

Silver Lake Regional Middle School

2011 - 2012

256 Pembroke Street, Kingston, Massachusetts, 02364
 781-582-3555 Main Office
 781-582-3599 FAX
 Anonymous Hotline 781-582-3555 x3456
www.slrsd.org/slms

Name _____

Address _____ Town _____

Grade _____ Team _____ Homeroom _____

Locker# _____ Gym Locker# _____ Bus# _____ ID # _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:35 - 8:29	1	2	3	6	7
8:29 - 9:21	2	3	6	7	1
9:21 - 10:13	3	6	7	1	2
10:13 - 10:39	4A	5C	4A	5C	4A
10:39 - 11:05	4B	5D	4B	5D	4B
11:05 - 11:31	5C	4A	5C	4A	5C
11:31 - 11:57	5D	4B	5D	4B	5D
11:57 - 12:49	6	7	1	2	3
12:49 - 1:41	7	1	2	3	6

7:10 - 7:25 - Bus Arrivals 7:25 - 7:35 - Homeroom & Morning Announcements

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Spanish

Si usted necesita ayuda para leer este documento u otras publicaciones de la escuela, por favor pongase en contacto con el director del edificio para obtener servicios de traducción.

Administration Building
Kingston, MA
781-585-4313

Portuguese

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Dennett Elementary School,
Plympton, MA
781-585-3659

French

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Halifax Elementary School,
Halifax, MA
781-293-2581

Italian

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Kingston Intermediate School,
Kingston, MA
781-585-0472

German

Wenn Sie Unterstützung dieses Dokument oder andere Schulpublikationen lesend benötigen, treten Sie bitte mit der Gebaudedirektion in Verbindung, urn Übersetzungsdienste zu erhalten.

Silver Lake Middle School,
Kingston, MA
781-582-3555

Silver Lake High School,
Kingston, MA
781-585-3844

*** IMPORTANT DATES & INFORMATION ***

** Important Dates **

August 25	-	Summer Open House
August 31	-	School Opens
September 9	-	School Picture Day
September 22	-	Back To School Night
October 10	-	Columbus Day
October 11	-	In-service Day
November 11	-	Veterans Day
November 23	-	Close at Noon
November 24-25	-	Thanksgiving Holiday
December 26	-	Holiday Vacation Begins
January 3	-	School Re-Opens
January 16	-	Martin Luther King Day
January 17	-	In-service Day
February 20-24	-	Winter Vacation Week
April 16-20	-	Spring Vacation Week
April 6	-	Good Friday
May 28	-	Memorial Day
June 13	-	Tentative Last Day

In-service days
Are Full Days ~ No School Students!!!
 Tuesday, October 11, 2011
 Tuesday, January 17, 2012

CONCERT NIGHTS
 December 13, 2011
 December 14, 2011
 May 30, 2012
 May 31, 2012

Directions to access the
Homework Hotline

 call 781-582-3555
 Dial 6 + teacher room number

Administration
 Mr. Dupille - Principal
 Mr. Benvie - Assistant Principal

Guidance Office
 Ms. Donohue - Guidance Counselor (3222)
 Mr. Cucinatto - Guidance Counselor (3221)
 Ms. Kirby - Psychologist (3223)

NO SCHOOL ANNOUNCEMENTS.....
 WPLM 1390 AM OR 99.1 FM
 WBET 1460 AM OR 97.7 FM
 WEEI 590 AM
 WHDH 850 AM
 WATD 95.9 FM
 WRKO 680 AM
 Please do not call the school! We need our telephone lines open for emergencies. Announcements are broadcast on the above radio stations.

PTO Meetings
 Second Wednesday of the month
 7:00 PM in Middle School Library

****Check website for complete dates**

To replay the most recent
ALL CALL VOICE MESSAGE

 sent from the *Principal* SLMS
 call 781-582-3555 ex. 3901

School Lunch ~ \$2.50
 Dessert/ice cream ~ \$.50/.75
 Milk only ~ \$.75

 *** Prices are subject to change



Parent Communication Dates

“Back to School Night” - Thursday, September 22, 2011

Term I Parent Conferences - November 15, 16, 17

Term II Parent Conferences - January 31, February 1, 2

Midterm Academic Reports

October 6, 2011
December 15, 2011
March 8, 2012
May 17, 2012

Issued on these dates



Report Cards

November 10, 2011
January 26, 2012
April 12, 2012
June 21, 2012

*Please note: These dates may change as we have to adjust the calendar due to school closings.

VISION STATEMENT

To ensure the success of each individual student.

MISSION STATEMENT

Silver Lake Middle School is a community built on respect, responsibility, and academic excellence. Our mission, in collaboration with students' families and the larger communities, is to foster social, emotional, and academic growth in our middle level learners. In a healthy, safe environment, students are challenged by rigorous academics and encouraged by dedicated staff to discover and embrace their own unique abilities and talents. We seek to promote a pattern of lifelong learning that will best enable our students to be contributing members of society and meet with success in a rapidly changing world.

CORE VALUES

Respect, Responsibility, and Academic Excellence

A MESSAGE FROM THE PRINCIPAL

The administration, teachers, and support staff proudly welcomes you to Silver Lake Regional Middle School. Built around a solid middle school philosophy, we have prepared an excellent program of studies and activities to ensure your successful transition from elementary school to the rigor and demands of the high school. To achieve that success, you will need to engage, to work hard, and to learn and apply new information and knowledge.

This **Student Agenda** provides an overview of how your school is structured, describes how it operates, and is your ongoing reference for all policies, guidelines, procedures, and regulations. The front section of the agenda provides clear statements of what is expected of you in all dimensions of student life within the Silver Lake Regional Middle School community.

Follow-on sections provide helpful tools, guides, and charts for use as quick references in your individual classes or to improve your study skills and habits. Finally, the calendar sections can be used to write down and keep track of all your assignments, school activities, or important dates. It is expected that you use the agenda/handbook on a daily basis. Our wishes for a great year filled with new learning, new experiences, new friends, and great success.

MISSION STATEMENT

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This mission encourages and challenges students to:

- Master basic skills and demonstrate knowledge preparing them to meet or exceed local, state and national performance standards

- Become effective communicators
- Develop individual abilities and talents
- Exhibit positive social development and cooperative interaction
- Apply problem solving methods to responsible decision-making
- Demonstrate behaviors that show respect for themselves and others

ACADEMICS

Teachers create a class policy for grading students. It is imperative that you have a copy of the class policy for each teacher and that you fully understand the method in which you will be graded. These policies are based on departmental objectives and standards of excellence.

Grades are used for promotion, honor roll, counseling, recommendations, and eligibility for extracurricular activities.

GRADING SYSTEM

Avg.	Grade	Avg.	Grade
97-100	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-	0-59	F
77-79	C+		

MIDTERM REPORTS & REPORT CARDS

Midterm Progress Reports are issued during the middle of each marking term to all students in all subjects (see school calendar) This report summarizes the student's performance status and is not a midterm grade. All Progress reports must be signed by the parent, guardian and returned to the teacher who issued the report. Failure to have such reports signed within three school days of receipt will result in a teacher detention. After that time, if the report is not returned and signed, the student will be referred to the office for disciplinary action. If parents have any questions, please contact your son or daughter's teachers regarding the information on the progress report.

In addition to the midterm progress reports, additional *Academic Reports* may come from an individual teacher, a team of teachers, a learning specialist or a guidance counselor. To initiate the evaluation process, parents should meet with their child's teachers and guidance counselor. At the

close of the academic term, parents should, again, meet with the teachers and guidance counselor to review the student's progress and to determine the feasibility of continuing the reports.

Report Cards are issued four times each year. The dates on which report cards are given out are listed in the school calendar and are also in the local papers. The parent or guardian must sign all report cards and the appropriate copy returned to the homeroom teacher. Failure to have the report card signed and returned within three school days of receipt will result in a teacher detention. Then, if the report card is not signed and returned, the student will be referred to the office for disciplinary action.

LEVELS OF INSTRUCTION

For the 2010-2011 school year, the middle school will continue to have two levels in Math in both 7th and 8th grade. All other courses are unlevleed. Placement into the Advanced English after grade 7 and math courses is based on specific data points which include results from standardized tests, samples of students work, and a teacher-generated student profile. Class placements are communicated to students and parents with the final report card of the year. Students must maintain a B- or better and teacher recommendation to stay in Advance ELA and Algebra during the current academic year.

Even though English and math offer advanced classes, the content and standards (Massachusetts Curriculum Frameworks) of all classes is the same. Additionally, expectations for student effort and performance remain a constant. What are different is both the pace of the course and the depth of assignments within individual learning units.

HONOR ROLL

High Honors or Principal's Honors Roll- to be on high honor roll, a student must receive an "A-" or better in *all* subjects.

Honors-to be on the honor roll, a student must receive a "B-" or better in *all* subjects

PROMOTION

Students are expected to attend school regularly and work to the best of their ability in all of their classes. Any student who receives a failing grade for the year in two or more core subjects (ELA, math, science and social studies) may be required to attend summer school and will be considered for retention. A maximum of two courses can be taken in summer school.

All of the students who fall into this category will be carefully reviewed by the Promotion Review Committee to determine their placement for the following year. During this review, consideration will be given to both extenuating circumstances and the students' performance in non-core subjects. The Principal will have the final say in matters of promotion.

GRADE EIGHT PATHWAYS TO HIGH SCHOOL HONORS CLASSES

English
Requirement:

Honors English I
B- or better in Advanced English Language Arts
A - Or better in Grade 8 English Language Arts plus teacher recommendation

Math
Requirement:

Honors Algebra II
B- or better in Algebra

Science
Requirement:

Honors Conceptual Science
B- or better in Algebra

Social Studies
Recommended:

Honors World History Since 1815
A- or better in Grade 8 Social Studies

GUIDANCE

Guidance counselors are available for individual counseling, career exploration, course selection, test interpretation and any other school related issue. In addition to the above, counselors are also available to do group counseling and to work with students and their families concerning social, behavioral or school adjustment problems. Appointments with the counselors are made by filling out an appointment slip and leaving it with the guidance secretary. When possible, guidance appointments should be made during lunch, before or after school.

STUDENT RESPONSIBILITIES

ATTENDANCE AND BEING ON TIME

Consistent attendance is important to a student's academic progress and success. In fact, state law requires regular attendance at school. However, we understand that there are instances when a student may be absent from school due to personal illness, family-related issues or religious holidays. The school discourages absence for any other reason. If, however, parents are aware of an absence that cannot be scheduled other than school time, please write a note to an administrator at least five days in advance.

When a student reaches:

A. Seven absences:

- I. A phone call will be made to discuss with the parent/guardian concerns regarding the child's attendance.
- II. A letter will be mailed home to the family, which documents the schools awareness regarding the child's attendance.

B. Twelve absences:

- I. A phone call *will be* made to request that a parent/guardian attend a school meeting, which will include the student, to discuss the correlation between academic achievement/success and student attendance.
- II. The parent/guardian *may be* asked to attend a meeting at school (with the child present) at this time.

The goals of the meeting will be:

- To connect with and offer support for the parents.

- To educate the parents of the impact that school absences and tardies have upon student learning.
 - To help students problem solve and increase their responsibility for his/her attendance.
- III. A second letter will be mailed home to the family that documents the continued expressed by the administration regarding the child's attendance.
- C. **Eighteen absences:**
- I. A phone call will be made to request that a parent/guardian come to school for a meeting (which will include the student) to discuss the significant concerns regarding the student's attendance.
 - II. A third letter will be mailed to the student's parent(s)/guardian reiterating and documenting the significant concerns voiced by the administration regarding the child's attendance.

If the student's absences or continued tardies occur on a regular basis and impede their academic progress the school, as a mandated reporter, may consider filing a CHINS, Child in Need of Services. Should the decision be made to file a CHINS, parent education about this process will take place.

This procedure outlined above will be implemented and varied according to the professional judgment of the Principal and the law regulating school attendance. Some excess absenteeism occurs because families take vacations during school time. This is strongly discouraged by school authorities. Teachers are not expected to provide assignments prior to vacation taken during school time. After students return they should be aware of missed assignments, making them up as soon as possible.

• Dismissals

Students may not leave the school building during school hours without permission from the nurse or an administrator. If a student wishes to be dismissed for a reason other than illness, he/she must bring a note in advance, signed by a parent or guardian. The note must contain the reason, time for dismissal and phone number where a parent/guardian can be reached if verification is

necessary. Dismissal notes should be brought to the main office.

The school requires that a parent or guardian must sign a student out in the main office before the student can be released. If a student is dismissed for the day before completing four full periods, he/she is considered absent due to dismissal. Student participation in extra curricular activities that day will be at the discretion of the principal or designee.

• **Absence Note**

A student returning from an absence must bring a note from his/her parents or guardians explaining the reason for his/her absence from school, this note will justify not excuse the absence. All absence notes are to be given to the student's homeroom teacher. If notes are not turned in within two days of returning, the student will be assigned a teacher detention. On the third day, the student will be referred to the administration for further disciplinary action.

Students returning to school following five or more consecutive days of absence for medical reasons must bring a signed doctor's note, unless the absence has been approved in advance.

Even though parents and the school are in contact by phone reporting a student's absence, for legal purposes a written note must be sent in. Email is not considered written documentation.

• **Tardy to School**

Being on time is an important trait for school and in all other areas of a person's life. A student is marked tardy to school when he or she is tardy to homeroom. Homeroom runs from 7:25 AM until 7:35 AM. If a student is late to school between 7:25 AM and 7:35 AM, he/she must sign-in at the main office before going to homeroom. If a student reports to school on time but is late to homeroom they will be asked to sign in late in homeroom.

If a student is late more than 3 times during a quarter, the student and his/her parents will be notified and office detentions will be given for tardy #4 and tardy #5. If a student is tardy 6 times or more in a quarter, additional detentions and/or additional suspensions may be given. The administration may excuse tardiness which results

from extenuating circumstances. We ask that parents submit documentation in the form of appointment cards and/or notes to the school regarding such extenuating circumstances.

• **Tardy to Class**

The first two times a student is late to class and does not have a late pass, the teacher will allow the student into the class and may assign a teacher detention. On the third or more times late to class, the student will be taken into class and referred to the administration for discipline. Students chronically tardy to class are subject to multiple office detentions and suspension.

THE STUDENT AGENDA BOOK

It is a school-wide policy that all students must have their agendas with them for all classes. The use of the Student Agenda teaches organizational skills for life, including good study/work habits. Students will use their agenda books to:

- check out library books
- record all homework and tasks
- remember quiz and test dates, study schedules, and personal commitments
- plan when to do their work
- record upcoming events as they come up during morning announcements
- to be used as a pass

On occasion, teachers and families can communicate through writing notes in the agenda. Similar to a textbook, the Student Agenda is purchased by the school system and is the property of the school. Students who significantly damage and/or lose their Student Agenda will be required to purchase a replacement book through the office or the student store.

CORRIDOR PASSING AND BEHAVIOR

For safety and courtesy reasons, students are required to walk on the right as they pass through the corridors of the building. And although we do not expect students to be silent when passing through the corridors, they are expected to behave in a well-mannered way. All of our students should feel safe when passing through the corridors. Any student who shoves, pushes, and is otherwise physical with other students while passing will be referred to an administrator for

disciplinary action. Since any activity of this type puts other students at risk of injury, “we were just fooling around” is not an excuse for this type of behavior.

MAKE UP WORK

It is the student’s responsibility to make arrangements for make up work within the following guidelines:

1. Work assigned before a student is absent is generally due upon his/her return. However, teachers have the discretion to grant extensions based on individual student issues. All work missed when students are absent from school must be made up as soon as possible upon the student’s return consistent with individual teacher or team guidelines.
2. In the case of extended absences of greater than three days, due to illness or family emergency, parents can request make-up work through the student’s guidance counselor. This work may be picked up in the guidance office at the end of the next school day (24 hours from request).
3. If absence from class is due to tardiness, dismissal, field trips or other school activities, work may still be due on that day at the discretion of the teacher.
4. In the case of out-of-school suspension, students are expected to make up work subject to the same guidelines as other absences.
5. There are occasions when families plan vacations during school sessions. The problem is sometimes difficult to resolve for both school and home. Officially, students who are absent from school for vacations cannot be excused. Students who are absent miss classroom instruction that cannot be made up by after school sessions or extra work. Classroom time is uniquely beneficial to students to the degree that it cannot be replicated at a later time. The Silver Lake Middle School does recognize the importance of quality family time for its students. Furthermore, the Silver Lake Middle School understands the difficulty and complexity of scheduling a family event. To resolve the matter in a manner that best supports the

goals of the school and the needs of the student, the guidelines presented below represent Silver Lake practices.

- Parents assume the responsibility of removing students for family vacations.
- Teachers are not required to provide assignments in advance to students.
- Students and parents must assume the initiative for making up specific assignments, etc. missed because of vacations during school time.
- Introduction to new material occurs daily. Therefore, the acquisition of newly learned material presented during the time missed is the responsibility of the student and his/her parent or guardian.

EXTRA HELP

All teachers stay after school Monday, Tuesday, and Thursday until 2:25 PM to provide extra help and time for students to do make up work, quizzes or tests. Students are expected to schedule their time so they will be able to see teachers on a staggered basis for needed extra help or make up work. Late buses are provided on Tuesdays and Thursdays ONLY!

WORK PERMITS

If a student holds a full or part time job, whether related to school or not, he/she must provide their employer with a work permit. This form indicates to the employer that the student is still in school and therefore may not be employed during school hours. This request is in accordance with the provisions of Section 86 of Chapter 149 of the General Laws of the Commonwealth of Massachusetts.

Students may obtain a work permit from the guidance secretary only if he/she is fourteen (14) years of age. Students must provide proof of age and must have employment in order to obtain a working permit.

LIBRARY MEDIA CENTER

The Silver Lake Regional Middle School Library Media Center is a state-of-the-art facility offering print and non-print resources to meet the research needs and recreational interests of all students. Online resources, periodicals, reference and non-

fiction books are chosen to support the curriculum. Students are sure to find a good book to read from the large collection of fiction books.

Students are encouraged to use the Library Media Center at the following times:

1. During homeroom period to return or check out a book. Students must have a signed pass from their homeroom teacher.
2. During class time at the teacher's discretion.
3. After school Monday, Tuesday and Thursday with a signed pass from a teacher.

Guidelines for borrowing books:

1. Library books may be borrowed for one month and may be renewed.
2. Students should have their school ID with them to take out books.
3. Books must be returned on or before the due date stamped.
4. Students who fail to return books within 30 days of date due will lose library borrowing privileges and be put on a school activity ineligible list.
5. School policies for lost books apply to library books.

Guidelines for after school library use:

1. Students should arrive soon after dismissal with all necessary materials, and a signed pass from a teacher.
2. Students must have work to do.
3. Students are expected to maintain a quiet library atmosphere for reading and studying. Students found to be disturbing others or coming to the library to socialize will be referred to the administration and may lose their after school library privileges.
4. Students will be escorted by the librarian to the cafeteria for the late bus.
5. Computer use is for related classroom assignments according to the Silver Lake Regional School District Acceptable Use Policy

SSR PROCEDURES

Our middle school has a *Student Support/ Reading (SSR) Program*. All students and staff participate in this program and we treat this time seriously.

Research is clear that regular reading of this type benefits students in all of their academic subjects. To make our program work, we require students to follow these guidelines:

1. The student will be expected to bring a book or other approved reading materials.
2. Everyone must be in his/her assigned room during SSR.
3. With teacher recommendation a student may access academic support during SSR.
4. For students who are disruptive:
 - * Minor offenses will be dealt with by the teacher/team.
 - * Students who chronically disrupt SSR will be referred to the administration.

STUDENT INTERNET ACCEPTABLE USE POLICY

The purpose of the Silver Lake Regional School District network is to advance and promote education in the District. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. The Internet is a computer network (actually a network of networks) that links the schools with other schools, universities, private corporations and people worldwide. The primary purpose of using the Internet is to help students gain access to vast amounts of current research being conducted locally, nationally, and worldwide and to communicate with other students with similar interests who are on the network.

Access to the World Wide Web/Internet at school must be in support of education and research. The use of the Internet Access Network is a privilege, not a right. Everyone is responsible for what he/she says and does on the network. Because communication with thousands of others is so quick and easy, it is important to think before communicating and to show respect for other people and their ideas.

Network administrators will make reasonable efforts to maintain reliable service and user privacy, but they cannot absolutely guarantee that the system will always be available or that files will always be saved, nor can privacy be completely guaranteed.

NETWORK RESPONSIBILITIES

1. Transmission of any material in violation of any US or state regulation is prohibited. This

includes, but is not limited to: copyrighted material, threatening, harassing, obscene or pornographic material, or material protected by trade secret.

2. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.

3. Users must respect others' privacy and intellectual property.

4. All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.

5. The legal rights of software producers and network providers, and copyright and license agreements must be honored.

6. The Internet will be accessed from within the Silver Lake Regional School District. When using the Network, students must obey any faculty, staff members or supervising personnel.

INTERNET USE POLICY

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and disciplinary action up to and including suspension. Each student who is given Internet access privileges or receives an account will be part of a discussion with a School District faculty member pertaining to the proper use of the Internet. Since the computers are school property, administration reserves the right to inspect computer files at any time. Silver Lake Regional Middle School utilizes filtering software on our computer network. Use of web sites such as *face book* and *my space* are prohibited. Please refer to the form you received on the first day of school. (Handbook letter)

Internet - Terms and Conditions

1. Acceptable Use - The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Silver Lake Regional School District. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

Passwords are personal and private and should NEVER be shared with anyone.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and disciplinary action up to and including suspension. Each student who is given Internet access privileges or receives an account will be part of a discussion with a faculty member pertaining to the proper use of the Internet. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Silver Lake Regional School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone numbers of students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be private property.

4. The Silver Lake Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Silver Lake Regional School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries,

miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Silver Lake Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District-Internet Coordinator or your teacher. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the Internet as anyone but you may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism - Vandalism will result in cancellation of privileges and additional disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

USE OF E-MAIL

E-mail is a convenient tool offering quick communication for staff, students, administrators, and parents. E-mail is considered written documentation and when written to a student may become part of the student record. Internal mail about students, setting up meetings, reviewing homework assignments, etc., between staff and/or administrators is part of the student record. It is extremely important to use e-mail appropriately and in adherence to district policy. Appropriate use of e-mail can enhance communication; inappropriate use can hinder us from our goal and mission and can cause extensive communication difficulties. If, at any time, you have a particular concern about the use of e-mail

or response to e-mail you received, ask the building principal for assistance.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

An essential aspect of middle level education is to provide students with a range of activities that allows them to explore their attitudes, interests and individual talents. To this end, students are encouraged to participate in a variety of after-school, evening and/or weekend activities, sports programs and clubs at the middle school. The first responsibility of all students must be to strive for academic success. In order to participate in athletics and clubs, students may not fail more than two classes per term on their report card. In addition, students have an obligation to behave responsibly and to demonstrate their growing capacity for self-control and self-management.

A student whose achievement or behavior is continuously a problem may be declared ineligible to participate in extracurricular activities. Some activities may necessitate specific guidelines and will be given to students in advance. An advisor or staff member may refer a student to the administration who may, after consultation with involved parties, determine the student's eligibility. A periodic review of that determination on at least a quarterly basis will be conducted by the administration.

STUDENT COUNCIL

Students running for student council and class office must meet all eligibility criteria as designated in the Silver Lake Regional Middle School Student Council Constitution. These criteria are:

- 1) "C-" or better average in all subjects
- 2) Good attendance
- 3) Not more than one (1) out-of-school suspension

STUDENT ACTIVITY FEES (INTRAMURALS)

All students who participate in Intramural sports will be expected to pay a onetime intramural activity fee. The Silver Lake Regional School Committee sets this fee. Coaches will provide students with information regarding the necessary procedures and details. If any student has difficulty with paying the fee, he/she should bring this issue to his/her guidance counselor.

FREE/REDUCED LUNCH ACTIVITY FEE POLICY

Students receiving “free” lunch will continue to have the fee waived to attend a school dance/activity but will pay ½ the fee to participate in intramurals and purchase a yearbook. Students receiving “reduced” lunch will pay ½ the fee to attend school dance/activity, participate in intramurals, and purchase a yearbook.

WAITING FOR A RIDE AFTER SCHOOL

For safety reasons, students waiting outside for a ride home are limited to the areas just in front of the main entrance to the building.

After 2:25 pm, students must wait inside in the cafeteria for the late buses. If a parent pick-up fails to arrive prior to 3:00 PM the student will be placed on his/her appropriate late bus. Parents are asked to park in the parking lot and come into the building to get their student. Parking directly in front of the building is prohibited since this area must always be clear and available for emergency vehicles.

HALL AND AFTER SCHOOL PASSES

It is the school’s legal obligation to know where students are at all times. If a student is out of his/her class for any reason, he/she must have signed pass. Students found in the halls or other parts of the building without a signed pass will be referred to the administration for disciplinary action.

No student is allowed in the building after dismissal without permission of a teacher or administrator. Students who stay after school for extra help or any other school activity will be escorted by the supervising teacher to the cafeteria.

Students are encouraged to stay after school for extra help or any scheduled activity. However, students may not stay after school unless with a teacher, doing work in the library or participating in a supervised activity.

Students traveling from one teacher to another, or from a teacher to an after school activity, will need a signed pass to go to their next destination.

GENERAL INFORMATION ENTERING THE BUILDING

Once a student enters the building in the morning, he/she is to go directly to his/her locker and then report directly to homeroom. If a student needs to access any other part of the building, he/she needs to have a pass signed by the homeroom teacher.

VISITORS

Parents are always welcome at Silver Lake Regional Middle School. We ask that all visitors, including parents, report to the main office, sign-in, and receive a visitor’s pass prior to going anywhere else in the building. All volunteers and chaperones must complete a CORI form.

LAVATORIES / BATHROOMS

Bathrooms are available for student use. Students must have a signed pass from their classroom teacher. If a student uses the bathroom during lunch, he/she must go to lunch first and get permission from a cafeteria supervisor.

LOCKERS

Each student will be assigned a school locker for his/her own use. These lockers are the property of the school, and the administration reserves the right to inspect them at any time and/or revoke locker privileges. Lockers should be used according to the following guidelines:

1. A master key or copy of combinations for lockers is retained by the school.
2. Certain items may not be stored in lockers (including, for example, weapons, illegal drugs, alcoholic beverages, stolen property, etc.)
3. The school retains the right to inspect lockers and desks periodically for compliance with these rules.
4. You are not to share a locker. Students who share lockers will be subject to disciplinary action.
5. Do not tamper with another person's locker. If you are found entering another person's locker without permission, you will be referred to the assistant principal.

6. Do not knowingly leave your locker open or ever stick anything into the keyhole or locking mechanism.
7. Do not give your combination to anyone. The school does not give out the combination to anyone except you. You are responsible for the contents and security of your locker.
8. Stickers, writing, etc. are not to be put on the lockers.

TELEPHONES/ELECTRONIC EQUIPMENT

USE OF CELL PHONES AND OTHER PORTABLE ELECTRONIC EQUIPMENT

Office telephones are available by request.

During the instructional day, the use of cell phones and other portable electronic equipment is not allowed as it causes a distraction to the learning environment. While we recognize the importance of the use of cell phones for families to stay in contact with each other, we request that office phones be used instead.

If you choose to bring a cell phone/portable electronic device to school, it must be turned off and stored in your locker during the instructional day (7:15 am-2:25 pm) including lunch time. These devices can not be used during the school day for any purpose (including, but not limited to, checking the time, text messaging, photographing, etc.). After 2:25 pm, students may use a cell phone in a designated area, if they have permission from a teacher/faculty member.

Cell phones/portable electronic devices in use during the school day will be confiscated by staff. Confiscated cell phones may be picked up in the Main Office by parents/guardians **only**.

Students who use cell phones/portable electronic equipment during the school day will be subject to discipline.

Parents who wish to contact their child during the instructional day in emergency situations may do so by calling the school.

CAFETERIA

Students either bring lunch or buy lunch from our cafeteria. If students bring lunch, milk and dessert are available for purchase. If students buy lunch, they get a complete lunch except dessert,

which may be purchased separately. Free and reduced lunch forms are available in the main office for those that qualify.

Students must have an ID card or they will be sent to the end of the lunch line. ID cards are needed for the automated cash registers. Parents have the option of putting money in a student's account and the account will be debited each time anything is purchased from the cafeteria. Parents may also request a print-out from the cafeteria of an itemized list of debits. Students may not borrow money or food from other students for lunch. If a student forgets his/her money or lunch, he/she should still buy a lunch in the cafeteria. Their account will be debited that amount and the student can pay at a future date.

Lunch periods are supervised by different teachers, schools aides, the assistant principal, and the principal.

Students are expected to respond equally to the directions of anyone on supervisory duty in the cafeteria or anywhere else in the school.

At Silver Lake Middle School, we have four lunch periods. Regardless of which lunch period students have, we want to be sure to provide them with a clean cafeteria. To accomplish this goal, our students are responsible to clean up their table and table area after eating. The cleanliness of a lunch table and surrounding area is the collective responsibility of all the students who eat at that table. Students will not leave the cafeteria until they are dismissed.

LOST AND FOUND

Anyone finding a lost item should bring it to the office. Lost items will be kept in a lost and found area located in the cafeteria. These items will often be on display in the cafeteria during lunch periods and after school. Some found valuables, such as wallets, purses and jewelry, are kept in the main office.

SCHOOL DRESS

The Silver Lake Regional School District is committed to establishing a positive learning environment in class, on campus and at school events. We believe that appropriate dress and grooming contribute to a productive learning environment. The dress code represents that commitment and applies to all students. Students

are responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school. The dress code is enforced at school and school functions not open to the public.

These guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions of other students so as not to interfere with the educational process. Our dress code is governed by health, safety, good taste and the protection of school property. Because of these factors, we ask that all students come to school dressed neatly, cleanly, appropriately and modestly.

Dress of students must not interfere with their ability or other students to perform their assigned class activities or pose a health or safety hazard to themselves or others. With this in mind, the following are general guidelines; remember these are not all-inclusive lists.

Students may not wear clothing or accessories bearing:

- Obscene, profane, or vulgar statements or pictures.
- Statements advocating immoral, illegal, sexual or violent behavior.
- Messages referring to death, violence, racism, or sex.
- Messages of disrespect toward the school, law, or authority.
- Advertising, promoting or picturing alcoholic beverages, tobacco, or drugs.
- Messages, symbols, insignias denoting gang affiliation.

The following clothing/garments are not permitted on campus or at any school activity:

- Strapless or backless clothing.
- Halter-tops, low-cut tops, or bare midriffs.
- Pajama bottoms, tops, or slippers.
- Spaghetti straps; there is a two-inch minimum strap width for any clothing with straps.
- Face painting with bright, unnatural colors.
- Spiked or studded belts, chain belts, handcuffs, wallet chains, or sharp, heavy rings.
- Blouses or shirts that reveal cleavage.

- Blouses or shirts with gaping arm holes.
- Blouses or shirts of transparent or mesh material revealing bare midriff, shoulders, or cleavage.
- Spandex shorts, tear-away pants, or extremely brief shorts, skirts and dresses. Shorts or split skirts may be worn provided that the length is not shorter than four (4) inches above the top of the knee cap. Dress and/or skirt length (including the slit) should also be no shorter than four (4) inches above the top of the knee cap. This rule applies even when wearing leggings. *The final determination of skirt length falls to the judgment of school administrators.*
- If necessary the school may supply something additional for the student to wear.

Clothing will indicate good taste and modesty in whatever situation or position at all times. The expectations for clothing include:

- No undergarments should be revealed at any time.
- For safety purposes, shoes or sandals must be worn at all times.

Additional Dress Code Information

- Coats, jackets, book bags, gym bags, and musical instruments should be stored in the students' lockers or appropriate classrooms during school hours.
- Sunglasses are prohibited inside the building
- Headwear including hats, bandanas, and hoods are not to be worn inside the building.
- Grooming shall take place in restrooms. Any grooming that causes or is likely to cause disruption to the schools instructional program is prohibited.
- All athletic uniforms must comply with the existing dress code.

DRESS FOR GYM

Given the active nature of these activities, for participation in gym classes and intramural activities, we require that all students wear T-shirts that have either long or short sleeves. No tanks or sleeveless T-shirts are allowed. Bottoms are to be modest and appropriate for gym activity,

no pajama pants. Sneakers are required, and they must be tied.

For all performances, band/chorus members are required to follow the dress code below:

- **Boys:** White button-down shirt and black slacks (no jeans), black socks.
- **Girls:** White (not off-white or ivory) top, black pants or long dresses (no jeans or skirts), black socks.

Students, who come to class in inappropriate dress, as determined by any faculty member, will be detained in the office, until they have changed into proper clothing.

FOOD, DRINK, AND GUM

Consumption of food, candy and beverages is prohibited in the hallways. Consumption of food and beverages is also prohibited in the classroom unless approved by the teacher. Students may drink water as long as it is clear water, in a clear plastic container only, 24 ounces or less. Gum chewing is strictly prohibited.

ASSEMBLIES/IN-SCHOOL EVENTS

During the school year, and as time allows, we will have assemblies. Unless otherwise told, students will report to the period which the assembly is scheduled. An announcement will be made from the office, directing students and teachers to the auditorium. Expectations for student behavior in an assembly is the same as a classroom. Students asked to leave the assembly will be referred to the administration for disciplinary action.

DANCES

Dances are scheduled periodically throughout the school year. Only Silver Lake Regional Middle School students are allowed to come to the dances. Tickets are sold on a first come-first served basis at lunches. Tickets are not sold at the door. Tickets may not be transferred from student to student. Students on the social restriction list will not be allowed to buy a ticket.

All school rules are in effect during the dance, including the dress code. If any chaperone refers a student to an administrator for inappropriate behavior, he or she will be required to call home

for a ride. Depending on the behavior, a student may not be allowed to attend the next scheduled dance. For dances held in the evening:

1. Hours are from 7:00 P.M. to 9:30 P.M.
2. Doors open at 7:00 P.M.
3. Parents are expected to pick up their student at 9:30 P.M. Students not picked up on time may not be allowed to attend the next scheduled dance.
5. Refreshments will be available during the dance in designated areas only.
6. Parents are welcomed as chaperones.
7. No student will be allowed to leave the dance until 9:30 P.M. unless the parent comes in to get the student.

TRANSPORTATION



Riding the bus is considered a privilege designed to provide students with a safe and expedient transportation to and from school. Any conduct which may distract the driver and interfere with the safe operation of the bus is prohibited. Such conduct will be reported by the bus driver and will result in disciplinary action. The same rules and regulations regarding the behavior of students in school apply to the behavior of students on the bus. In addition, student misbehavior on the bus may result in temporary or permanent loss of the privilege to ride the bus. The following are examples of behaviors which could result in danger to the bus driver and/or students on the bus:

- Refusing to obey the driver
- Intimidation, harassment or threatening the driver and/or students
- Smoking on the bus
- Fight or other disruptive behavior
- Use of profane or vulgar language
- Tampering with an emergency door
- Vandalism or destruction of property
- Possession and/or use of a dangerous weapon - including fireworks and other explosive material
- Use of a controlled substance (drugs)
- Excessive noise

Students with repeated bus problems and disciplinary issues will have increasing levels of loss of bus riding privileges. The assistant principal will determine how many days a student will not be able to ride the bus.

The following guidelines may be used:

The following is expected discipline for a bus violation:

- 1st offense - Office detention and one (1) day off the bus.
- 2nd offense - Office detentions and three (3) days off the bus
- 3rd offense - Office detentions and five (5) days off the bus
- 4th offense - Office detentions and ten (10) days off the bus
- 5th offense - Office detentions and twenty (20) days off the bus
- 6th offense - Office detentions and loss of bus privileges.

BUS ASSIGNMENTS

Students must ride to and from school on their assigned buses. There are **NO bus passes.**

Late buses will be available at approximately 3:00 PM on Tuesdays, and Thursdays **ONLY.**

HEALTH CLINIC

The School Nurse works to promote a healthy and safe environment providing a health program that enables all students to reach their full educational and physical potential by keeping healthy and remaining in school.

Students who become ill during school hours should:

- Report to their teacher who will give them a pass to the nurse
- Students coming to the health office between periods must obtain a pass from the next period teacher.
- In case of an emergency after reporting to a teacher, the student will be escorted to the nurse's office or the nurse will be called to the site. No student is to leave school because he/she is sick unless arrangements are made in the nurse's office.

Absence Notes:

A student returning from an absence must bring a note from his/her parent or guardian explaining the reason for absence from school.

Unexcused absences may be referred to the administration. Student's absences of five or more consecutive school days, or absences resulting from a communicable illness, require a physician's note to return to school.

Health Requirements

Immunization:

- Chapter 76, Section 15 of the General Laws of Massachusetts requires you to be immunized against certain diseases.
- If in review of health records, you are not fully immunized, you will receive written notice that you have thirty (30) days to obtain the necessary immunizations. If you fail to become immunized within thirty days of notification, you will be considered to be in violation of the law and you will be excluded from school until you are immunized.
- The State also requires a **Physical Exam** upon entering the seventh grade.

Medication:

- All medication that is to be given in school is to be kept in the Nurses Office and is administered by the nurse or a specifically trained staff member delegated by the school nurse.
- An order from the physician and written parental permission must accompany prescription medications. Any over the counter medication must have written parental permission. With proper written orders and permission, students may carry inhalers after contact is made between student and the nurse to assess proper usage
- All medications must be delivered by a parent in a properly labeled prescription bottle and/or in the original over-the-counter container.
- Potassium Iodide is made available by the State, for distribution at school, in case of a nuclear event. This medication is given with prior consent of a parent or guardian. Permission forms are sent home at the beginning of the school year.

Nurse's Contact Cards:

You must fill out and return a nurse's contact card at the beginning of each school year. This card provides the nurse with important information needed for emergency situations. It is important that a new card be filled out and signed by your parent each year so that the information contained on the card will be as accurate as possible. Please inform the school nurse of any changes of contact card information which may occur during the school year. It may be helpful for you to keep a copy for yourself.

School Insurance:

Inexpensive school medical insurance is made available to all students. School insurance may provide additional coverage, which is not included in a family's policy. Insurance envelopes are sent home during the first few weeks of school and should be returned immediately. Students who participate in some extra curricular activities may be asked to have school medical insurance or proof of family medical insurance.

Scoliosis Screening

Scoliosis screenings done in seventh and eighth grade take place during P.E. classes. The screening is conducted by the school nurse assisted by the P.E. Staff. Students, who have had their backs checked during the school year by their own doctor, may bring in a doctor's note excusing them from the screening.

Universal Precautions for School Settings

"Universal Precautions" refers to the usual and ordinary steps all school staff needs to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood borne organisms (such as Hepatitis B virus). They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected. They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines. Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members

who are responsible for the clean up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Latex gloves contribute an added measure of protection but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets, and other cleaning equipment with fresh bleach solution.
5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomits, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from the Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers, and Preschoolers with HIV Infection/AIDS in Early Childhood Settings.

BICYCLE RIDER & WALKER SAFETY RULES

Students who choose to ride their bike or walk to and from school must agree to abide by the following rules. Failure to follow these rules will result in the loss of the privilege.

1. The wearing of bike helmets is required on school property.
2. Upon arriving to school, students will park their bicycles in the appropriate areas designated by a bike rack.
3. At dismissal, students can retrieve their bicycle only after the last bus has left the parking lot.
4. There will be one rider per bike.
5. Bike riders and walkers will use the sidewalk

until they cross at the corner cross walks and are to exit through the main office lobby doors.

6. Students should understand the Silver Lake Middle School handbook is in effect while attending any event on school grounds and to include any high school events.
7. Any violation of the above rules will result in disciplinary action and loss of the riding privilege.

FIRE DRILLS

Regular fire drills will be practiced during the school year. These are monthly exercises that prepare us for any real emergency situation and, as such, are taken very seriously. Students will be completely silent during fire drills and quickly exit the building as directed by their teachers. Fire drill exit paths are posted in every classroom. Students are to remain with their group when outside. Students not following these rules will be referred to the administration for disciplinary action.

ACCIDENTS

All accidents, no matter how minor, must be reported to a teacher, the nurse or an administrator.

THREATS

Threats will be referred immediately to the Kingston Police Department for investigation. Students who threaten the safety of others could be suspended or expelled from school and could face criminal prosecution.

POSSESSION OF A WEAPON, DRUGS, ALCOHOL

Pursuant to M.G.L. Chapter 269 Section 10(j), the possession of a firearm or other dangerous weapon in any building or on the grounds of a secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. This is a serious breach of school regulations and *will* result in suspension. Police *will* be notified and the student *will* be arrested and prosecuted. The principal may recommend expulsion of the student from the middle school.

CHEATING/PLAGIARISM

Any student who has cheated on any academic exercise will receive no credit for that exercise. Plagiarism is a form of cheating. A parent/guardian will be notified by the involved teacher in all instances of cheating. The investigation of the claim of cheating and plagiarism will involve the student, teacher, and administration.

COPYING HOMEWORK

Copying homework is simply another form of plagiarism. A student who copies another student's homework will receive no credit for the assignment. A student who allows another student to copy his/her homework will receive the same consequence. With both students, the teacher may require an alternate assignment. Additional discipline will be assigned by the assistant principal.

VANDALISM

At Silver Lake Middle School, we take great pride in our school building. Any student who disfigures or damages our school and adjacent property in any way will be required to pay for the damage. In addition, the student will be referred to the Assistant Principal for disciplinary action.

TEXT BOOKS

Students are responsible for the proper care of all books, materials and furniture supplied by the school. Textbooks are to be covered at all times. Failure to keep books covered is subject to teacher discipline. Students are responsible for all books issued to them that are lost, stolen or damaged. Students must take good care of books as they will be charged the replacement cost of a damaged or destroyed book. If a student pays for a lost book and it is later found, the school will refund the student's payment in full.

DISCIPLINE

A discipline code is established to ensure the rights of all students to an equal educational opportunity and safe environment. Therefore, we have developed a set of guidelines to deal with behavioral problems that disrupt the learning in classrooms and other operations of our school.

Our focus is to reinforce the expectation that students will demonstrate respect and responsibility in dealing with each other, with teachers, with our building, and with the communities served by the school. This discipline code and guidelines extend to school property, which includes the middle school, surrounding fields, and the property of our immediate neighboring abutters.

With the exception of teacher detentions, the administration makes decisions regarding a student's discipline consequence. At times, discipline may involve more than one category.

Disciplinary consequences are determined on a case by case basis. Repeated violations of the school's discipline code will result in more severe consequences.

Parents will be notified when a student is disciplined by teachers or the school administration. The school administration and staff recognize the importance of working with families to help our students understand their responsibilities within the school community.

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

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

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

GROUP A

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

GROUP B

A minimum - two (2) office detentions to five (5) days of suspension from all classes and school activities, restitution for any damage, reporting to the police and/or fire departments as appropriate, social probation.

Additional Action: Consequences under Group A.

GROUP C

A minimum - one (1) office detention to (3) days suspension from all classes and school activities, social probation.

Additional Action: Consequences under Groups A/B

GROUP D

A minimum - one or more of the following: conference with an administrator and parent, office detentions, suspension at the discretion of the administrator, social probation.

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

CLASSROOM CONDUCT

Teams and individual teachers have developed classroom discipline policies that are consistent with the philosophy of the Silver Lake Regional Middle School. Students will be given team and teacher policies in writing at the beginning of the school year.

Teams and teachers handle unacceptable classroom behavior with a teacher detention or other appropriate action. If student misbehavior continues, he/she will be referred to the Assistant Principal's office where he/she will wait until a conference takes place for further consequences.

TEACHER DETENTION

1. Students will get a 24-hour notice for a detention. Teacher detentions start at 1:45 and may last until 3:00 P.M. (normal dismissal is 2:25 P.M.) The date of the detention will be written in the student agenda.

2. If a student has more than one detention - he/she will stay for the teacher who assigned the first detention unless other arrangements are made by the teachers involved.
3. If a student cannot stay for a teacher detention, the parent/guardian must provide written explanation to the teacher on the day the detention is to be served or the following day.
4. If a student misses a teacher detention without a documented reason, he/she will have to make up that detention and be given an office detention. If the student fails to show for a second teacher detention, he/she will be referred to the assistant principal and receive an additional office detention. The student must serve the original teacher detention(s).
5. If students are absent, or school has been cancelled on the day a detention is scheduled, the student must serve the detention on the next available day after he/she returns to school.

OFFICE DETENTION

The principal or an assistant principal can assign one or more office detentions for a range of behaviors. The rules for office detentions are:

1. Students are given a 24-hour notice of an assigned office detention. Office detention begins at 1:45 P.M. and ends at 2:45 P.M. The date of the detention will be written in the student agenda.
2. If a student is late to office detention, without a valid reason, he/she will receive an additional office detention.
3. If a student misses office detention without a valid reason, he/she will have to make up that detention and the assistant principal will assign further disciplinary action.
4. Office detention takes precedence over teacher detention.
5. While in office detention, students are expected to do school work and/or have appropriate reading materials.
6. If a student is sent out of office detention, a discipline report will be written and he/she will not be given credit for a detention served and will be assigned an additional office detention or out-of-school suspension.

7. If a student is absent, or school has been cancelled on the day that a detention is scheduled, the student must serve the detention on the next available day after he/she returns to school.

IMPORTANT NOTES:

- Office detentions may be scheduled at alternative times by the administration.
- If a student cannot stay for an office detention, he/she must submit a letter in writing from his/her parents *before* the detention.

EXTENDED AND SATURDAY DETENTIONS

Extended detention will take place from 1:45 to 3:45 p.m. It will be supervised by a faculty member. Parents will be contacted by an administrator and there will be a minimum of 24 hours notice. Students are expected to get their own transportation.

An extended detention may be assigned when a student has missed two office detentions for the same offense, or has had repeated violations of the school's discipline code.

If a student misses two extended detentions, the student will be assigned a Saturday detention, and the student will still owe the two extended detentions.

Saturday detention will take place from 8:00 a.m. until noon. It will be supervised by a faculty member. Parents will be contacted by an administrator and will be given reasonable notice. Students are expected to get their own transportation.

A Saturday detention may be assigned when a student has missed two extended detentions for the same offense, or has had repeated violations of the school's discipline code.

If a student misses a Saturday detention, an additional Saturday detention will be assigned. If a student misses two Saturday detentions, the student will be assigned an out-of-school suspension, and the student will still owe the two Saturday detentions.

SOCIAL RESTRICTION POLICY (SOCIAL PROBATION)

In an effort to hold students accountable for continuous poor and disruptive behavior, SLRMS maintains a social restriction list. Students who accumulate three or more office referrals or one or more out-of-school suspensions during the thirty days prior to a scheduled school/team activity will not be allowed to participate in the event. Students who have not met their financial obligations (overdue library books lost or damaged books, unpaid lunch money loans, or vandalism) will be on the restriction list. A student may also be restricted if they receive a grade of "F" in two or more subjects. Extenuating circumstances may be appealed to the principal.

IN-SCHOOL SUSPENSION **

**** (Not in effect for 2011-2012)
Due to budgetary constraints.**

As an alternative to out-of-school suspension, and at the discretion of the administration, a student may be assigned to in-school suspension (ISS). The purpose of this program is to improve student behavior through the use of a structured environment where students are required to complete assignments as well as to thoughtfully examine their responsibilities as school citizens.

1. After homeroom, students in ISS must gather necessary materials and proceed to the ISS room.
2. While assigned to ISS, students will be under the direct supervision of the ISS specialist and the administrative staff.
3. In general, students on ISS are not permitted to attend their regularly scheduled classes. They are, however, required to complete their regular class assignments for credit. In addition, students may be given additional assignments related to their particular behavior problem and/or the violation causing the suspension.
4. No talking is permitted during the period of ISS.
5. The ISS specialist and the administration will determine lavatory and cafeteria schedules.
6. All assigned work **MUST** be completed before the student is dismissed from ISS.
7. It must be noted that the ISS program is designed as a short-term measure to modify behavior. If the above regulations are not

followed, students may be suspended out of school but must complete the ISS time assigned before being readmitted.

8. Students may be put into ISS immediately upon being referred to the office if their behavior is continuously disrupting the learning process of their classmates.
9. ISS will last from 7:30 a.m. to 1:41 p.m.
10. Tardiness after 8:00 a.m. and dismissals on the day assigned to ISS may result in rescheduling ISS to next available day.

OUT OF SCHOOL SUSPENSION

Some infractions are of such a serious nature that immediate and severe action is warranted. Suspension is the temporary exclusion from the regular school program for a specified number of days. The number of suspension days assigned is determined by the administration and depends on the nature of the case and the student's disciplinary record. *Because of our commitment to make discipline more effective and to keep students in their classes, we will use suspensions rarely and only in seriously disruptive situations or when a student owes an excessive number of hours of detentions.* Out of school suspension will be imposed for serious infractions including, but not limited to, fights, drugs, alcohol, weapons, or other very serious offenses deemed so by the administration. Police may be involved in any instance that requires out-of-school suspensions.

Before a student is suspended from school, he or she is first given an informal hearing by an administrator. During the time of out-of-school suspension, a student may not participate in any sports practices and games, or extracurricular activities.

Furthermore, a student must stay off school grounds during this time. In cases of a serious nature, OSS will begin immediately. Otherwise, OSS will be in effect for twenty-four hours for each day of suspension from 7:10 a.m. to 7:10 am the next school day. Work missed due to suspension can be made up.

As with other levels of discipline, anytime a student is suspended, the parent will be notified. The student will receive a copy of the discipline slip, which is to be taken home. A duplicate copy will be mailed to the parents. In all cases,

telephone contact will be made by the administration. An office copy is kept in the student file. Parents may be required to attend a re-entry meeting with their child before he/she will be readmitted to school.

GROUPS FOR SUSPENSION

Students are subject to either in-school or out of school suspension for, but not limited to, the following reasons:

GROUP A

1. Causing false fire alarms.
2. Threats against the safety or lives of anyone within our school community.
3. Possession or use of alcohol or alcohol related substances.
4. Possession or use of any controlled substance (drugs).
5. Fighting or threatening to fight. Students who encourage others to fight or set up fights between other individuals may also be suspended.
6. Disrespectful behavior or threats toward other students, administrators, teachers or other staff members both on and off school property.
7. Possession and/or use of fireworks - including snaps.
8. Vandalism - destroying or damaging school property.
9. Possession or use of a dangerous weapon.
10. Possession and/or use of inappropriate items for school such as, but not limited to:
 - electronic games - laser pens
 - water pistols
 - lighters
 - leather straps/large chains
 - stars
 - inhalants or any type of aerosol spray can (including deodorants and hair sprays)
 - Possession of alcohol-based mouth wash or mouth sprays
11. Inappropriate use of the computer network within or outside of Silver Lake, including but not limited to email and the Internet.
12. Physical or verbal harassment including hazing, sexual harassment, and discrimination.
13. Other disruptive or inappropriate acts judged serious by the administration

GROUP B

1. Smoking or possession of nicotine related substances, including but not limited to snuff and dip chewing tobacco.
2. Truancy - skipping school
3. Leaving the building without permission.
4. Stealing
5. Repeated office referrals for disrupting classes and failing to follow teacher directions.
6. Leaving school property and returning without permission.
7. Other disruptive or inappropriate acts judged serious by the administration
8. Abusive/vulgar language or threatening the health, safety, and/or property of any student or staff member.
9. Stink bombs or similar items.

GROUP C

1. Forgery - signing any one's name, other than your own, to any school related document with the intent to deceive.
2. Public displays of affection (Kissing, embracing and/or other forms of inappropriate sexual behavior)
3. Disruptive hallway behavior, for example: running, shouting, and shoving.
4. Failure to report to the office when told to do so by a staff member.
5. Insubordination and/or refusal to obey any reasonable request by a staff member.
6. Skipping class
7. Loitering on school grounds in an unauthorized area which includes before and after school hours
8. Violation of dress code
9. Possession and/or use of inappropriate items for school such as, but not limited to:
 - music playing devices
 - beepers and personal telephones
 - inhalants or any type of aerosol spray can (including deodorants and hair sprays)
10. Bullying.
11. Copying homework
12. Plagiarism

GROUP D

1. Any form of gambling/card playing.
2. Selling items including gum and candy.
3. Failure to report to an office detention.
4. Violation of school's tardy policy

EXPULSION

Expulsion is the most final and serious disciplinary action that can be taken. Expulsion means the permanent exclusion from school attendance and school privileges. Expulsion procedures will be conducted in accordance with Massachusetts General Laws and other applicable statutes.

MASSACHUSETTS GENERAL LAW, c 71, s. 37H

By State Law the following procedure is followed in certain cases of serious student misconduct as specified below:

(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 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 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 the school district pursuant to these provisions shall have the right to appeal to the superintendent.

The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

FELONY COMPLAINT OR CONVICTION OF STUDENT; SUSPENSION; EXPULSION, RIGHT TO APPEAL (m.g.l., C. 71 & 37H 1/2)

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

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

decision of the regional school district with regard to the suspension.

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

ABUSE OF ALCOHOL OR CONTROLLED SUBSTANCE POLICY

In order to safeguard the individual and general welfare and safety of all students, the Silver Lake Regional School District has established the following guidelines for dealing with drug, alcohol, or other controlled substance cases.

No one may possess, be under the influence of, distribute, sell, or ingest a controlled substance or

look-a-like on any school premises or while attending an authorized school related activity.

At the discretion of the administration, police K-9 dogs may be utilized to search the school premises and/or individual possessions, school lockers used by students. Referrals may be made by any staff member (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, school nurse, and/or superintendent of schools.

Suspicion of Being under the Influence of a Controlled Substance:

1. opinion of a second person (school principal, assistant principal, teacher, and/or school nurse)
2. parent/guardian requested to take student home

Possession of a Controlled Substance:

1. opinion of a second person
2. parent/guardian called to take student home
3. letter to parent/guardian - copy placed in student's temporary file
4. immediate suspension from all school programs
5. parent/guardian must confer with the school administration before pupil will be readmitted
6. referrals to rehabilitation program
7. notification of local police department
8. notification of superintendent

Use of Controlled Substance While in School, or Prior to Coming to School or at a School Sponsored Activity:

1. parent/guardian called to take student home
2. letter to parent/guardian - copy placed in student's temporary file
3. Immediate suspension from all school programs
4. referral to superintendent of school for consideration of further disciplinary action
5. parent/guardian must confer with the school administration before the pupil is readmitted
6. referral to rehabilitation program
7. notification of local police department

Selling or Distribution of Controlled Substances:

1. parent/guardian called to take student home
2. letter to parent/guardian - copy placed in student's temporary file
3. immediate suspension from all school programs
4. notification of local police department
5. parent/guardian must confer with the school administration before the pupil is readmitted
6. referral to superintendent of schools for consideration of further disciplinary action

ALCOHOL/CONTROLLED SUBSTANCE POLICY

In order to safeguard the individual and general welfare and safety of all students, the Silver Lake Regional School District has established the following guidelines for dealing with drug, alcohol, or other controlled substance cases. No one may possess, be under the influence of, distribute, sell, or ingest a controlled substance as determined by an administrator on any school premises or while attending an authorized school related activity. At the discretion of the administration, police K-9 dogs may be utilized to search the school premises and/or individual possessions, vehicles parked on school property, school buses, and school lockers used by students. Referrals may be made by any staff member (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, school nurse and/or superintendent of schools.

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. The Department of Education Policy on Disciplining Students with disabilities requires that the team evaluation determine which student's handicapping condition requires modifications of the rules and regulations as outlined in the student handbook. The following additional requirements apply to the discipline of students with disabilities who have an IEP or 504 plan or are in the process of determining their request for an IEP or 504 plan.

1. The I.E.P. or 504 plan for every student with disabilities will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification.
2. Suspension is defined as a day in which a student with disabilities is denied the opportunity to participate in special needs services as a result of not complying with the rules and regulations outlined in the student handbook.
3. When it is known that the suspension(s) of a student with disabilities will accumulate to ten days in a school year, a review of the I.E.P. or 504 plan will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either: a) design a modified program for the student; or b) write an amendment to provide for the delivery of special education services during the suspension and any modification of the I.E.P. or 504 plan relative to discipline code expectations.

BULLYING POLICY

Bullying is when someone keeps doing or saying things to have power over another person. Bullying can lead to students feeling threatened and/or unsafe.

Some of the ways students bully other students are by: calling them names, saying or writing or drawing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

At Silver Lake Middle School, we do not tolerate bullying in the building or on the bus to and from school. Students found to be directly bullying other students, or supporting or encouraging the act of bullying, are subject to discipline up to and including suspension from school.

Superintendency Union 31 & Silver Lake Regional School District

BULLYING PROTOCOL

I. GOALS

The Superintendency Union 31 and Silver Lake Regional School District Public Schools are committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the school communities treat each other with respect, appreciating the individual differences in our schools. This protocol is an integral part of Superintendency Union 31's and Silver Lake Regional School District's comprehensive efforts to promote learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to reach their personal and academic potential.

The Superintendency Union 31 and Silver Lake Regional School District will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. Such reports of bullying will be promptly investigated.

As stated in the Massachusetts Anti-bullying Law, Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. "Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo

optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Superintendency Union 31 and Silver Lake Regional School District responses to bullying actions will include, when appropriate, referral to a law enforcement agency. The Superintendency Union 31 and Silver Lake Regional School District will support this protocol in all aspects of their activities, including their curricula, instructional programs, staff development, extracurricular activities and parental involvement.

II. RATIONALE

The Superintendency Union 31 and Silver Lake Regional School District prohibit all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Superintendency Union 31 and Silver Lake Regional School District also prohibit bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, Superintendency Union 31 and Silver Lake Regional School District will also not tolerate retaliation against persons who take action consistent with this protocol.

III. APPLICATION

This protocol applies to all sites and activities under the supervision and control of Superintendent Union 31 & Silver Lake Regional School District, or where they have jurisdiction under the law. The protocol applies to all students and staff on school premises or in school-related activities, including school-related transportation. Nothing in this protocol is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this protocol covers the conduct.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this protocol is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting the complainant, and all students, from bullying. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. All disciplinary incidents will be reported using the school disciplinary action process.

SECTION 504

MGL Chapter 76, Section 5 specifically states, "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation."

Mrs. Joy Blackwood, Assistant Superintendent, is the Title IX, Chapter 622 and Section 504 Coordinator. She will coordinate the Silver Lake Regional School District's efforts to carry out the responsibilities of the regulations. Any inquiries concerning the application of the regulations to

the practices and policies of the Silver Lake Regional School District may be addressed to, Mrs. Joy Blackwood, Assistant Superintendent, Silver Lake Regional School District Administration Building, 250 Pembroke Street, Kingston, MA 02364. Telephone 781-585-4313, or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20221.

HARASSMENT POLICY:

If you feel that you are the victim of any type of harassment, including, but not limited to, cyber bullying, you should follow the policy listed below:

1. Report the matter to a school administrator, counselor, teacher and/or other staff member.
2. The principal will then arrange for a prompt investigation. The principal will meet with all of those involved who will have an opportunity to explain their side of the story.
3. If the accusation of harassment has been substantiated the principal, appropriate discipline will be administered depending on the nature of the offense.
 - a) Verbal first offenses will be handled by a warning to be followed by much stricter discipline if the offending behavior continues. Parents will be notified.
 - b) Physical offenses will be taken very seriously. Appropriate discipline will be administered. Parents will be notified.

The Committee recognizes that children learn best and teachers teach best when schools are safe. In safe schools, students and teachers feel physically secure, respected and supported. The Committee promotes Civil Rights and Protecting Students from Harassment, Bullying, and Hate Crimes. The Complaint Procedure beginning on page 31 of this handbook may also be followed in appropriate circumstances.

DUE PROCESS

The discipline code of Silver Lake Regional Middle School is administered within the guidelines set by the U.S. Supreme Court with regards to due process for students. The Supreme Court holds

that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her, explanation for the basis for the accusation(s) and an opportunity to present his or

her version of the facts. In addition, the Court holds that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow his or her suspension. The Courts point out that due process does not require that hearings in connection with suspension be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross examine witnesses supporting the charges, or to call his or her supporting witnesses.

STATE AND FEDERAL REGULATIONS NOTICE OF NON-DISCRIMINATION

The Silver Lake Regional School District reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or exercise of civil rights in admission to, access to, treatment in, or employment in its programs and activities. The Silver Lake Regional School District also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, disability, sexual orientation or exercise of civil rights. Any harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation will not be tolerated.

If you should have any questions about the district's policy, please feel free to contact the Assistant Superintendent who has been designated to respond to your inquiries and to be the district's Equal Opportunity, Title IX, Section 504, and Americans with Disabilities ("ADA") Coordinator, Joy Blackwood. He/She can be reached at 781-585-4313.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have

information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation,

2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation, which will be conducted promptly, the Coordinator will make a final determination on whether there has been a conclusion of any additional investigation. If there has been a violation, the coordinator will indicate the steps to be taken to correct it. Inquiries concerning non-discrimination may be referred to the Regional Director,

Office of Civil Rights, U.S. Dept. Of Ed. J.
W. McCormack Bldg. POCH, Room 222,
Boston, MA 02109.

STUDENT RECORDS / RELEASE OF STUDENT INFORMATION

The regulations pertaining to student records were developed by the Massachusetts State Board of Education to ensure parents, students and former students of their rights of confidentiality, inspection, amendment and destruction of student records. The regulations have the force of law and apply to all elementary and secondary schools. Below is a summary of the major provisions of the regulations. A copy of the regulations is available for inspection in the main office.

A parent or any student who is at least 14 years old has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student not later than two days after the request, unless the student or parent consents to a delay. Copies of the record must be given to the student or parent upon request for a fee of no more than the actual cost of copying.

The student record consists of the transcript and the temporary record. The transcript contains your name, address, telephone number and your birth date; the name, address and telephone number of your parents or guardians; course titles; grades (or the equivalent when grades are not applicable); grade level completed and the grade completed.

The temporary record consists of all the information in the student record that is not contained in the transcript. This information may include your standardized test scores, extracurricular activities in which you took part

and evaluations by your teachers, counselors, or other school staff. A school health record, which gives a general profile of your health, is included. The temporary record will not contain any anonymous information and will be destroyed after graduation.

Regarding general release of information to third parties, Silver Lake Regional Middle School will (at its discretion) release information, as outlined below. If a parent or guardian does not wish to have any or all of this information released, a written request from the parent or guardian, not to do so, must be submitted to the principal or his designee.

603 CMR23.07(4)(a)

A school may release the following information without prior consent: "A student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans." However, before school releases this information, it must give public notice (herein noted) that it releases these types of information and it must inform parents and eligible students that they have a right to request that this information not be released without prior consent. This notice may be included in the routine information the school publishes.

Video Taping of Students

Silver Lake Regional School District has, on occasion, the need to use videotape of various school activities and classes. The District produces video programming designed for instructional and informational purposes that may be shown on ETV-51, CTV-20 and/or other cable or broadcast stations. The District wishes to notify

parents and guardians that unless a written objection is received in the office of the principal by September 15th of the school year the District will assume the right to use video tape in which a student may appear or be heard. The District will continue to notify parents or guardians when special needs classes are involved.

SILVER LAKE SCHOOL COMMITTEE POLICY: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Silver Lake School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The following course curriculum includes human sexuality:

Grades 7 Health Class - Growth and Development/Fertilization and Pregnancy

SEXUAL HARASSMENT

The school's support of equal education opportunity includes the recognition that sexual harassment of students will not be tolerated. "Harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when such conduct by its unreasonable nature creates an intimidating, hostile, or offensive school

environment. The victim defines sexual harassment, thus an individual's feelings and reactions to inappropriate behavior may determine whether sexual harassment has taken place. Any student who feels that he or she has been the victim of sexual harassment should report the matter immediately to a school administrator, counselor, teacher, and/or other staff member who will arrange for a prompt investigation, and corrective action, where appropriate.

SILVER LAKE REGIONAL SCHOOL DISTRICT SEXUAL HARASSMENT POLICY/COMPLAINT PROCEDURE FOR STUDENT

PURPOSE:

To create for all Silver Lake Regional School District and Superintendent Union 31 students a study environment free of sexual harassment.

The Silver Lake Regional School District and Superintendent Union 31 are committed to safeguarding the right of all persons associated with the Silver Lake Regional School District and Superintendent Union 31, including students, employees, school committee members and volunteers to a work and educational environment that is free from all forms of sexual harassment on its premises.

All individuals associated with the District and Union, but not necessarily limited to the School Committee, the administration, the staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion. Sexual harassment by others will result in their being excluded from School premises or if it is required that they enter the premises, they will be accompanied by a School District representative at all times.

If the sexual harassment is criminal in nature, the offense shall be reported to the police department

as well as the Title IX Coordinator. If the sexual harassment requires the intervention of State social service or protective agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be immediately contacted to give advice and guidance on how to process these actions with the appropriate authorities.

Any student who believes that he or she has been subjected to sexual harassment should make a complaint to any administrator, the Title IX Coordinator, or directly to the Superintendent, so that appropriate action may be taken at once. Management representative and school employees are charged with the responsibility of discouraging any sexually harassing behaviors within or outside of their areas of supervision or on school premises. This includes directly confronting the harasser when a management representative observes

harassing behavior, and immediately reporting the activity to the Title IX Coordinator.

The Title IX Coordinator will investigate complaints promptly, and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure, or for cooperating in an investigation of a sexual complaint.

A copy of this policy and its accompanying regulations are posted in appropriate places, and made available to individuals upon request.

The Title IX Coordinator for the Silver Lake Regional School District and Superintendency Union 31 is Joy Blackwood, 250 Pembroke Street, Kingston, MA 02364, (781) 585-4313

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of a student's education; or
2. Submission to or rejection of such conduct is used as a basis for education decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment)
3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or the learning environment of a student.

5. Offering or granting favors or education benefits, such as grades or recommendations, in exchange for sexual favors.

Other sexual harassing behavior directed towards students, whether committed by management, staff, or students, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Sexually explicit language or gestures;
3. Touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;
5. The presence of sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes.
6. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

COMPLAINT PROCEDURE INFORMAL PROCESS FOR STUDENTS

In determining whether an alleged incident constitutes sexual harassment, the Title IX Coordinator will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure outlined below, unless the Title IX Coordinator is the subject of the complaint.

1. Any student of the District or Union 31 who believes that he/she has been subjected to sexual harassment is to report the incident(s) to any administrator, Title IX Coordinator, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Coordinator. A written record of the complaint will be made by the party receiving the complaint. A separate file system will be maintained, apart from the student's personal record, regarding these complaints and as to all matters relating to the complaints.
2. If the alleged harassment involves the Title IX Coordinator, the Superintendent of Schools will act as the Title IX Coordinator.
3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Coordinator.

4. The Superintendent and the Title IX Coordinator will look at the totality of the circumstances and the context in which the alleged incidents occurred. They will attempt to resolve the problem by conferring with both parties in order to obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible.
5. Students may be accompanied, at any phase of this process or subsequent hearing before the Committee, by a parent, guardian or representative of their choosing. Parents will be immediately notified by the Title IX Coordinator of the existence of a student's report of sexual harassment.
6. The Title IX Coordinator will explain each phase of the Informal and Formal Complaint Process to a student who wishes to file a complaint and will assist the student in the processing of the complaint. In addition, the Title IX Coordinator will inform the student of additional forums for resolution of the complaint such as the Office of Civil Rights (O.C.R.) and the Massachusetts Commission Against Discrimination (M.C.A.D).
7. Under normal circumstances, the Title IX Coordinator's investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Coordinator shall issue his/her findings in writing to the student and the alleged harasser.

**COMPLAINT PROCEDURE
FORMAL PROCESS FOR STUDENTS**

1. A complainant may file a formal complaint immediately or may do so after the Superintendent and the Title IX Coordinator's efforts to reach a settlement under the informal process have proven unsuccessful.
2. The complaint will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The Superintendent's office will send the respondent a copy of the complaint within five working days after it is received. A separate file system shall be maintained as to

all matters relating to the complaint. Confidentiality shall be maintained to the extent possible.

3. The respondent will have ten working days to respond in writing. This statement will contain full and specific references to each claim in the complaint, admitting, denying or explaining the complainant's allegations. The respondent must sign his or her statement which will then be appended to the original complaint. Within three working days, the Superintendent's office will forward both statements to the complainant and the respondent.
4. There will be two modes of resolution for formal complaints. A complaint may be settled through mediation or through a hearing. If the complainant and respondent agree to pursue mediation, a date mutually acceptable to both parties will be set within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to both parties. If the mediation does not result in an agreement, the case will be forwarded to the Superintendent for a hearing unless the Superintendent is the alleged harasser in which case the hearing will be before the Silver Lake Regional School District School Committee.
5. When a hearing is requested, the Title IX Coordinator will inform the Superintendent or the School Committee, as the case may be, and the case will be heard at the next regularly scheduled meeting of the School Committee pursuant to the provisions of the Commonwealth's Open Meeting Law and/or before the Superintendent pursuant to M.G.L., c.71 s42.

FORMAL HEARING:

1. The purpose of the Superintendent of School Committee Hearing is to determine whether the school system's policy on sexual harassment has been violated, and, if so, to determine the appropriate consequences for the violation.
2. Both parties will be given a full and fair hearing. The proceeding, although formal, is

not a court proceeding and the Superintendent or School Committee is not bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, each party may be accompanied by counsel or an advocate.

3. The presiding officer of the hearing may have counsel present for purposes of assisting in the orderly conduct of the hearing and the questioning of witnesses. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing at the start of the proceedings the points of agreement and disagreement will be reviewed. The Superintendent or the Committee, as the case may be, will hear testimony and consider whether the School Committee Policy on Sexual Harassment has been violated, and, if so, will recommend appropriate consequences.
4. The presiding officer will:
 - a. ensure an orderly presentation of all evidence;
 - b. ensure that the proceedings are accurately recorded by means of a tape or stenographic recording; and
 - c. see that a decision is issued no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission.
5. The Superintendent or the Committee, as the case may be, will:
 - a. conduct a fair impartial hearing that ensures the rights of all parties involved;
 - b. define issues of contention;
 - c. receive and considers all relevant evidence that reasonable people customarily rely upon in the conduct of serious business;
 - d. ask relevant questions of the complaint, respondent, and any witnesses if needed to elicit information which may be of assistance in making a decision; and
 - e. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence which may establish their claims.

DECISION OF THE SUPERINTENDENT OR THE COMMITTEE

1. After all the evidence, testimony, and written arguments have been presented, the appropriate school committee will convene for deliberations to determine whether the school system's policy on sexual harassment has been violated. If the Committee finds after a roll call vote that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.
2. If the Committee finds after a roll call vote that the charge of violating the school system's policy on sexual harassment has been substantiated, the Committee will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Committee will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.
3. In hearings before the Superintendent, if the Superintendent finds that the charge of violating the school system's policy on sexual harassment has been substantiated, the Superintendent will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Superintendent will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing. The findings of facts as well as the penalty and relief will be based solely on the testimony and evidence presented at the hearing.
4. The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, dismissal, demotion, or removal from administrative duties within a department; students may be subject to suspension or expulsion proceedings following a finding that the policy has been violated. The Committee or Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates

and restores, as much as possible, the aggrieved party.

HAZING

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibit any type of hazing or initiation into any student organization that will endanger, either physical or mental, a student's person.

The law specifically states:

Section 17: Whoever is a principle 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 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 public or private property, which willfully or recklessly may endanger the physical or mental health of any student or other person.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each secondary school and each public and private college shall issue to every group or organization under its authority or operation on or in conjunction with its campus or school, and to every member, plebe, pledged or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen.... Full documentation and explanations are available from the building principal or his designee.

PEER MEDIATION

The Peer Mediation Program offers students an opportunity to work through their conflicts with other students in a supervised area with peer mediators who are trained to facilitate disputants

towards a mutual agreement. A trained faculty advisor will be present during the mediation. All mediations will be confidential and the results recorded for program records only.

Students who are in conflict may be referred to the Peer Mediation program by guidance, teachers, the administration, or the students themselves. There must be mutual and voluntary agreement on part of both parties to engage in the mediation process. Mediations will take place during the school day at an agreeable time for all parties.

FIELD TRIP POLICY

During the school year, teams of teachers or individual teachers may arrange to take classes of students on various field trips that will take place during the school day. When these trips are part of the curriculum, all students on the team or in the class participate. Where the trip is not part of the curriculum, there may be some instances in which those who are supervising a field trip will recommend to the principal that certain students be excluded from a trip. Students whose behavior or attitude is considered to pose a threat to the safety of those involved in the trip and/or whose discipline record indicates insolent, insubordinate, or disruptive behaviors may be excluded. Decisions regarding a student's participation in a field trip will be made after consultation with the teachers involved in the activity, the student's guidance counselor, parents, assistant principal, and the student himself/herself. The principal will make the final decision.

Students, who choose not to attend the field trip, and those excluded from the activity, are responsible for completing assignments left behind by their teachers. Students should attend school on the day of the field trip in order to receive these assignments and to attend classes not affected by the trip. Students who take part in the field trip should see those teachers whose classes they will miss in order to arrange to make up necessary work. They should see their teachers either prior to the field trip or as soon as possible after the trip has been completed. Students should be aware that school rules apply during field trips. Field trips will vary from team to team and class to class. Parents should feel free to call if they have any questions or concerns.

PARTICIPATION IN ACTIVITIES AFTER ABSENCE OR DURING SUSPENSION

No student who has been absent or suspended, in or out, from school is to participate or attend any school activity, function or athletic event during the day or evening of his/her absence or suspension. This includes any student who is dismissed before 10:30 A.M. or any student who enters school after 10:30 A.M. Students who are suspended are not eligible to participate in school related events from the beginning of the suspension through the last full day of suspension.

SILVER LAKE HOME TUTORING POLICY

While home tutoring is a valuable and necessary substitute for the regular classroom, it must be realized that the absence of participation with one's peers in the classroom or lack of experience in the classroom presentations are losses which home tutoring cannot prevent. Every effort must be made to enhance the home-bound experience as much as possible.

If it seems evident that the student will be out of school for an extended period of time (10 consecutive school days or more) parents or guardians should be aware of the following procedures that must be followed.

1. Parents or guardians should contact the student's guidance counselor and request a home tutoring form.
2. The parent-guardian and physician must complete the form and return it to the student's counselor as soon as possible.
3. The student's counselor will then forward the home tutoring form to the office of the administrator of special education.
4. The guidance department and the administrator of special education are responsible for obtaining qualified teachers to do home tutoring.
5. Students are entitled to one (1) hour of tutoring for every day of absence over ten (10) days.

HOMEWORK (PRACTICE):

"The objective of the (homework) policy is to reinforce the lessons taught in the classroom, stimulate further interest in the topics taught and

develop independent study skills" (Eddy, Yvonne. *Developing Homework Policies*. ERIC Digest).

At SLRMS we believe that the practice of homework is an opportunity to enrich a student's scholastic experience, foster a love of life-long learning, and encourage academic excellence. The purpose of homework (practice) is to identify individuals' learning strengths and weaknesses in order to shape meaningful instructional practices.

Assessment of assignments:

Homework offers students an opportunity to practice and reinforce academic skills, while developing important personal attributes such as self-discipline, time management and responsibility. Homework is practice, and therefore will be evaluated--not graded--on the basis of quality, effort and completeness. Teachers will review homework and provide instructional feedback. The overall weight of daily homework assignments will not exceed 15% of a student's final term grade.

Total time spent on daily homework should not exceed:

Grade 7: 75 minutes
Grade 8: 90 minutes

Timeliness of assignments:

Students are expected to come to class prepared with completed homework assignments on the assignment due date. A red slash will be recorded in the student agenda on the day a homework assignment is not completed. Half credit will be given for assignments completed within one day of the due date.

Homework **MAY BE ASSIGNED** on Friday and over a regular weekend.

Students will not be expected to complete any homework assignments, essays or projects over holiday weekends or vacations.

MCAS:

Seventh and eighth grade students will **not** have homework assigned or due during the full week of their MCAS testing.

Tear this page out, sign it and return it to your homeroom teacher as indicated.

Dear Parents and Students:

Please sign below that you have read the student handbook and that you understand the rules and regulations and procedures that pertain to the Middle School.

Return it to your homeroom teacher by **Friday, September 2, 2011.**

Student _____

Date _____

Parent _____

Date _____

Silver Lake Regional School District Internet Use Agreement (see Internet Information found on page 11&12)

STUDENT

I have read the Internet Use Agreement Policy for the Silver Lake Regional School District. I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may to be taken, and/or appropriate legal action.

User's Name (please print): _____ Grade _____

User's Signature: _____

PARENT

As the parent or guardian, I have read the Internet Use Agreement for the Silver Lake Regional School District. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Silver Lake Regional School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account or give access to the Internet for this student.

Parent/Guardian Name (please print): _____

Signature: _____

Date: _____ EMAIL ADDRESS _____

PLEASE PROVIDE YOUR EMAIL ADDRESS IF YOU WISH TO RECEIVE ANNOUNCEMENTS/NEWSLETTERS FROM THE SCHOOL THROUGH EMAIL

**Silver Lake Regional Middle School
Permission to Publish Pictures**

The school will be taking pictures of students during different activities and events held throughout the year. These photographs may be used for publications, web sites and/or newspapers. Please check the appropriate box and sign below if you give permission or not for the school to publish these pictures.

YES I give permission for my child's photographs to be used for publications, web sites and/or newspapers. (Your child will not be identified in any way---by name, address, or city)

NO I do **NOT** want my child's pictures published.

Student Name _____ Team _____

Parent Signature _____

