.
3. When a student on an IEP has committed a disciplinary offense, the school principal or his or her designee notifies the of Student Services Office immediately (before any disciplinary action is issued) and consults on discipline and special education regulations. After the consultation the school personnel completes the "Stoneham Public Schools Special Education Discipline Notification."
4. When it appears that the number of suspensions from this disciplinary offense will **approach** six to eight days or it appears that a pattern has developed regarding suspensions:
 - a. The Principal and Student Service Director review the legal and procedural requirements, as well as potential procedure for manifestation determination.
 - b. The Special Education Program Supervisor may reconvene the IEP Team to determine if an amendment to the IEP is necessary.
5. A copy of the letter of suspension is provided to the Student Services Office that provides a copy to the Special Education Program Supervisor.

6. Both the school and the Office of Student Services monitor the number of total days of suspension for each student during the year.
7. When a student in special education may potentially be suspended for more than 10 days, Stoneham follows the procedures outlined below.

The Student Services Office informs the Principal of the result of the Manifestation Determination in writing using the Stoneham Manifestation Determination form.

MANIFESTATION DETERMINATION

Suspensions beyond 10 days

The suspension of a student on an IEP for longer than 10 consecutive days or a series of suspensions that are shorter than 10 days, but constitute a pattern are considered to represent a change in placement. Prior to a change in placement of a student with disabilities and within 10 days, a team consisting of essential members of the IEP Team (including parents and/or student) and other staff as appropriate, must convene to hold a Manifestation Determination. The Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information from the parents to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. If the behavior was the direct result of the district's failure to implement the IEP the LEA must take immediate steps to remedy those deficiencies.

As part of the Manifestation Determination specific questions are asked and answered by the IEP Team members (e.g. Does the student understand their impact and consequences of his/her behavior? Can the student control his/her behavior? Is the current placement appropriate?). At the end of the discussion a manifestation decision is made by the Team and the Stoneham Manifestation form is completed

Behavior that is NOT a Manifestation

If the IEP Team determines that the behavior is NOT a manifestation of the student's disability, the student can be suspended or expelled consistent with Stoneham's policies and practices for suspending any student. However, the district must provide 1) services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and 2) as appropriate provide functional behavior intervention services and modifications, to address the behavior so that it does not reoccur.

Behavior that IS a Manifestation

If the IEP Team determines that the behavior IS a manifestation of the student's disability, then the district will take the following steps with parental consent: 1) Revise the IEP if deemed appropriate; 2) Change the student's placement if deemed appropriate by the IEP team; 3) Conduct an FBA and develop/revise the Behavior Intervention Plan (BIP) if it has not already done so; 4) Unless the student has been placed in an Interim Alternative Educational Setting (see below) the student returns to the the original placement unless the district and parents agree otherwise or a hearing officer orders a new placement. The student does NOT serve more than the 10 days of suspension.

Written Notice

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Interim Alternative Educational Setting (IAES)

Regardless of the results of the Manifestation Determination, the district may decide to place the student in an interim alternative educational setting determined by the Team for a period of up to 45 days: 1) on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or 2) on the authority of a hearing officer if the officer orders the alternative placement after the

district provides evidence that the student is “substantially likely” to injure him/herself or others. The placement of a student in an interim alternative education setting enables the student to have access to the general curriculum, to continue to receive special education support as outlined on the student’s IEP, and to provide support services to address the problematic behavior.

BULLYING/TEASING

Bullying is another name for harassment. It can be direct or indirect, and have serious emotional and/or physical effects on its victims. The bullying behavior chart included in this handbook describes behaviors that will NOT be tolerated here at Central Middle School. Bullying and teasing are unacceptable in our school environment and they violate Central Middle School’s Core Values. All students are encouraged to report any form of harassment to school personnel, as it is the school’s top priority to protect all individual students. Please reference the Stoneham School District Bullying Plan located on the school website.

	Physical Harm to another’s body or property		Emotional Harm to another’s self-worth		Social Harm to another’s groups acceptance	
	Verbal/ Written	Nonverbal	Verbal/ Written	Nonverbal	Verbal/ Written	Nonverbal
L E V E L 1	Taunting, expressing physical Superiority	Making threatening gestures, defacing property, pushing/shoving. Taking small items from others	Insulting remarks, calling names, teasing about possessions, clothes. Saying someone has germs or is unclean	Giving dirty looks. Holding nose or other insulting gestures	Gossiping. Starting/spreading rumors. Teasing publicly about clothes, looks etc.	Passively not including others in group. Playing mean tricks
L E V E L 2	Threatening physical harm. Blaming targeted student	Damaging property. Stealing. Initiating fights, Scratching. Tripping or causing a fall. Assaulting	Insulting family. Harassing with phone calls. Insulting intelligence, athletic ability, etc.	Defacing school work. Falsifying schoolwork. Defacing personal property, clothing etc.	Insulting race, gender. Increasing gossip/rumors. Undermining other relationships	Making someone look foolish. Excluding from the group
L E V E L 3	Making repeated and/or graphic threats. Practicing extortion. Making threats to assure silence “If you tell, I will...”	Destroying property. Setting fires. Biting. Physical cruelty. Making repeated violent, threatening gestures, Assaulting with a weapon	Frightening with phone calls. Challenging in public	Ostracizing. Destroying personal property or clothing	Threatening total group exclusion	Arranging public humiliation. Total group rejection/ ostracizing

SCHOOL IDENTIFICATION BADGE

Students must wear their photo ID badges at all times. If a student loses their ID, a temporary ID will be provided and a new ID will be ordered for a cost of five dollars. Should a student habitually forget their ID they could face loss of privileges and receive a fifteen minute lunch or afterschool detention.

SOCIAL NETWORKING POLICY

The Administrative team, faculty and School Council do not recommend that middle school students use online social networking sites, such as Facebook and Instagram. We advise parents to monitor their child's online activities. If students receive or view any messages that make them feel uncomfortable or unsafe, we recommend that you turn the computer off and do not allow them to return to those sites. If your child receives any messages that are threatening in any way, please seek guidance from the local law enforcement officials. If a communication poses a specific threat during the school day or on school property, you should notify a school administrator as soon as possible.

CHEATING/PLAGIARISM

Cheating refers to the giving or receiving of information in anything evaluated as the student's own work. Teachers have been instructed in such cases to send the student to the office and to record an "F" for that item of work without opportunity for makeup. The teacher will inform parents of the incident and detention will be assigned. If a student is caught copying another student's work with the second student's consent, the same policy will be followed for both students.

DRESS CODE

We, as administrators, believe that education is a serious and important business. It is our responsibility to see that nothing disturbs the educational process. In the past, the dress of our students has added a positive attitude and businesslike atmosphere to the total school environment.

We recognize that there is room for individual differences in dress within the necessary limitations prescribed by academic surroundings and good taste.

1. Our premise has been that the school is the student's place of business and, therefore, dress is expected to be in good taste, appropriate for academic work, and consistent with safety standards.
2. If the administration determines a student's dress causes him/her to be a distraction to the educational process of the school, he/she will be sent to the office and will not be admitted to class until more appropriately attired. Students will not be allowed to attend classes until a parent is called and a change of clothing is brought to the school.
3. Only footwear conducive to a businesslike manner will be acceptable. Shoe laces are to be tied at all times. Flip-flops, slides and slippers are not acceptable footwear.
4. Beach attire, pajamas, tank tops, shirts that expose the midriff, spaghetti straps, halter tops and sunglasses (without a doctor's note) are not considered appropriate for the classroom. Shorts, skirts, (or skorts), and dresses must exceed the length of the fingertips when arms are relaxed down by student's side. Be mindful that clothing should cover the body and not distract from the learning process. For this reason, stockings such as fishnets and transparent clothing that reveal undergarments are unacceptable. Also, tee shirts/items which promote drugs, alcohol or tobacco, or tee shirts/items with crude or offensive language are inappropriate attire for school. Logos must be age-appropriate. For example, attire (including jewelry, pocketbooks, and bags) with the "Playboy Bunny" and "Hooters" logos are not age-appropriate. Also, outerwear jackets should not be worn during the school day.
5. Pants must be worn so as not to expose under clothing such as boxer shorts.
6. Students are not allowed to wear hats or hoods in school.

DRUGS AND ALCOHOL

Students who attend school or school events under the influence of drugs or alcohol will face serious action, including an immediate conference with parents, arrangements for appropriate counseling, and when necessary, suspension. When a student brings a problem concerning the misuse of drugs or alcohol to any staff member, it will be kept confidential and help will be provided. However, possession of illegal drugs in school must result, by law, in referral for action by local police officials. Attending school events under the influence of alcohol or drugs will result in loss of all social privileges as well as the actions mentioned above.

CAFETERIA BEHAVIOR

When eating in the cafeteria, students are expected to: behave in an appropriate manner, select one seat for the entire lunch period, clean their table and floor areas, and dispose of trash appropriately. Excessive noise, throwing objects and moving from table to table will not be tolerated. If a student violates cafeteria rules, he/she will be disciplined accordingly. Consequences will range from a seating change to suspension of cafeteria privileges.

MEMORANDUM OF UNDERSTANDING

The following statement is made and agreed to by the Stoneham School Department as part of the procedures outlined in the Governor's Alliance against Drugs program.

We agree to coordinate our efforts to prevent student alcohol and drug abuse and will handle each case in accordance with established school and police department procedures. Students engaged in the sale of drugs will be referred to police for legal action.

All evidence will be turned over to the police according to established procedures. The School Department will deal with students caught abusing drugs according to the rules outlined in the student handbook. School officials will continue to use the resources of the Police Department for suggestions on how to deal with certain situations and/or individuals.

We acknowledge jointly that this type of informal liaison has been in place for several years.

It is understood that consultations with the Police Department will not always produce an arrest even where possession and/or sale is suspected. However, school personnel must be aware that a student's communication is not "privileged" communication; and a teacher may be subpoenaed should a case go to trial.

In the case of an arrestable offense, the following procedure will be followed:

1. The student will be brought to the Principal's office.
2. The student will be interviewed by the Principal or designee and told the nature of the offense.
3. Parents will be contacted and asked to come to school to meet with authorities (school, police, or both)
4. The Police Department will be contacted and appropriate police procedure will be put in place.
5. A full report will be sent to the Superintendent of Schools and the Chief of Police by the Principal.

All schools will continue to report trespassers to the Police Department in order to ensure the safety of all students.

This memorandum solidifies the informal working relationship that has existed between the Stoneham Public Schools and the Stoneham Police Department for a number of years.

SEXUAL HARASSMENT

Sexual harassment is defined as an unwelcome sexual advance, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature. This behavior will not be tolerated.

Incidents of sexual harassment may include:

- Verbal harassment, such as derogatory comments, jokes, slurs, or
- Remarks/questions of a sexual nature
- Physical harassment, such as unnecessary or offensive touching.

If it is determined that a student has sexually harassed another student, the possible consequences could range from parent conference to suspension.

BOMB THREATS

A bomb hoax is a felony, punishable by imprisonment of up to twenty years in state prison. (Chapter 269, Section 14, Massachusetts General Laws). Such a sentence also removes from the convicted individual the right to be a state or federal employee in all cases where evidence - electronic or other - exists. The school and local police will bring charges. Apathy toward fire drills and disruption of classes are among the most serious threats to the safety and education of students.

PULLING A FIRE ALARM

The Stoneham Fire Department has informed us that they will no longer accept "accidental" as an excuse for activating a fire alarm pull station. Anyone who activates the alarm unjustifiably can expect action to be taken by the Fire Department as well as school authorities.

"CRANKING" OR HARASSING TELEPHONE CALLS

Students are reminded that it is a crime under both federal and state laws for anyone to make obscene or harassing phone calls. If parents receive a call from anyone representing himself/herself as a school employee, they may ask to return the call at (781) 279-3840.

CONDUCT ON SCHOOL BUSES

Pupils who use school buses are subject to school rules. Riding on a school bus is a privilege which may be suspended whenever a student's behavior on the bus is unacceptable. Severe or continuous misbehavior may result in permanent suspension of bus privileges.

Pupils should remember that they are under the school's jurisdiction from the time they leave home in the morning until they arrive home in the afternoon. Thus, pupil conduct at bus stops as well as on the bus is subject to school rules.

In accordance with Chapter 878 of the acts of 1975 General Laws of Massachusetts, each pupil transported in a school bus will receive classroom instruction in safe riding practices, and participate at least twice each year in "on-bus" emergency evacuation drills.

RULES FOR BUS CONDUCT

1. No student may do anything which will disturb or distract the driver from the safe operation of the vehicle.
2. Smoking or use of any tobacco products is forbidden at all times.
3. There must be no horseplay or roughhousing of any sort.
4. Any injuries sustained on the bus, however slight, should be reported to the driver immediately.
5. Students must not open any windows, or doors, on the bus without the driver's permission.
6. There can be no "saving" or reserving of seats on the buses.

POLICIES

DRUG AND ALCOHOL POLICY

Central Middle School has been designated as a Drug Free Zone. The School Administration, in cooperation with the Stoneham Police Department, stands firm in our belief that all schools should remain drug free. We have been entrusted with the responsibility of providing a safe and drug free environment for all our students.

ENERGY DRINKS

In any form (liquid or powder) are not allowed in school. In addition, water bottles **only** are allowed to travel with a student during the school day. Other food and drink are allowed in the cafeteria only.

SEARCH POLICY

Any search of the building and grounds of Central Middle School will be a joint operation by school officials and police officers. Warrant and probable cause requirements of the Fourth Amendment that generally apply to police-initiated searches do not apply to searches conducted by school personnel (even when assisted by the

police). School authorities only need reasonable grounds for suspecting that a search will reveal evidence of a violation of law or school rules. Canine units would only be used on request of the School Department.

PERSONAL SEARCHES

School administrators may search students and student possessions, including, but not limited to backpacks and pocketbooks, if possession of contraband is suspected. Such searches may be made during the school day or at any school sponsored functions.

STUDENT LOCKERS

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Such locker searches may be in conjunction with canine searches of the building that would be done in cooperation with the Stoneham Police Department. If a canine search or any locker search results in drugs or alcohol being confiscated, the student to whom the locker is assigned will be brought to the office to explain the presence of such contraband. Rules concerning the possession of contraband would be enforced by the School Administration. All contraband would be turned over to the Stoneham Police for possible legal action.

SCHOOL LOCKER POLICY

Each student at Central Middle School is assigned a locker. Students will be provided a combination lock to secure their belongings. There will be a five dollar charge for any locks that are damaged or lost.

Remember: Lockers are school property and are subject to search and entry by school administrators if there is reasonable suspicion to conduct a search.

The following practices with respect to lockers should be strictly followed:

- Keep the combination to your locker secret.
- Never store money or valuables in your locker.
- All backpacks must be in the same width and depth as your locker. Empty out your backpack each day so that your locker closes. Keep your locker neat and clean, so that it will not be jammed or stuck.
- Students may only use one locker. There will not be any sharing of lockers or storing items in friends' lockers.

At no time is a student allowed in any other student's locker. Please respect a person's property and privacy.

Each student is also assigned a gym locker and a school combination lock for which he/she is responsible. Do not leave your lock open at any time! The school is not responsible for lost or stolen items.

STUDENT PRIVACY RIGHTS

In January, 1975, the State Board of Education adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974.

The regulations apply to all public elementary and secondary schools. They are designed to ensure parent's and student's rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors and other persons, as well as other similar information. The temporary record is destroyed five years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding their student records, as provided by the regulations pertaining to student records.

STUDENT RECORDS

A parent, or a student who has reached the ninth grade or is at least 14 years old, has the right to inspect all portions of his record, upon request. The record must be made available to the parent or student no later than two weeks after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials.

The parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Student records are forwarded to a student's new school when the student moves or transfers. In addition, nurses should forward health records directly to the nurse in the new school.

Parents may request a copy of state regulations on student records from the school office.

CONFIDENTIALITY OF RECORDS

With a few exceptions, no individuals or organizations but the parent or student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or student.

AMENDMENT OF RECORDS

The parent or student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

The regulations require that certain parts of the student record such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be reviewed at your school office.

TITLE IX AND CHAPTER 622

An important piece of legislation affecting the public schools was signed in August, 1972 as Title IX of the Education Amendments of 1972, p.1.92-318. The law prohibits sex discrimination in educational programs or activities which receive federal financial aid and applies to virtually all public school systems in the country. The law reads as follows: "*No person shall on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance....*"

The law makes it clear that all aspects of public school education must be fully open and available to members of both sexes. The School Committee has established policies (nos. 4001, 5351, And 5001) to demonstrate the importance of this law.

CHAPTER 536 - AN ACT PROHIBITING THE PRACTICE OF HAZING

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

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

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.00.

NOTICE TO STUDENTS, STAFF, AND ANY OTHER INDIVIDUALS PRESENT IN SCHOOL BUILDINGS OR FACILITIES, ON SCHOOL GROUNDS OR ON SCHOOL BUSES

Chapter 71 of the Acts of 1993, Section 36 of Massachusetts Law prohibits the use by any individual of any tobacco products within school buildings, the school facilities, on school grounds or on school buses. The Stoneham Public Schools interprets this to mean anywhere on school property, inside or out, including “in vehicles” on school property.

Please be aware that effective on this posting, the administrative staff of the Stoneham Public Schools will enforce this law and policy with students and staff in the manner outlined in the student handbooks and staff calendar and manual, including the offer to arrange voluntary participation in programs for individuals who wish to stop using tobacco. Other individuals who are in violation of this law and policy will be asked to cease tobacco use and will be subject to removal from school grounds and/or referral to the police.

1993 EDUCATIONAL REFORM DISCIPLINE POLICY (MGL CH.71 SECTION 37H)

The following section is a result of the Education Reform Act was passed by the State Legislature and signed into law by the Governor on June 18, 1993. These regulations are thus enacted for every public school in the Commonwealth of Massachusetts.

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in Chapter Ninety-Four C, including but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student, who assaults a principal, assistant principal, teacher, teacher’s aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.
- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil’s expulsion.

FELONY COMPLAINT OR CONVICTION OF STUDENT (MGL: Ch71, S. 37H1/2)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.
2. Upon a student being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel such student if the principal

determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parents have the right of appeal to the Superintendent of Schools.

SECTION 37h3/4: SUSPENSION OR EXPULSION ON GROUNDS OTHER THAN THOSE SET FORTH IN SECS. 37h OR 37h1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

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

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5

calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

GENERAL INFORMATION FOR PARENTS

ATTENDANCE

The Central Middle School Administration per Massachusetts GL Ch. 76 Sec. 1 defines excessive absences as seven (7) or more absences in a six month period. A truancy CRA (Child Requiring Assistance) may be filed if a student has seven (7) or more absences in a six month period. In addition, a truancy CRA may be filed for habitual tardiness. Four (4) tardies is equal to one (1) absence. The Middle School Administration will continue to identify those students who may need interventions from the Department of Children and Families and the Juvenile Court System. If students demonstrate chronic tardiness and/or absenteeism, they may not be permitted to attend any social events and/or extra-curricular clubs.

ABSENCES

Parents should call the school at (781) 279-3840 to report a student's absence. Parents may call as early as 6:30am or leave a voice mail message at any hour with student's name, grade, reason for absence and date of absence.

School attendance is required by law until an individual reaches age sixteen. Absence is allowed only by reason of illness, hospitalization, death in family, religious holiday and crisis situation. Other than these stated reasons, a student may be considered truant. Any other absences may be deemed excused at the discretion of the principal. If you know in advance that your child will be absent for any length of time and for any reason, please contact the main office prior to the absence. A medical note is required if a student is absent more than five times in a term.

TARDINESS

For unexcused tardies students will receive a 15 minute detention for each of the first three times they are tardy in a quarter. After that a one hour detention will be assigned for each time they are tardy that quarter. Tardies are excused by a doctor's note or an extreme family situation that is acknowledged by administrators.

DISMISSAL

Dismissal notes should be addressed to the homeroom teacher and state the time and the reason for the dismissal.

Dismissal notes should contain the following information: student's first name, last name, homeroom, time of dismissal, reason for dismissal, parent signature.

No student will be dismissed from school unless a responsible adult is available to escort him/her home. Adults will meet students in the main office. **WE ASK THAT YOU DO NOT DISMISS YOUR CHILD AFTER 2:00PM UNLESS IT IS AN EXTREME EMERGENCY.**

A student dismissed before 11:00am is considered absent unless the student returns to school before 2:35pm.

VACATIONS DURING THE SCHOOL YEAR

December, February and April vacations are included in the school calendar. Family vacations while school is in session are strongly discouraged and will not be excused absences. It has been our experience that students do not complete work while on such vacations. Should a student miss school because of a vacation, make up work will be assigned upon his/her return.

CHANGE OF ADDRESS

Inform the office if you change your address or telephone number, or change emergency numbers.

HEALTH CARE

Each student must have a physical examination every three years by his/her own doctor who will fill out a form for the school.

An emergency form passed out by his/her homeroom teacher must be turned in completely filled out each year. A doctor's note is required of all students who may need the temporary assistance of crutches, wheelchairs, etc.

A student who has a prescription from a physician may leave medication in the health room to take during school time, provided written permission is given by the parents. This includes cough drops, lozenges, aspirin, or Advil. We must have a note signed by a parent before we can dispense any medication.

Students may not carry medication (prescribed or otherwise) with them during the school day.

When a student returns after a prolonged absence (ten days or more), he/she must report to the nurse's office first and receive an admittance form.

Vision screenings will be performed on students in Grades 5 and 7. Hearing screenings will be performed on students in Grade 7. Postural screenings will be performed on students in Grades 5-8.

Any medical care beyond First Aid will not be given by the school nurse or doctor.

PHYSICAL EDUCATION

All students must participate in physical education. It is urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a doctor's note, including limitations and time frame, must be presented to the school nurse. The statement will be made part of the student's record. If participation is limited in physical education classes, students will be expected to attend gym classes. Students will participate by completing written assignments prepared and graded by their physical education teachers.

Regulation uniforms are worn during gym classes. Uniforms must be kept clean and marked with the owner's name. A note from a parent or guardian must be presented to the health office if, for some reason, a student can not participate in a single physical education class. That class should be made up within a reasonable amount of time.

Each student is given an individual combination padlock, which should be kept on his/her locker and locked at all times when he/she is away from the locker.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the principal's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register at the office. Parents are always welcome.

Again, we respectfully request parents check in at the main office before meeting with a teacher. Before and after school, teachers are frequently engaged in extra-help or make-up sessions with students. We suggest that parents schedule appointments with teachers in advance.

A student wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed.

WITHDRAWAL OR TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Secure an authorized withdrawal or transfer note from your parent or guardian at least a week before you plan to withdraw or transfer.
2. Obtain appropriate forms from the principal's office before school on your last day.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.

4. Take completed forms to the principal's office for final clearance.

General Information for Students

ACCIDENT PROCEDURES

Whenever any student is injured in school or on school grounds, that student should immediately go to the nearest teacher or to the office and report the injury. If an injured student is unable to report an accident, the first student to learn of the accident should notify the nearest teacher or the office. Never attempt to move someone who has been injured.

ANNOUNCEMENTS AND POSTERS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. System. Students responsible for putting notices in the office must have their notices approved by their advisor and submit them to the main office the day before the notice is to be announced.

Since most of the announcements are intended for students, it is expected that students will listen carefully to all announcements.

All posters must advertise school-sponsored events and must be approved by the administration.

Attach posters only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks to attach them to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

BICYCLES

Students may ride bicycles to school. Bicycles must be parked in the racks provided at the rear of the building and should be locked when not in use. Students are expected to follow reasonable safety precautions and wear helmets as they travel to and from school. The privilege of bringing a bicycle to school may be withdrawn for unsafe operation.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades are not to be used on school property due to safety reasons. They must be secured in lockers during the school day.

TRENDING MEANS OF TRANSPORTATION

Hoverboards are not allowed on school property. Any means of transportation deemed unsafe by administration will not be allowed on school property.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Make sure that you and your teacher agree on the condition of the textbook before signing the book slip. All textbooks shall be covered to prevent soiling. Books must not be defaced, marred, or jammed with paper (which can damage bindings). Library books must be returned within the specified time. Full payment must be made for any lost book or any book defaced beyond repair. It shall be the responsibility of students to provide restitution for any books so treated.

END OF YEAR OBLIGATIONS

Before a student is officially dismissed for the year, he/she must have satisfied all of his/her obligations. All textbooks and library books must be returned in satisfactory condition. If a book is lost or damaged, the student must pay for it. Other items considered to be obligations are office detentions, locker padlocks, and absence, tardy and dismissal notes. Until the obligations are satisfied, report cards, next year's schedule, etc. will not be mailed home.

FIRE DRILLS

Regulations for leaving the building when the fire bell rings are posted on the wall in each classroom. During a fire drill, no running or talking is permitted in order to insure safety. When the predetermined destination for your room has been reached, you must turn, face the building, and quietly await the signal to return to class. The section you go to depends on which room you are in at the time the alarm sounds - just follow the teacher. If a substitute teacher is in your room, follow the room nearest you that evacuates the building in the direction your room does.

Most damage to people in fire is from smoke inhalation, so it may be necessary to crawl beneath the smoke or at least bend low.

HOMEROOMS

The basic function in the homerooms is to fill out reports, to take attendance, to listen to announcements, etc. Occasionally, the students may be required to return to homeroom at the end of the school day. Opening Exercises: All public schools must provide time for "a moment of silence." In our school, that time is provided just before the morning announcements. The pledge to our country's flag is led daily as part of morning announcements.

LOST AND FOUND

Any articles which are found in school or in the vicinity of the school grounds should be turned into the office immediately. Students may check for lost items in the office either before or after school hours. At the end of each school year, unclaimed articles will be given to a charitable institution or discarded.

Students are responsible for their personal property. If it is necessary to bring more money than needed for lunch, leave it at the office for safe keeping. Do not leave money in your classroom or locker.

NURSE'S OFFICE VISITS

Students should have a pass from a teacher before coming to the nurse's office. If a student is ill, he/she should come to the nurse or the secretary who will call his/her parent. Students should not call parents on cell phones to ask to be dismissed. Students are not allowed to go to the nurse's office in between classes. Any student who visits the nurse's office in between classes or without a pass will be considered truant from class.

HEALTH INFORMATION

Medical Information: All medical information will be shared with staff in order to ensure your child's safety while in school.

Immunization & Physical Exams are required under MGL section 15 chapter 76 for 7th grade students. If we don't have their information by Oct 1st your child could be excluded from school.

Tylenol & Advil: All over the counter medicines are to be administered by the school nurse.

PARTICIPATION IN SCHOOL EVENTS

Students absent from school will not be allowed to participate in, or attend, any school activity on the day absent.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be polite, helpful and considerate to guest teachers.

TELEPHONE USAGE

No student will be called to the telephone during school hours. The office phone is for emergency use only. Students who telephone home requesting a parent to deliver something to the office are expected to check the office for the article and not have to be called from the classroom. We do not interrupt class work without substantial reason.

LIBRARY

Students requesting to use the library should check with the librarian and a classroom teacher to obtain a pass.

LUNCH PROGRAM

The Food Service Department in Stoneham uses NutriKids, a point of sale or electronic meal ID system. All students will be assigned a unique four-digit PIN number that will be used to track all cafeteria purchases. This number should remain confidential and should not be shared with other students. Pre-payments in the form of cash and check will be accepted at any time or students can continue to pay each day. All cash and check payments must be used along with your child's assigned PIN number.

You may also use the online payment feature to make online deposits into your child's account by going to www.myschoolbucks.com. There is a transaction fee of \$1.95 to use this feature. You will need your child's **unique ID number** to set up your child's online account. This unique ID number is NOT the same as your child's PIN number.

If your child has qualified for free or reduced meals prices, this information is noted in the system without any indication to others. The price of lunch is subject to change.

Please call the Food Service Department at 781.279.3804 x 333 if you have any additional questions.

Students are expected to behave in a courteous and orderly manner in the cafeteria. Students are expected to keep their area clean, to talk quietly, to accept the direction of the adults in the cafeteria, and to stay in seats until dismissed. Lunch should be a pleasant time for all students, but it is not a recess period.

PASSES

Whenever a student is out of the classroom, he/she must carry a pass stating a destination, time, date, with the signature of a teacher, administrator or staff member.

If a student wishes to see a teacher, the student must arrange for a pass in advance. The student must carry and deliver this pass to the teacher they requested to see. The pass must then be signed by this teacher and returned to the teacher who first issued the pass.

SPECIAL ACTIVITIES

GRADE 8 RECOGNITION NIGHT

This is a very special evening for 8th graders. It is held at the end of the school year and honors a variety of successful accomplishments demonstrated by 8th grade students in the course of their academic career at Central Middle School. Eighth grade students who are to be retained will not be permitted to participate in either Recognition Night or the Breakaway Dance. In addition, students who have multiple discipline referrals could lose their privilege to attend these year-end activities including the eighth grade field trip. Also, poor attendance including excessive tardies and absences could result in loss of privileges.

FIELD DAY

An annual tradition which consists of teams competing against one another within their grade in a series of activities. These may include softball, obstacle course, volleyball and other events. All contests are coeducational. Students who have multiple discipline referrals or a significant incident requiring discipline could lose their privilege to attend Field Day. Also, poor attendance including excessive tardies and absences could result in loss of this privilege.

INTRAMURALS

Announcements will be made about the offerings in intramurals each season. In addition, students who have multiple discipline referrals could lose their privilege to attend intramurals. Also, poor attendance including excessive tardies and absences could result in loss of this privilege.

SCHOOL FIELD TRIPS

During the school year, teachers may schedule educational field trips for their classes. Before a student is allowed to go on a field trip, he/she must turn in a permission slip signed by a parent before the scheduled field trip.

Students who are ineligible, as determined by the supervisors of the field trip, or choose not to go the field trip, are expected to attend school on the day of the trip. Students who have demonstrated an inability to meet the normal demands of the school day with regard to responsible and appropriate behavior may be prohibited from

attending. In addition, students who have multiple discipline referrals could lose their privilege to attend field trips. Also, poor attendance including excessive tardies and absences could result in loss of this privilege.

The alternative of enlisting one of his/her parents as their personal supervisor may be considered.

SCHOOL ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, the television or the movies, performers are very conscious of their audience. Talking, whispering, stamping of feet and booing violate the rights of the performers and other members of the audience, and therefore, are unacceptable behavior.

CIVIL RIGHTS AND SAFETY POLICY

It is the policy of Stoneham Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

The school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Stoneham Public Schools is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings. The principal is available to receive reports and complaints of civil rights violations from students, faculty and staff.

CIVIL RIGHTS LAWS

Title II of the American with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.

Title IX of the Educational Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.

Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

MGL, Ch. 76, Section 5 of the Massachusetts General Laws: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

**Stoneham Public Schools – Martha Bakken – Title VI, Title IX and Section 504:
Assistant Superintendent of Student Services
781-279-3850
MBakken@stonehamschools.org**

STUDENTS9-0-1 Technology Acceptable Use Policy

The Stoneham Public School System provides technology and internet access to students and staff to support educational excellence and enhance our curriculum. Use of school computers and online access is a privilege provided to students and staff.

Information sent and received using the Stoneham Public Schools wide area fiber network and online computers, and all hardware/software provided or installed by the Stoneham Public Schools is considered the property of the Stoneham Public Schools and is subject to review at the discretion of school administration. In the event that a review shows improper use, appropriate action will be taken with the individual(s) in accordance with school disciplinary policy, copyright law and/or Federal and State law.

Improper use includes, but is not limited to:

- Causing damage to computer technology equipment
- Altering computers or network equipment configurations
- Loading personal non-school purchased software onto a computer
- Hacking into others folders or work files on a password protected server
- Using printer material for non-school business
- Use of computers and internet unrelated to intended educational use
- Downloading files for personal use, unrelated to proper educational use
- Use of school technology for personal gain or commercial use
- Use of computers for spam, advertising or political use
- Non-educational chat room or instant messaging use
- Use of an online computer to transmit, receive or display pornography; racially offensive or harassing messages; profanity, sexually explicit material, or threatening, defamatory, or other improper, socially unacceptable files
- Downloading or transmitting materials in violation of State, Federal and Copyright Law

The Stoneham Public School system is not responsible for materials acquired using school computers. Periodically, the Stoneham Public Schools will make determinations on whether new uses of technology remain with this acceptable use practice.

Published in Student Handbook

Adopted: March 9, 2006

STUDENT INTERNET USER ACCESS GUIDELINES

1. All use of the Internet is restricted to specific, approved curriculum projects, and must be in support of education and research and consistent with the purposes of Stoneham Public Schools.
2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the Internet.
4. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
5. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
6. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Any use of the Internet for commercial or for-profit purposes is prohibited.
8. Use of the Internet for personal and private business is prohibited.
9. Any use of the Internet for product advertisement or political lobbying is prohibited.
10. The illegal installation of copyrighted software for use on Stoneham Public School computers is prohibited.
11. Making copies of copyrighted software is prohibited.
12. Use of the Internet for the purchase and or sale of any physical item or service is prohibited.
13. Access to the Internet will only be allowed via School District Accounts, unless special permission is given.
14. Access to Internet or on-line service passwords is restricted.
15. The Stoneham Public Schools reserve the right to make determinations on whether specific uses of the network are consistent with these guidelines.
16. These user guidelines will be incorporated into the school discipline code.
17. No web page may be created at any school Internet access location without the specific written approval of the appropriate school authority.

DIGITAL RECORDING/VIDEOTAPING/PHOTOGRAPHY POLICY

Introduction

Stoneham Public Schools Spartan EDTV (Channel 10 Comcast, Channel 13 RCN) are the school district's educational access channels, which are used as teaching and learning tools, as well as a means of informing the entire Stoneham community of what is happening in the schools.

Policy

All recording, video taping and photographing, including digital photography, by any means, including but not limited to cell phone, involving students will be related to classroom and/or extra curricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/guardian. Parents will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.

All routine classroom video recording and photographing, including digital photography, of student activities produced by students or school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parents will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students is planned.

PARENTAL RELEASE FORM

Student Name _____ School _____

PRIOR TO ALLOWING YOUR CHILD TO BE RECORDED, VIDEOTAPED OR PHOTOGRAPHED IN ANY PUBLIC SCHOOL ACTIVITIES, THIS FORM MUST BE SIGNED AND RETURNED.

I give my permission for my child to be included in school related recording, videotaping and photographing, including digital photography, of school activities. All recording/videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. Video programs may be edited and broadcast to the community on cable television on Stoneham's Educational Access Channels 10 & 13.

I understand that all videotaping and/or photographing, including digital photography, done by the school system will be utilized for educational enrichment, or community information purposes, and will not be commercially aired or distributed. I understand that no confidential, registry, or student records information about my child will be released in recorded, video or photographic form.

It is also understood teachers and other school personnel may edit and prepare video productions using school and/or personal video and computer equipment, at school and at home.

- I acknowledge that I have read this Recording/Videotape/ Photography Authorization document and agree to its terms.
- I acknowledge that I have read this Recording/Videotape/Photography Authorization document and do not agree to allow my student to be recorded, videotaped or photographed.

Parent or Guardian:

NAME (Please Print) _____ Date _____

SEXUAL HARASSMENT POLICY

Statement of Purpose

The Stoneham Public School System is committed to fostering and maintaining a learning environment that is free of all forms of abuse and harassment. Sexual harassment is discriminatory and unlawful. Complaints of sexual harassment within the Stoneham Public School community will be taken seriously and promptly investigated. The school community includes students, the School Committee, administrators, faculty, tutors, substitute staff, clerical staff, educational assistants, custodians, cafeteria workers, vendors, contractors and volunteers when they work in the school. Sexual harassment may occur between adult and adult, adult and student, and student and student. The purpose of this policy is to prevent sexual harassment and to offer students and employees who believe they have been sexually harassed a means by which to end it.

Statement of Responsibility

Sexual harassment is against the law. It is the responsibility of all members of the Stoneham Public School community to ensure that our schools are free from sexual harassment. The responsibility arises from Title IX of the Education Amendments of 1972 and Massachusetts General Laws, Chapter 151C, which make sexual harassment in the schools a form of unlawful sexual discrimination.

To serve as Title IX Coordinator to enforce this policy the Superintendent has appointed:

Martha Bakken
Assistant Superintendent of Student Services
781-279-3850
MBakken@stonehamschools.org

Consistent with state law, this policy also applies to harassment based on sexual orientation.

If the sexual harassment involves a minor child, it can also be considered a criminal offense under the laws relating to child abuse. (Staff is reminded of their duty to report suspected abuse to the proper authorities in accordance with M.G.L. Chapter 119, Section 51A.)

PHYSICAL RESTRAINT OF STUDENTS

Stoneham Public Schools ensures the safety of all students by providing a safe environment conducive to learning and an expectation that this environment will be maintained by Stoneham Public School staff. Further, students of the Stoneham Public Schools are protected by law (603CMR 46.02) from unreasonable use of physical restraint.

Physical restraint may only be used when non-physical interventions would not be effective and the student's behavior poses a threat of imminent, serious, physical harm to themselves and/or others.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself/herself or another student or school community member, a teacher or employee or agent of the Stoneham Public School District may use reasonable force needed to protect students or other persons or themselves from injury.

As defined in 603CMR 46.02, restraint is defined as:

1. Extended restraint: A physical restraint in duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

Commonwealth of Massachusetts: Anti Hazing Law

Section 17: Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

SECTION 18: FAILURE TO REPORT HAZING

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 one thousand dollars.

SECTION 19: COPY OF SECS. 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

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

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

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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