FROLIO MIDDLE SCHOOL
1071 WASHINGTON STREET
ABINGTON, MA 02351

STUDENT HANDBOOK 2009 - 2010

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TELEPHONE LISTING FOR THE ABINGTON PUBLIC SCHOOLS

Frolio Middle School……781-982-2170
Superintendent of Schools……... 781-982-2150
Pupil Services…….. 781-982-2175
Abington High School……..78l -982-2160
Center School……...781- 982-2195
Early Childhood Center……....781-982-2185
Woodsdale School……781-982-2180

THIS AGENDA BELONGS TO:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Phone: _____

A Message from the Principal

The faculty, staff and administration of Frolio Middle School is dedicated to meeting the unique needs of middle level students. We recognize that our students are at a critical stage in their development. Our goal is to build the skills required for students to be successful beyond the middle school in a supportive environment. A challenging program of studies has been designed to prepare you without overpowering you.

Your Student Handbook has been designed to be an assignment agenda, daily planner, calendar and a guide to the procedures and regulations of Frolio Middle School. This critical communication link between the school and home has been designed with input from parents, students and faculty. The building blocks of our practices, procedures and policies are respect and responsibility.

As a student at the middle school you are a member of a learning community that is committed to excellence. We look forward to a positive impact and difference that you will make in our classrooms and beyond.

Sincerely,

Jeffrey E. Knight
Principal

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ABINGTON PUBLIC SCHOOLS
VISION 2008
STRATEGIC PLAN

MISSION STATEMENT	***The mission of the Abington Public Schools is to provide all students with challenging educational experiences necessary to reach their potential and become informed, responsible citizens.***

GUIDING PRINCIPLES

We Believe:

- all decisions are made in the best interests of students.
- all students can be successful.
- in fostering the physical, intellectual, social, emotional, and artistic development of our students.
- in a safe, supportive, organized, and equitable learning environment.
- successful experiences build self-confidence, perseverance, and self-esteem.
- reasonable rules of behavior are necessary to foster the development of self-discipline and personal responsibility.
- education is a shared responsibility among home, school, and community.
- in a culture of shared decision making, collegiality, and civility.
- professional development is essential for effective instruction and improved student performance.
- in a cyclical and focused process of curriculum review and update.
- in the use of technology to enhance teaching and learning.

VISION STATEMENT	***The Abington Public Schools, in partnership with the community, provides challenging learning experiences for students in a safe and supportive environment. We are committed to academic excellence, social responsibility, and life-long learning. Our success is demonstrated by the achievement of our students and their positive participation in society.***

GOALS AND OBJECTIVES

STUDENT ACHIEVEMENT

To improve student performance and achievement across the curriculum.

- Increase the number of students who perform at the proficient or advanced levels in English/Language Arts (ELA) and Math as measured by the Massachusetts Comprehensive Assessment System(MCAS).
- Support a diverse educational and co-curricular program.
- Analyze and use data to make informed instructional decisions.

FINANCE

To obtain equitable, predictable, and sustainable funding for all educational facilities, programs, and services.

- Participate in and support efforts to secure resources to fund the "Massachusetts Education Reform" and "No Child Left Behind" initiatives.
- Influence the state legislative process to provide adequate chapter 70 aid.
- Communicate and advocate for adequate local funding to support school programs and facility needs.

FACILITIES

To provide appropriate school facilities.

- Complete a master facilities plan.
- Secure the necessary votes to support the recommended option(s) for the renovation, expansion, or construction of school facilities.
- Present and have accepted required School Building Assistance (SBA) applications.
- Begin work on approved projects as soon as financially possible.
- Maintain, configure, renovate, and expand existing facilities to meet immediate student needs.

TECHNOLOGY

To integrate the use of technology to improve teaching and learning.

- Provide professional development in the use of technology.
- Add necessary infrastructure in all school buildings.
- Acquire equipment/software to improve our students to computer ratio.
- Create a process to evaluate use of technology.

COMMUNITY PARTNERSHIPS

To build on a tradition of community support.

- Communicate more effectively our schools' successes and challenges.
- Provide more opportunities for members of the community to participate in the life of our schools.
- Develop in our students an awareness of their responsibility to participate in their community.

CITIZENSHIP

To promote the development of students as compassionate and respectful citizens.

- Foster tolerance and respect for differences within the school community.
- Continue the development of the skills necessary to act in a safe and responsible manner.

BELL SCHEDULE

7:10	**School Opening**	
7:22	**Warning Bell**	
7:25 – 7:27	**Homeroom & Morning Announcements** *(Students arriving after 7:27 will be considered late)*	
7:29 – 8:18	**1st Period**	
8:20 – 9:09	**2nd Period**	
9:11 – 10:00	**3rd Period**	
10:02 – 10:51	**4th Period**	
10:53 – 12:02	**5th Period**	*10:51 – 11:11 8th Grade Lunch* *11:42 – 12:02 7th Grade Lunch*
12:04 – 12:53	**6th Period**	
12:55 – 1:44	**7th Period**	
1:44	**Dismissal**	

FLOOR PLAN

THIRD FLOOR

309 Lewis	308 O'Malley	307 Miller		306 Bloomstein	305 DeSieno

301 Beaton	GIRLS LAV	302 LIBRARY / PRATT	303 COMPUTER / HILL	BOYS LAV	304 Cleveland	

SECOND FLOOR

GYM AUDITORIUM

A.P OFFICE	210 LeBlanc	209 McCarthy	GUIDANCE OFFICE		MAIN OFFICE	208 Capone	207 Whitcher

201 Walls	GIRLS LAV	202 Petersen	COPY RM	FRONT DOOR	Nurse Smith	205	BOYS LAV	206 Peruzzi	

FIRST FLOOR

101 Harrington / Shannon	FACULTY DINING	BOILER ROOM	103 Hamilton	104 DiRado	105 Williams	106	PREP RM

BAND / CHORUS

CUSTODIAN'S OFFICE & SUPPLIES	SPECIAL EDUCATION OFFICE	KITCHEN	CAFETERIA	108 Faynberg	

FROLIO MIDDLE SCHOOL
2009 – 2010
TRIMESTER SCHEDULE
W/ 6 DAY CYCLE

SUBJECT	Trimester (Total Class Meeting periods in a Year)
ENGLISH, MATHEMATICS, SOCIAL STUDIES, SCIENCE	3 TRIMESTERS – 180 CLASSES EACH
WORLD LANGUAGE	GRADE 8: 180 CLASSES
BAND, CHORUS, & MUSIC,	GRADE 7: 90 CLASSES – 3 / 6 (3 TRIMESTERS) GRADE 8: 90 CLASSES – 3 / 6 (3 TRIMESTER)
COMPUTERS	GRADE 7: 60 CLASSES – 3 / 6 (1 TRIMESTER) GRADE 8: 60 CLASSES – 3 / 6 (1 TRIMESTER)
MATH APPLICATIONS	GRADE 7: 60 CLASSES – 3 / 6 (1 TRIMESTER) GRADE 8: 60 CLASSES – 3 / 6 (1 TRIMESTER)
TECHNOLOGY EDUCATION & ART	GRADE 7: 60 CLASSES – 3 / 6 (1 TRIMESTER) GRADE 8: 60 CLASSES – 3 / 6 (1 TRIMESTER)
HEALTH	GRADE 7: 30 CLASSES – 3 / 6 (1 TRIMESTER) GRADE 8: 30 CLASSES – 3 / 6 (1 TRIMESTER)
PHYSICAL EDUCATION	GRADE 7: 60 CLASSES – 3 / 6 (2 TRIMESTERS) GRADE 8: 30 CLASSES – 3 / 6 (1 TRIMESTER)
STUDY SKILLS / READING	GRADE 7: 30 CLASSES – 3 / 6 (1 TRIMESTER)
STUDY HALL	GRADE 7: 60 CLASSES – 6 / 6 (3 TRIMESTERS)
RESEARCH PAPER	GRADE 8: 30 CLASSES – 3 / 6 (1 TRIMESTER)

The School Committee reserves the right to limit the amount of available program and transportation due to limitations of the facilities, staffing, enrollment and / or budget. If you have any questions during the scheduling process, please call our guidance office at 781 – 982 - 2172

GUIDANCE DEPARTMENT

GUIDANCE:

Guidance services are available at Frolio Middle School to help students maximize their potential for academic and personal growth. Students and parents are encouraged to utilize services on an as needed basis in order to accomplish this goal. Conferences and telephone calls with parents are encouraged. (781-982-2172)

EDUCATIONAL COUNSELING:

Educational counseling is typically done on an individual basis and focuses on helping students adjust to middle school and meet the increased academic demands. Students, teachers, counselors or parents can initiate educational counseling. An individual cumulative folder for each student is kept which contains current and past records of achievement.

The guidance counselor will explain all courses offered at Abington High School to eighth grade students. Teachers in major subject areas will enter a course level recommendation on the student's course selection sheet. Course selections for high school will be reviewed by the counselor and by parents.

Applications to private high schools and to South Shore Vocational Technical High School will be processed, records sent and a tour of South Shore Vocational Technical High School conducted. The PCC Summer Enrichment Program will be explained to all grade 8 students and applications to the program processed.

In addition, the Department of Education sets application deadlines so that Superintendents will know the amount of nonresident tuition the city or town must pay prior to the final preparation of the budget for the next school year. This includes nonresident tuition applications for secondary and postsecondary Chapter 74 vocational technical education programs such as Norfolk County Agricultural High School. The nonresident applications must be presented to the Superintendent of Schools in the city or town of residence by April 1 of the year preceding enrollment. Therefore, parents and students must notify the guidance department by March 15 of their Chapter 74 vocational nonresident application so that the submission will be ready for April 1.

LEVELS:

At the middle school, unless otherwise described in individual program areas, students are placed in either level one or level two classes. Generally, level one or two designates the expectation of requirements of the students unless otherwise stated in the course descriptions that follow. The Massachusetts Curriculum Frameworks guide the instruction, in all academic areas. Level one and level two classes follow the exact same curriculum unless otherwise noted in the Program of Studies. The levels are as follows:

LEVEL I Same curriculum as Level II courses. The class is designed to meet the needs of the more independent learner who has consistently demonstrated outstanding ability and motivation, coupled with strong organizational skills.

LEVEL II Same curriculum as Level I courses. This class is designed to meet the needs of students through the use of additional instructional supports. In addition, students will benefit from teaching techniques, which improve independence and organization.

CHANGING LEVELS:

It is not advisable to make changes until the mid-point of the first trimester. If you or your child feels a change of level is needed, you should follow these steps:

1. Discuss your desire to change levels with your child's teacher or teachers to determine if they agree that a change is in the best interest of the student. You may proceed to step two regardless of the recommendation if you desire.

2. Contact the middle school guidance office at 781- 982 - 2172 and discuss the change. After a careful review and assessment of all available information, the guidance office, in consultation with the teachers, will make recommendation on the student's placement.

3. If you are not satisfied with the recommendation, an appeal may be made to the principal.

Please note, in many cases, the fact that a child is failing coursework may not indicate the need for a level change. Furthermore, many teachers will not recommend a change to a lower level if the student hasn't completed his/her assignments. Parents should, whenever possible, meet with the teachers to discuss changes.

GRADES AND HONOR ROLL

GRADING SYSTEM:

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

INTERIM PROGRESS REPORTS:

These are issued three times a year midway through each marking term. Conferences may be arranged by calling the guidance office to set up an appointment.

HONOR ROLL:

Frolio Middle School classifies academic achievement into two categories:

I. **High Honors**: To achieve this category, a student must have all A's in all subjects and no lower rating in conduct or effort than a 2.

II. **Honors:** To achieve this category, a student must have all A's and B's in every subject and no lower rating in conduct or effort than a 2.

Any student suspended from school for disciplinary reasons is not eligible for honor roll during the trimester the suspension occurred. The following ratings will be used to communicate effort and conduct in individual classes:

1 = Student exceeds class standards
2 = Student meets class standards
3 = Student does not meet class standards

HOMEWORK

HOMEWORK GUIDANCE:

While teacher instruction takes place within the classroom, student learning occurs both within the classroom and outside of it. Homework assignments, which differ in type, length and expectations serve as the links and connectors between the teachers' daily instruction and help to foster learning outside of school. Students are expected to complete all of their assignments, pay careful attention to the directions for their assignments and turn all work in on time. Generally, between an hour and a half and two hours worth of homework is assigned nightly. If your child is **on average** spending more or less time on assignments, please contact his or her teachers to discuss the situation.

The agenda planner is the daily communication tool between school and home. In addition to listing assigned work due the next day, it also includes long-range assignments and target dates for completion. Each day, teacher-parent communication can take place relative to the student's progress in the space provided.

STUDENT PARTICIPATION:

1. The agenda planner accompanies the student to all classes and is brought home each afternoon.
2. Students copy assignments into the agenda planner daily.
3. Students pass in their work on time focusing on accuracy and completeness.
4. Difficulties experienced in the completing of the assignment should be brought to the teacher's attention.

TEACHER PARTICIPATION:

1. Assignments are based upon relevancy. Staff members will explain to students how the assignment is related to the topics they are studying; the purpose of the assignment; and the best way to complete the assignment.
2. Assignments will be listed in the same prominent place in the classroom each day for students to copy down.
3. Teachers will monitor all students copying the assignment in the agenda planner.
4. Comments and critiques about homework performance can be made in the comment section of the agenda planner for parental notification review and response.

PARENT PARTICIPATION:

1. Insist that your child show you the agenda planner each day.
2. Review the assigned work to be done; acknowledge your child's positive attitude to do excellent, complete work; ask to see the work at its completion; praise them for their diligence and performance in addressing their responsibilities.

3. Review the agenda planner for teachers' comments/notes and respond appropriately.
4. Contact the school to resolve any difficulties or misunderstandings.

MAKE UP WORK POLICY:

1. All work missed when a student is absent from school must be made up as soon as possible upon the student's return but not to exceed five school days (or five class meetings). Work assigned before the absence is due on the day the student returns. For assignments of a long-term nature, teachers may require a student to submit work by a specific deadline. The teacher may grant an extension of time allowed to make up work. Long-term projects may receive extension at the discretion of the teacher.
2. In the case of extended absences of greater than three days, on the fourth day parents can request make up work. When work is requested, it may be picked up after 24 hours. Some assignments may not be included in the make up packet as some work may only be completed at school. As such, be aware that your child may have to remain after school to complete his/her make up work.
3. If a student is absent from class due to tardiness, dismissal, a field trip or other school activity, the student is responsible for all work missed. Students on out of school suspension are expected to make up work subject to the guidelines for other absences.
4. Teachers are available for make-up work and extra help, Monday-Thursday until 2:l0p.m. and Fridays until 2:00p.m. Additionally, please be aware that each student is assigned a study buddy at the beginning of the year to help communicate missed assignments and information.
5. The middle school discourages the taking of vacations during the scheduled school year. In the event a vacation cannot be avoided while school is in session, students going on vacation will receive their make-up work after they return.

GENERAL INFORMATION

1. No student will be admitted into the building BEFORE 7:10 a.m.
2. Students will leave the building and school grounds PROMPTLY upon being released at the end of the school day, unless engaged in some organized activity under supervision of a staff member.
3. Students are responsible for keeping the school grounds free of waste and rubbish.
4. Students must keep desks and lockers clean and free from unnecessary items.
5. Students are responsible for all books issued to them. Lost or damaged books must be paid for. All schoolbooks are to be covered with some type of material within one week after being given out to students.

ABSENCE NOTES:

All notes for absenteeism must be given to the homeroom teacher within two days after the student returns to school. Parents are requested to include the student's full name and grade on all notes. If a note is not turned in within two days, the student will be assigned a teacher detention. If a note is not turned in by the third day, the student will be referred to the office. If a student returns to school after a medical absence of five or more consecutive school days, a signed doctor's certificate must be presented, unless the absence has been approved in advance.

ATTENDANCE:

Daily presence in class is essential to academic success. State law requires regular attendance at school. Any student who has accumulated an EXCESSIVE NUMBER OF ABSENCES may be subject to action by the school. This may include disciplinary action and parental conferences with the administration, guidance department, and school nurse. In extreme cases, court action may be warranted. It is realized that there are instances when a student may be temporarily absent from school. These are as follows:

1. Personal illness
2. Serious illness or death of an immediate family member
3. Religious holidays

The school discourages absence for other than the above stated reasons.

A student who is absent from school may not participate in any extra-curricula activity or event on the day of the absence unless permission is given by the school principal or his/her designee. Massachusetts General Laws state that every person shall have a right to attend the public school of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. 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.

BICYCLE SAFETY:

All students who ride bicycles to school are encouraged to wear safety helmets. Students who ride bicycles to school must abide by the following rules. Failure to do so may result in the loss of the privilege of riding a bicycle to school.

1. Upon arriving at school, students will park their bicycles in the appropriate area designated by a bicycle rack.
2. At the closing of school, students who have ridden a bicycle to school will be dismissed when the walking students are called for dismissal.

CANCELLATION OR DELAYED OPENING OF SCHOOL:

School may be canceled because of inclement weather. No school and delayed opening announcements will be broadcast over radio stations WBET, WCAV, WBZ, WPLM, WCVB, WRKO, WHDH, WATD, FOX from 6:00A.M. to 8:30A.M. Please do not call Police, Fire or School department officials unless absolutely necessary. School opening may be delayed by 90 minutes when weather conditions may cause traveling delays.

CROSSWALK:

"DURING SCHOOL HOURS CARS WILL NOT BE ALLOWED TO STOP AND DROP OFF OR PICK UP ON THE OPPOSITE SIDE (WEST SIDE) OF THE FROLIO ON WASHINGTON STREET."

If you are traveling south on Washington Street, continue past the school and enter the ECC parking lot. You should drop off either on the north side of Ralph Hamlin Lane or on the school side of Washington Street. Please do not turn around in the Frolio driveway.

DAILY ROUTINE OF CAFETERIA:

1. All eating will be done in the designated cafeteria areas. Food will not be taken from the designated cafeteria areas at any time.
2. Orderly lines filing in and out of the cafeteria are necessary for safe movement.
3. All waste materials must be removed from the table at completion of the meal by pupils using them.
4. The designated cafeteria areas and tables are to be kept clean for others who will follow. If there is food and/or papers around the area where you are eating, you are expected to clean them up.
5. No students are permitted back into the corridors before the bell ending the lunch period.

DAILY ROUTINE OF HOMEROOM:

When students enter the building at 7:10 each morning, they should first go to their lockers and then report directly to homerooms. Homeroom teachers will issue passes for lavatory use. There should be no loitering in the corridors.

DISMISSALS:

Students may not leave the school building/grounds during school hours without permission from the principal or his/her designee. 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 the parent can be reached if verification is necessary. The note should be given to the secretary in the main office.

A parent or guardian must sign the dismissed student out in the main office before he/she will be released. If a student is dismissed for the day before completing four full periods, he/she is considered absent due to dismissal. Participation in extra-curricula activities or events that day will be at the discretion of the principal or his/her designee.

EMERGENCY SCHOOL EVACUATION AND DISMISSAL POLICY:

If the need arises for an emergency evacuation, the Early Childhood Center has been designated as the alternate school site. Students will, in most cases, be transferred to the Early Childhood Center and released home at their regular time. Walkers will be transported directly from the host location.
Announcement will be made over WBET, WBZ, WPLM ,WCVB, WRKO, WHDH, WATD, FOX. Parents are requested to prepare a plan for their children if released home other than at regular school time.

FIELD TRIP POLICY:

During the school year, teams of teachers or individual teachers may choose to take classes of students on field trips that will take place during the school day. While it is intended that all students take part in these activities, please refer to the restriction policy for exclusion guidelines.

Students who choose not to attend the event, 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 event in order to receive these assignments and to attend classes not affected by the trip. Students must be aware that school rules apply during

events. Events will vary from team to team and class to class. Cost will vary depending upon the activity and location. Parents should feel free to call if they have any questions or concerns.

HEALTH OFFICE:

The health office is available to students during the school day. A registered nurse is available from 7:10am – 2:10pm for health counseling, emergency health services when a student is ill, and for intervention regarding any student's health concerns. When a student becomes ill, he/she should obtain a pass from the teacher and go to the health office. If the nurse is not available, students should report to the office. If a student is sufficiently ill, the parent/guardian will be notified and the student dismissed to a designated adult. Students must be signed out before being allowed to leave the school building with the designated adult responsible for them.

Please be advised that any student found smoking or in possession of nicotine related substances will be referred to the school nurse for intervention and cessation information.

MEDICATION RULES:

Medication should be given at home. However, if a student needs to take medication during the school day, he/she may do so after consent forms, available in the health office, are completed by physician and/or parent/guardian. Medication must be in a labeled prescription bottle from a pharmacy and brought in by the parent/guardian. No student is allowed to transport any type of medication to school.
Parents or guardians should notify the school nurse of all extended illnesses so that the nurse can be the medical liaison between home and the school and make any necessary accommodations.

Students should present a certificate from their doctor after recovery from a communicable disease before re-entering school. This is a regulation of the state and local Board of Health. Students may also be required to present a doctor's certificate after an absence of five or more consecutive days occasioned by illness.

All students attending school are required to be immunized according to Massachusetts School Law. Any student who does not have the required immunizations will be notified of the situation and will be excluded from school if not obtained.

Accident reports are filed by the teacher or coach and are submitted to the nurse when an accident occurs requiring medical attention. If a student is injured after school on school grounds, the accident should be reported to the nurse as soon as possible after the accident. Emergency information is extremely important to us if an accident or illness should occur. We need to keep updated files with current information.

LAVATORY AND LOCKER USE:

Locker and lavatory use is permitted only with permission of a teacher.

- ***LIABILITY:***
  Students are personally liable or responsible for actions, which result in the loss or damage of property of others or the school, and for behavior which interferes with the rights, civil rights and education of other students. Any student experiencing or

witnessing such violation of rights or property is requested to report those incidents to a member of the faculty or administration

- ***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. Lockers are to 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. Do not tamper with another person's locker. If a student is found entering another person's locker without permission, he/she will be referred to the office.
  5. Students are not to give their combination to anyone. The school does not give out the combination to anyone except the person to whom the locker was issued. Each student is responsible for the contents and security of his/her locker.
  6. Stickers, writing, posters etc. are not to be put on lockers.

LOST AND FOUND:

If an item is lost, students should inquire in the main office.

PASSING BETWEEN CLASSES:

Students will refrain from loud, boisterous behavior while passing in the corridor. Orderly movement can be accomplished within two minutes between classes by taking the shortest route to your class.

REASONABLE SEARCH AND SEIZURE:

If a student is suspected of violating school rules or state law, he/she may be subject to reasonable search and seizure by a school official, including the search of his/her locker and/or personal effects. If any inappropriate items are found, they will be confiscated and may be turned over to the police or proper authorities. Please refer to pages 28-31 for more information with regard to the Memorandum of Understanding Between the Abington School Department and the Abington Police Department.

RESTRICTION POLICY:

In an effort to reward good behaviors and maintain a safe and productive learning environment, Frolio Middle School will maintain a restriction list. Students who accumulate five or more office detentions and/or two days of or more in-school suspensions and/or one or more days of out-of school suspensions during the thirty days prior to a scheduled school/team event will not be allowed to participate in the event (i.e. school dances). Students who have not met their financial obligations (overdue library books, lost or damaged books, or vandalism) will be on the restriction list, as well. Extenuating circumstances may be appealed to the principal or designee. Although field trips are intended for all students, there may be some instances where a student's behavior should exclude them from the trip. Decisions regarding a student's participation in a field trip will be made after consultation with the teachers involved in the activity, guidance counselor, parents and assistant principal. The final decision will be made by the principal or his/her designee.

SCHOOL DANCES:

1. Dances are run by the Frolio Middle School P.T.O. members, who work in close association with the building principal. Students wishing to attend P.T.O. dances must sign, along with their parents, a code of conduct contract, which governs behavior at dances and consequences for infractions.
2. Student dances are a school activity and are subject to the same rules and regulations that are in effect during the school day.

SCHOOL DRESS:

The Frolio Middle School takes great pride in the appearance and behavior of its students. Our school dress code is governed by health, safety, and the protection of school property. All students are expected to come to school dressed neatly, cleanly, appropriately and modestly.

Any apparel that makes reference to violence, drugs, alcohol, sex or profanity is not considered appropriate school attire. Chains and dog collars are not to be worn in school. Hats, hoods, and outer coats are not appropriate in-school attire for boys or girls. Shorts and skirts must be equal in length or longer than the end of your fingers when arms are held loosely by your side. All shirts, for both boys and girls, are expected to be of full waist length or as deemed appropriate by the principal or his/her designee. The principal, or his/her designee, shall take appropriate steps to correct and control these situations.

SCHOOL SAFETY:

All accidents, no matter how minor, must be reported to a teacher, nurse, or administrator. Regular fire drills will be practiced during the school year. Students are to exit the building as directed by their teacher and are to remain with their class when they are outside.

TARDY TO CLASS:

If a student is late to class and does not have a written excuse, teachers should assign a teacher detention. A student who is chronically late to class will be referred to the office and subject to discipline**.**

TARDY TO SCHOOL:

If a student arrives in homeroom after 7:25 a.m., he/she is tardy and must sign in at the main office. If a student is late more than four times during a trimester, the student and his/her parents will be notified and office detentions will be given for the fifth and sixth tardy. Further tardiness will result in additional detention with time extended for each subsequent tardy. Suspension may be assigned if deemed necessary. The principal or his/her designee may excuse tardiness, which results from extenuating circumstances such as dental and/or medical appointments. Parents should submit documentation in the form of appointment cards and/or doctor's notes to the school regarding such extenuating circumstances.

UNSUPERVISED AREAS:

Students are not allowed in unsupervised areas. Locker rooms, music room, library, empty classrooms and corridors can pose a safety hazard or invite inappropriate behavior if a teacher or administrator is not present.

VISITORS:

Parents are always welcome at the Frolio Middle School. All visitors, including parents, however, must register in the Main Office prior to going elsewhere in the building. Identification badges may be required.

SCHOOL BUS INFORMATION, RULES AND REGULATIONS

MANDATED TOWN-PAID TRANSPORTATION:

Under Massachusetts General Laws, transportation at town expense shall be furnished to all Abington pupils grades K-6 who live two miles or more from the school they attend. Transportation at town expense is based solely on the student's home address and is only for transportation between the student's home bus stop and the school he/she attends. Additionally, transportation shall be provided at town expense for children whose Individualized Education Plan (IEP) requires such transportation or whose physical condition makes such transportation necessary as stated in an (IEP).

NON MANDATED FEE-BASED TRANSPORTATION:

The Fee-Based Transportation System provides an option for arranging bus service for students Grades K-6 who live less than 2 miles from their school and for all students Grades 7-12. There is a provision for a fee waiver. The "Fee Waiver Application Form" must be completed and submitted by July 1 to the Superintendent's Office. This form is available in both the Principal's Office and the Superintendent's Office. Eligibility is subject to the income guidelines and verification. Ridership is not guaranteed, as it is dependent on sufficient funding and available seating.

TWO MILE LIMIT:

The two-mile measurement is the shortest vehicular route between the nearest walkway or driveway to the student's residence to the nearest walkway or gateway leading to the front door of the school. If the mileage is in dispute, a "Distance Appeal Form" must be completed and submitted by July 1 to the School Department. This form is available in both the Principal's Office and Superintendent's Office. The distance will be rechecked and a decision made. This decision shall be final. Appeals not properly submitted by July 1 will not be honored.

Please note that the shortest vehicular route may change from year to year as new streets open to traffic; therefore, the shortest vehicular route will be based on streets existing as of July 1 of each year. Mileage will NOT be calculated to or from a daycare provider.

STREET LIST:

A list of eligible and ineligible streets will be posted at each elementary school and on the Abington Public Schools web site, www.abington.k12.ma.us

APPLICATION, FEES, & DUE DATES:

- During the month of April students will receive a Transportation Packet containing rules and regulations, frequently asked questions, and all pertinent forms.
- **The fee is $255 per student with a $510 family cap.** The fee is refundable **only** if the child is not assigned a seat. Aside from this exception, and because buses

must be contracted in advance, the fee is nonrefundable and will be not be prorated in any manner or for any reason. The seat purchased is not transferable to another route.

- **The application and payment in full must be submitted by July 1.** This payment insures that your child is included on the bus list as routes are developed during the summer. Applications and payments received after July 1 will be considered late and will be honored only if space is available and if there is an existing stop on the route.

NEW RESIDENTS:

Subject to the availability of seats and an existing bus stop, applications and fees for children of new residents will be processed at the time of registration.

IDENTIFICATION:

In mid August bus passes will be mailed directly to the households of all mandated and enrolled riders. Beginning the first day of school, each bus student is required to carry the bus pass. Not doing so could result in exclusion from the bus. We suggest attaching the pass to the backpack. This will keep the pass handy and allow the student to display it without delay. Lost passes will be replaced for a $5.00 fee.

BUS STOPS AND ROUTING:

Students K-12 are not entitled to street-by-street or door-to-door pick-up and/or delivery. The School Department will establish common neighborhood bus stops.

Timing and routing does not allow for additional bus stops even if the bus passes your residence. Bus stops will be published in the local newspaper approximately two weeks prior to the opening of school. As it is unknown how many buses will be funded, the length of bus routes may be adversely affected. All efforts will be made to schedule bus routes so that no child is riding for more than one hour per trip.

SAFETY:

Safety is a responsibility that is shared between the home and the school district. While the law requires the School Department to furnish a defined level of transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning. Once the child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Therefore, it is the responsibility of the parent/guardian to escort the child to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, and where there are either traffic or commuter rail concerns.

BUS WAIVERS:

A parent or guardian may request a stop other than the assigned home bus stop by completing a “Bus Waiver Form.” Approval of the request is subject to the following criteria:

- **The alternate stop must be on a route scheduled for the child’s assigned school.**

- **Seating is available.**
- **The requested stop is to be the permanent daily pick-up and drop-off point.**
- **For ECC students, the request must conform to K-2 Transportation Guidelines.**

BUS CONDUCT:

In view of the fact that a bus is an extension of the classroom, the School Committee shall require the child to conduct himself/herself in a manner consistent with established standards for classroom behavior as stated in the student handbook. Bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building principal about any student misconduct that creates an annoyance or distraction while driving.

The building principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the child's behavior. Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely. There will be no refunds resulting from disciplinary action.

It should be noted here that the courts have held that the right of a student to transportation is a qualified right, one that is dependent upon good behavior. In a case where a student seriously or continuously breaks the rules, the parents/guardians will be notified of the misbehavior. Depending on the seriousness of the infraction(s), the student's right to school bus transportation may be suspended or terminated at any time. Any infraction of the School Bus Rules and Regulations that is reported to the school authorities will be investigated before any disciplinary action is taken, and if there is a basis for the report, the student will be given notice of the charges against him/her. If the student denies the charges, an explanation of the evidence the School Department has and an opportunity to present his/her side of the story will be afforded the student in accordance with the due process procedures stated in the student handbook.

OTHER REQUESTS, INQUIRIES OR CONCERNS:

All other requests, inquiries, or concerns must be made in writing and submitted to either the Principal's Office or to the Superintendent's Office for processing. Note: Submit all discipline issues to the Principal.

Consistent with the policies and past practices of the Abington School System, the following rules and regulations are offered for the attention of all persons affected by school transportation. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a pupil to be transported to and from school or school related activity is a qualified right dependent on good behavior.

1. Please be on time at your pick-up point. Bus drivers are instructed NOT to wait for pupils who are not there. We recommend you be at your bus stop five minutes before your regular pick-up time.
2. While waiting for the bus, do not run, push or play games. Bus riders should not move towards the bus until the bus has come to a complete stop.

3. Each group will line up and permit the younger pupils to board the bus first. Be courteous! Do not push or shove on entering or leaving the bus. Leave the bus promptly upon arrival at your destination.
4. In crossing a highway, do so only after the driver signals that it is safe to cross. Pass ten feet in front of the bus and look for traffic in both directions before proceeding.
5. Take your seat promptly on entering the bus and remain in it until you arrive at your destination. Do not throw anything on the bus or out the bus window. There will be no standing or saving seats on the bus.
6. Do not use profane, loud or boisterous talk or make other noises that might distract the driver. Pupils shall be courteous at all times to the driver, to fellow pupils and to passers-by.
7. Treat bus equipment well. Damage to equipment will be paid for by the offender.
8. Smoking or lighting of matches is never allowed on the bus.
9. Pupils must have written permission to leave the bus other than at home or at school.
10. In case of an emergency, children are to remain on the bus unless requested to leave by the bus driver and only under his/her direction.

The school principal or assistant principal may deprive pupils of riding the bus if there are violations of these rules or if pupils engage in any other action which jeopardizes the health and safety of those riding the bus. In all cases, a report must be made by the principal to the parents of the child involved and to the Office of the Superintendent of Schools where an appeal can be made.

CODE OF CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR:

A discipline code is established to insure the rights of all students to an equal educational opportunity. Therefore, it is necessary to establish clear guidelines to deal with behavioral problems that disrupt the normal operation of the school. Students are responsible for knowing the school rules, understanding their importance, and abiding by them throughout the school year. All rules and regulations are in effect during school hours, on school grounds, on school buses and at school sponsored events. In addition, students coming to and going from school are subject to school discipline.

PROHIBITED ACTIVITIES:

Students are prohibited from: (For additional restrictions, refer to Grounds for Suspension)

1. Spitting
2. Panhandling, such as persistently asking students for money.
3. Chewing gum
4. Throwing snowballs
5. Engaging in any illegal activity

CLASSROOM CONDUCT:

Students are responsible for maintaining good attendance, arriving to all classes on time and displaying appropriate behavior in the classroom. Unacceptable classroom behavior

will be handled by the teacher with a detention or other appropriate action. If the misbehavior continues, the disruptive student will be referred to the assistant principal.

TEACHER DETENTION:

1. Each student is given a 24-hour notice that he/she has a detention unless other arrangements have been made. Teacher detention starts at 1:45 p.m.
2. If a student has more than one detention, he/she must stay for the teacher who gave him/her the detention first.
3. If a student cannot stay for a teacher detention, he/she must bring a note to the teacher by the next class meeting. Notes submitted after the fact will not be considered valid unless an appeal is made to the principal or his/her designee.
4. If a student misses a detention without a valid reason, he/she will have to make up the detention and he/she will be referred to the assistant principal for further disciplinary action.
5. If a student is absent, or school is canceled on the day that the detention is scheduled, he/she must serve the detention on the day he/she returns to school.

OFFICE DETENTION:

"**Only the principal or the assistant principal may assign office detention**."

1. All students are given a 24-hour notice that they have been given an office detention unless other arrangements have been made. Office detention begins at 1:45 p.m. and concludes at 2:45 p.m.
2. Students who are late for office detention will have the office detention time doubled.
3. Any student who fails to report for office detention may be suspended from school.
4. Teacher detention takes precedence over office detention. You must submit a note to the assistant principal stating that you remained after school for a teacher on the day you were assigned office detention.
5. While on office detention, students are expected to bring appropriate materials with them.
6. If you are absent, or school is canceled on the day the detention was scheduled, you must serve the detention on the day you return to school.

SUSPENSION:

Some infractions are so serious that immediate and severe action is necessary. Suspension is the temporary separation from the regular school program for a specified number of days. The number of suspension days is determined by the administration and depends on the nature of the case.

Anytime a student is suspended, the parent will be notified in writing. In all cases, telephone contact will be attempted by the administration. The student will be given an opportunity to complete any class work including, but not limited to, examinations that may have been missed during the period of suspension. The student is responsible for bringing all books and materials home, obtaining assignments from classmates, and completing schoolwork during the suspension.

SUSPENSION PROCEDURE:

No student will be suspended before having an informal meeting before the principal or assistant principal. At this meeting the student will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In an emergency situation, which requires the immediate removal of a student, the informal meeting will be held as soon after the suspension as possible.

The principal will make every possible attempt to notify the parent(s) or guardian(s) of the student about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent(s) or guardian(s) may be required to transport the student home. The principal will send notification to the parent(s) or guardian(s) confirming the suspension. The notification will contain:

- the number of days of suspension
- the re-admittance date (A meeting with the Superintendent of Schools and Principal may be necessary before readmission.)
- the reason(s) for suspension as provided in the Code of Conduct
- the readmission conference, held prior to the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in-person meeting, etc.)

If a matter is not resolved at the building level, the parent(s) or guardian(s) and student(s) may then appeal to the Superintendent of Schools within twenty-four hours of the parental notification. Any time the appeals process is pursued, the student will be allowed to attend classes and participate in all school activities until the process has been completed. The only exception to this will be when a student presents a danger to himself/herself or others. Dates and times for appeals meetings will be scheduled by the Principal and/or Superintendent.

OUT OF SCHOOL SUSPENSION:

Students who have been suspended out of school will be allowed to make up the work missed. During the time of the out of school suspension, a student may **NOT** participate in any extracurricular activities. Furthermore, a student **MUST** stay off school grounds during this time.

IN SCHOOL SUSPENSION:

A student may be assigned to in school suspension as an alternative to out of school suspension and at the discretion of the administration. The purpose of in school suspension is to improve student behavior through the use of a structured environment where students are required to complete assignments. During the time of the in school suspension, a student may **NOT** participate in any extra curricular activities.

GROUNDS FOR SUSPENSION

CATEGORY I

Assigned discipline may consist of warning, teacher/ office detention, or suspension

- Disruptive or inappropriate acts judged serious by the administration
- Lying, cheating and/or plagiarism
- Possession and/use of inappropriate items for school such as but not limited to:
    - laser pointers

    - water sprayers
    - lighters
    - studded clothing
    - radios and tape recorders including walkmans
    - electronic games beepers
- Public displays of affection (kissing/embracing)
- Refusal to obey the reasonable request of a teacher
- Selling items without the permission of the principal
- Stealing
- The use of cellular phones. Personal phones need to be turned off during the school day.
- Violation of the school's tardy policy

CATEGORY II

Assigned discipline may consist of office detention, or suspension

- Disruptive or inappropriate acts judged serious by the administration
- Failure to report to office detention
- Failure to report to the office when instructed to do so by a staff member
- Forgery - signing a parent's or guardian's signature to a school document
- Leaving the building or school grounds without permission
- Repeated office referrals
- Skipping class
- Smoking or possession of nicotine related substances
- Truancy - skipping school

CATEGORY III

Assigned discipline may consist of: suspension, expulsion, and notification of local enforcement

- Disruptive or inappropriate acts judged serious by the administration
- Abusive/vulgar language or threatening the health, safety, and/or property of any student or staff member
- Civil Rights Violations
- Disrespectful behavior or threats towards administrators, teachers or other staff members both on and off school property
- Fighting or threatening to fight. Students who promote fights between other individuals may be suspended
- Possession or use of alcohol or alcohol related substances
- Possession or use of any controlled substance (drugs)
- Possession or use of a dangerous weapon, including, but not limited to a gun, knife or facsimile, replica or toy
- Possession and/or use of fireworks - including snaps
- Sexual Harassment
- Vandalism - destroying or damaging school property

The listing of violations does not anticipate every eventuality and violations may result in more significant behavioral consequences.

DUE PROCESS:

State law requires that the school include within this Student Handbook the rules pertaining to the conduct of students as well as the policies and procedures to be followed in administering these rules. These rules and policies are derived from our federal and state laws and are more particularly spelled out in Massachusetts General Laws, Chapter 71, Section 37H and 37H 1/2. These laws attempt to define both the rights and responsibilities of students in our schools.

These rules refer to things that can happen both inside and outside the school. They refer to everything from the most serious offenses to the less serious things that are nevertheless important to the good order and discipline of the school. These rules give the process due to students when disciplinary problems occur. This process is called "due process" because it is the process due or owed to the student under the circumstances of each case.

It is also important to remember that we are all, as citizens, subject to the criminal and civil laws of our nation, the Commonwealth and Town Ordinances. Just being in school does not protect one from the possible involvement of police or courts if our acts violate these laws.

Further, it is the obligation of the school administration and staff as well as our own obligation to cooperate fully with all police agencies if the occasion arises. The school will report acts, which may violate the law to the police as appropriate. These acts include, but are not limited to possession and use of controlled substances and weapons; illegal use of alcohol; behavior of students which endangers the safety of themselves or others; indecent or sexual assault; assault and battery with bodily injury; violation of a temporary or permanent restraining order; any so called “hate crime” any substantial destruction of property or theft; improper use of motor vehicles; vandalism; illegal parking, etc.

EDUCATION REFORM ACT: EXPULSION:

The law of the state under the Educational Reform Act in Massachusetts subject to possible expulsion from the school by the Principal anyone who is found on the school premises or at any school related event, including athletic games, in possession of a dangerous weapon, whether a knife or gun or some other type of weapon considered to be dangerous under the law. Anyone in possession of a controlled substance in the school or at any school event is also subject to expulsion. A controlled substance includes, among other things, marijuana, cocaine, and heroin, with such substances defined under Chapter 94C of the General Laws of Massachusetts.

Any student who assaults any staff member on school premises or any school related event may be subject to expulsion by the school Principal. Any student charged with a violation of any of these offenses shall be notified in writing of an opportunity for a hearing and may have someone else represent him/her at such hearing. He/she may call witnesses or present other evidence in his/her behalf before the Principal. Such a hearing is a chance to be heard, not a court proceeding even though some of the rights of a court proceeding do apply. The Principal may, after the hearing, choose to suspend or expel the student.

Any student expelled from the school shall have the right to appeal to the Superintendent of Schools within ten days after the Principal's decision to expel. The student has a right to counsel at the hearing before the Superintendent.

If a criminal complaint charging a student with a felony or a felony delinquency complaint is issued by a court, the Principal may suspend such student for a period of time determined to be appropriate if the Principal determines that the student's continued presence in the school would

have a substantial detrimental effect on the general welfare of the school. A felony is a serious criminal offense that carries a possible sentence by a Court to state prison. The Principal must notify the student in writing of the charges and the reasons for the suspension prior to the suspension taking effect as well as his/her right to appeal to the Superintendent of Schools within five days following the suspension. Such a suspension will remain in effect prior to any appeal hearing conducted by the Superintendent within three calendar days following the request for hearing. The Superintendent shall conduct a hearing if so requested in writing by the student at which the student may have his/her parents present, have the right to counsel, and present oral and written testimony on his/her own behalf. The Superintendent shall then have five days to sustain, overturn, or change the Principal's decision, including possibly recommending an alternative educational program for the student.

Upon a student being convicted of such a felony, the Principal may, after notifying the student in writing of the charges, expel the student if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student shall then have the same rights to appeal to the Superintendent of Schools as above noted in the case of suspension. The Superintendent shall then notify the student of the decision within five days after any such hearing.

SUSPENSION OF STUDENTS WITH SPECIAL NEEDS:

Students with special needs have certain additional rights as defined under the Massachusetts Chapter 766 regulations issued by the State Department of Education. Each special needs student is required to have an Individualized Education Plan (IEP) that specifies educational services for the student. The IEP also determines whether or not the student can be expected to meet the regular disciplinary code of the school or whether a modified disciplinary code is required to meet his/her needs.

If the student is approaching ten cumulative suspension days during a school year, the Special Needs Team must reconvene to determine if the infraction is related to the student's area of disability and/or the appropriateness of the student's placement or program. If the Team concludes that the student's misconduct is related to an inappropriate IEP, or is the result of an IEP that was not fully implemented, the IEP will be revised to better meet the student's needs and no further suspensions will occur at that time. Upon parental approval of the revised IEP, the student will be placed immediately in the new program. If the team concludes that the student's misconduct was not due to any of these conditions and a period of exclusion from school is deemed necessary, an amendment to the IEP will be developed to provide for the delivery of special education services during the period of exclusion. In addition, the IEP will be modified to include a long-term plan to assure the student's continued attendance in an educational program. If approved, the amended plan will be implemented immediately.

COCURRICULAR ACTIVITIES (IF AVAILABLE)

INTRAMURALS:

As an extension of the physical education program, the Frolio Middle School offers an after school intramural program which is held twice a week from 2:00-3:00p.m. Activities include flag football, cross country, indoor soccer, bowling, floor hockey, basketball, volleyball, badminton and tennis.

PEER LEADERS:

All eighth grade students at Frolio Middle School are eligible to become Peer Leaders. Peer Leaders participate in various community service-learning projects in both the

school and community. Peer Leaders must be positive role models with good citizenship and scholarship. Good citizenship is defined as a 2 or better rating in conduct and effort in all subject areas. Good scholarship is defined a grade no lower than a C in any subject area. Peer Leaders not meeting the standards may be placed on academic probation with review at the end of a six-week time period to determine continued eligibility by advisors and/or the principal. Meetings are held after school, and all Peer Leaders are expected to attend. In order to maintain membership a Peer Leader must actively participate in various projects both inside and outside of school.
Failure to meet this commitment as agreed upon during the application process will result in the loss of membership

STUDENT COUNCIL:

Student Council consists of one student representative from each homeroom, elected by the homeroom members. There is also an Executive Board with four student council officers consisting of President, Vice President, Secretary and Treasurer. Students are eligible to run for homeroom representative if they have demonstrated good school citizenship and scholarship. Good school citizenship is defined as a 2 or better effort and conduct rating in all subjects. Good scholarship is defined as no more than two C's in all subject areas.

Student Council members not meeting standards may be placed on academic probation with review at the end of a six-week time period to determine continued eligibility by advisors or the principal. Eligibility forms are available from the school office. Student Council members are required to attend monthly after school meetings. The Student Council discusses school wide issues and provides student leadership to the school, the PTO, and the community. They represent the student body in communications to the administration and faculty.

POLICIES AND PROCEDURES

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires
Frolio Middle School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent's;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing survey"), and certain physical exams and screenings.
If you wish to review any of the survey instruments or instructional materials used in connection with any protected information or marketing survey throughout the school year or have your child opt out of participation, please submit a written request to the building principal by September 15.

The school hereby notifies parents/guardians that unless a written request is received in the office of the principal, the school will assume the right to administer any survey and/or instructional material used in connection with any protected information or marketing survey it deems appropriate.

SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student.

This may include such things as standardized test results; class rank; school sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

INSPECTION OF RECORD:

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available no later than 10 calendar days after the request. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

CONFIDENTIALITY OF RECORD:

Except where regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

AMENDMENT OF RECORD:

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

DESTRUCTION OF RECORDS:

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) last revised in May 2002, and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

RECORD REQUEST FROM NON-CUSTODIAL PARENTS:

As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

AMENDMENT TO THE ANTI-DISCRIMINATION LAW:

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Act of 1993, General Laws Chapter 76, Section 5 now includes the following provision:

- *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 a person's disability, race, color, sex, religion, national origin or sexual orientation.*

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

DIRECTORY INFORMATION NOTICE

Abington Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CME 23.00 et seq. The following information regarding students is considered directory information:

1) Name
2) Address
3) Telephone number
4) Date and place of birth
5) Major field of study
6) Participation in officially recognized activities and sports
7) Weight and height of members of athletic teams
8) Dates of attendance

9) Degrees, honors and awards received
10) Post high school plans of the student.

Directory information may be disclosed for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CME 23.00 et seq.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the office of the principal, on or before September 15 of the school year. In the event a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION:

In accordance with General Laws Chapter 71, Section 32A, the Abington 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 and curriculum we offer that primarily involve human sexual education or human sexuality issues.

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 topical outline of the curriculum covered by this policy, and will inform parents 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 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 instruction 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 Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each school year.

PHOTOGRAPHING OR VIDEO TAPING OF STUDENTS:

The Abington Public School District has on occasion, the need to use photographs or videotape of various school activities and classes. The District at times has photographs in local newspapers

and provides programming designed for instructional and informational purposes which appears on cable or broadcast stations.

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

PRESS AND MEDIA GUIDELINES :

Members of the press and media are encouraged to visit the schools.
All guests must register in the school office. Identification badges may be required.
The principal will cooperate with and assist members of the press and media who wish to interview or photograph students or staff. In order not to interfere with the education of students:

- The principal may make a room or space available where students/staff who wish to talk to reporters may do so.
- The principal may require reasonable lead-time to make arrangements.

We require that members of the press or media identify themselves as such to students and/or staff. Students and/or staff are free to respond, or not respond, as they choose. Parental permission must be given if student pictures are to be used for publication or if quotations are to be attributed to students who are minors.

SEXUAL HARASSMENT POLICY:

Many students often express their confusion about what sexual harassment is. Frolio Middle School is committed to educating students and staff about sexual harassment to maintain a safe, secure and productive environment for everyone. Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972 define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct interferes with work performance or creates an intimidating, hostile or offensive working environment. A hostile and intimidating work environment can include the use of profanity, telling off-color jokes or making sexist comments and innuendoes.

The range of behaviors include leering, pinching, grabbing, suggestive verbal comments, spreading sexual gossip, pressure for sexual activity and any unwanted physical contact of a sexual nature. Incidents of sexual harassment may occur only once. Sometimes they are repeated; often the situation gets worse if it is not stopped. Because this is such a serious matter, sexual harassment in any form is not allowed in this school. If you believe you have been the victim of sexual harassment, talk to an administrator or counselor as soon as possible. An adult will then discuss the situation with the harasser; will determine if discipline is warranted.
A detailed explanation of the Sexual Harassment Policy, voted by the School Committee in July, 1994 is available in the main office.

STUDENT DRUG - ALCOHOL INVOLVEMENT:

To ensure the health and safety of students in school and at all school functions, Frolio Middle School has a zero tolerance policy regarding the use of alcohol or other drugs. The school will continue to be aggressive with consequences as well as education, intervention and support. A detailed explanation of the Drug/Alcohol Policy, voted by the School Committee, is available in the main office.

POLICY FOR MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT:

To the extent practical and as required by law, Abington Public Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are

eligible, including pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.
9. Unaccompanied youth.

The superintendent has designated the Assistant Superintendent for Pupil Services to be Abington Public Schools' liaison for homeless students and their families. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Abington Public Schools' liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison will assist in this process. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. Abington Public Schools' liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

MEMORANDUM OF UNDERSTANDING *:*

Memorandum Of Understanding Between The Abington School Department And The Abington Police Department

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

To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports "zero tolerance" for drugs, alcohol, weapons, hate crimes and violence within and on the grounds of the Abington Public Schools. Non students involved in such acts on school premises or at school events are to be reported in the same manner as students are reported. Non students include administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel, bus drivers, visitors and trespassers.

Although it will continue to be the sole prerogative of school officials to impose disciplinary sanctions for infractions of school rules and policies, it is the responsibility of school authorities to notify the Abington Police Department when any criminal activity is detected or suspected on school grounds or at school-sponsored events. It is the responsibility of the Abington Police Department to respond when drugs, alcohol or weapons are found on school property or when a student is suspected of or charged with criminally chargeable offenses under Massachusetts General Laws.

M.G.L. c. 71 § 37H requires each school district to have a written Code of Conduct reflected in student handbooks stating the standards and procedures to assume building security and safety of students and school personnel, and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or civil rights violations. Reference to this Memorandum shall be made in these handbooks.

This Memorandum of Understanding is voluntarily entered into with the consent of both parties and is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the Memorandum of Understanding will be protected by all laws relating to privacy and confidentiality.

This Memorandum of Understanding is in addition to, and does not supplant, policies of the Abington Public Schools with regard to disciplinary procedures and codes of student conduct, which are now or may be formulated and published in student handbooks. The parties to this Memorandum of Understanding hereby understand and consent to the following terms, conditions and operating procedures:

- The Abington Public Schools will employ a Supervisor of Security (and Custodial Services). The Supervisor of Security will report to the Superintendent of Schools and/or his/her designees.
- The Superintendent of Schools or his/her designee and the school principal or his/her designee are responsible for reporting the acts specified below. The Police Chief will designate an officer (or officers) to coordinate all reported criminal acts.
- The Superintendent of Schools or his/her designee and the school principal or his/her designee shall without undo delay report to the Abington Police Department any incident

on school premises, including in or around a school bus, or at a school sponsored or school related function, if such incident involves any of the mandatory reportable acts set forth below.

It is understood that it will not constitute an undo delay if the Abington Police Department is notified once a school administrator has cause to believe an allegation, and/or has knowledge that a mandatory act was committed or is about to be committed. This reporting shall be accomplished by contacting the Abington Police Department using the 9-1-1 system, by calling the department's business phone line, by police radio if issued to a school department employee, or directly to a police officer if nearby. A mandatory reportable act shall include:

- a student's possession or use of a dangerous weapon as defined in Massachusetts General Laws c. 269, § 10;
- any indecent or sexual assault;
- any instance of substance abuse, including the possession of alcohol, and the possession of any controlled substance as defined in Massachusetts General Laws c. 94C including but not limited to marijuana, cocaine and heroin;
- any assault and battery which results in bodily injury;
- any violation of a temporary or permanent restraining order;
- any so-called "hate crime," meaning for purposes of this section, any violation of Massachusetts General Laws c. 265, §§ 37 or 39;
- any substantial destruction of property or theft; *and*
- any threat to commit a crime against the person or property of another

All school department personnel, including but not limited to, administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel and bus drivers, shall immediately report to their direct supervisors (which shall cause the police department to be notified) and are also authorized, if they want to, to report to the Abington Police Department, if there is an imminent threat, any incident on school premises, including in or around a school bus, or at a school-sponsored function, if such incident involves any mandatory act specified above.

Said supervisor shall immediately report such incident to the principal. Any principal who receives such a report and who has reasonable cause to believe the allegations shall file a written report with the superintendent of said school district on the same school day. The Superintendent shall file copies of said official reports, as soon as reasonably possible, with the local chief of police and, where required by law, the Massachusetts Department of Social Services. When reports are forwarded to the Abington Police Department, the police will provide a follow-up response to the Superintendent of Schools.

The Superintendent of Schools or his/her designee and the school principal or his/her designee may report to the Abington Police Department any incident on school premises, including in or around a school bus, or at a school sponsored or school related function, if such incident involves any of the following discretionary reportable acts. A discretionary reportable act shall include:

- Any student's violation of a state criminal statute which warrants reporting but is not a mandatory reportable act as described above; and
- Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or other drugs.

Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory reportable act or a discretionary reportable act, as defined above, shall if practicable, take (or cause to be taken) the student to the Principal or his/her designee. The Principal/designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence. In the case of a mandatory reportable act, all evidence of the crime, and

the scene itself, when appropriate, shall be secured in place until the arrival of a police officer from the Abington Police Department. The officer will work with school employees to limit disruptions to others, in attendance at a school or other location, while maintaining a crime scene for an investigation that will proceed.

The Principal/designee shall inform the student and his/her parent or guardian of the nature of the offense and inform the student and his/her parent or guardian that certain offenses must be reported to the police. The Principal/designee may offer the student the opportunity to respond to the teacher/employee's report. The Principal/Superintendent shall in the case of a mandatory reportable act, and may in the case of a discretionary reportable act, without undo delay notify the local police department of the presence of contraband and the existence of any physical evidence. All contraband (drug, alcohol, firearms, and dangerous weapons) shall be immediately surrendered to the police department.

Upon notification from the Principal/Superintendent or his/her designee or any school department employee (*only as outlined in section #4)*, police shall respond without undo delay in cases of mandatory reportable acts and may respond in other cases. Police shall investigate such cases and, where appropriate, refer such cases to the District Attorney's Office.

In addition, the Principal/Superintendent will comply with Massachusetts General Laws c. 71, § 37L requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time be reported in writing to the Chief of Police. This report must be filed in any case involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.

The Abington School Department will maintain files for all school reports submitted to the department and appropriate records for all school incidents including acts or suspected acts of violence. The Abington Police Department will maintain appropriate records for all incidents/activities that it investigates.

The Superintendent of Schools, Chief of Police, Supervisory of Security and other designated school administrators and police officers will meet to collaborate on the implementation of this Memorandum of Understanding and establish communication lines to support a safe, secure school and community. They will then continue meeting on at least an annual basis.Abington Police Department will continue to provide police services to the Abington Public Schools with a high priority response to reported crimes in progress in and around school facilities. The Abington Police Department will also maintain visibility of uniformed Abington Police Officers, manpower permitting, when requested by the School Department at arrival and dismissal of students at targeted locations. The Abington Police Department and the Supervisor of Security will respond to and be responsible for all reports of missing or abducted children. Parents will be notified by the appropriate authorities. The Supervisor of Security, after consultation with school officials, will plan with the Abington Police Department for safety and security of certain extra-curricular activities involving Abington students, and held on property owned and controlled by the Town of Abington, including school buildings and athletic fields.

Nothing in this Agreement shall supersede or contravene any school or police department administrative procedures or any collective bargaining agreement.

COMPUTER, NETWORK, INTERNET AND E-MAIL AND OTHER FORMS OF ELECTRONIC COMMUNICATION ACCEPTABLE USE POLICY

FOR STUDENTS OF THE ABINGTON PUBLIC SCHOOLS

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

The Abington Public Schools' Technology Network, which includes Internet access, electronic mail capability, voice mail, telephones, fax machines, etc.,, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. Although limited personal use of these systems is authorized, provided it does not interfere with any students' work or the business of the Abington Public Schools, the user acknowledges that they have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems. The Abington Public Schools' computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Abington Public Schools' community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior, as stated in student handbooks, and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner. Discipline will be imposed pursuant to the student disciplinary code as set forth in the school's student handbook.

The Abington Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians should be aware that their child's level of access to the Internet will depend on that child's grade level. The following is a description of the manner in which the Abington Public Schools intends to incorporate network use and Internet access in the schools:

a. Grades kindergarten through two. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use.

b. Grades three through eight. Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom, only during directly supervised instruction.

c. Grades nine through twelve. Students in grades nine through twelve may be given individual access passwords and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction.

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

An order for a member of the Abington Public Schools' community to use the computer network, s/he must read the following rules and sign the version of the User Contract appropriate to the user's grade level. Students in grades kindergarten through two are not required to sign the User Contract because they will not be accessing the Internet or using e-mail individually. For users under the age of 18, the User Contract must be signed by a parent or guardian.

The Abington Public Schools use a filter to restrict minors' access to materials that might be harmful to them. The employment of this filter and this Acceptable Use Policy ensure that the Abington Public Schools meet the requirements of the Children's Internet Protection Act.

RULES:

1. **NETWORK ACCESS IS A PRIVILEGE, NOT A RIGHT**. The use of the network must be consistent with, and directly related to, the educational objectives of the Abington Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Abington Public Schools and could also result in criminal prosecution where applicable. The Abington Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Abington Public Schools' computer network.

2. Violation of this Acceptable Use Policy include, but are not limited to, the following conduct:

    a. Intentionally placing unlawful or inappropriate information on a system
    b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
    c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
    d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
    e. Participating in other types of use which could cause congestion of the network or interfere with the work of others.
    f. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
    g. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
    h. Accessing any prohibited sites on the Internet.
    i. Revealing one's own personal address or telephone number without authorization.
    j. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.

k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
l. Attempting to harm, modify or destroy data of another user.
m. Exhibiting any other action whatsoever which would in any way subject the user or the Abington Public Schools to any civil or criminal action.
n. Discussing highly sensitive or confidential school department information in e-mail communications.
o. Using the Abington Public Schools' technology network to buy, sell or advertise anything.
p. Accessing unauthorized discussion groups or "chat rooms."
q. Using the Abington Public Schools' technology for gambling.
r. Using the Abington Public Schools' technology network for political campaigning purposes, including attempt to influence ballot questions or to promote or oppose a candidate for public office.
s. Failing to log off the computer network at the conclusion of a work session or at the request of system administrator.
t. Using the computer network for recreational purposes or activities relating to personal hobbies.
u. Behavior or use that is in violation with any other Abington Public Schools policies or handbooks.

3. The Abington Public Schools assumes no responsibility for:
   a. any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
   b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
   c. any cost, liability or damages caused by a user's violation of these guidelines.
   d. any information or materials that are transferred through the network.

4. The Abington Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Abington Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

5. All messages and information created, sent or retrieved on the network are the property of the Abington Public Schools. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Abington Public Schools and should not be considered confidential. While the Abington Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. The user, also, understands that use of the Abington Public Schools technology will not use code, access a file, or retrieve any stored communications on any of the systems unless authorized by Abington Public Schools.

6. The Abington Public Schools strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction.

In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Abington Public Schools' Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Abington Public Schools' Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Abington Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
9. The Abington Public Schools' administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

ABINGTON PUBLIC SCHOOLS'
WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION

The Abington Public Schools are committed to providing school environments that promote and protect students' health, well being, and ability to learn by supporting healthy eating and physical activity. As such, the Wellness Policy commits to the following:

- The Abington Public Schools will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades K-12 will have opportunities to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- A qualified child nutrition professional (School Food Service Director) will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all Abington Public Schools will participate in the available federal school meal programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- The Abington Public Schools will create, strengthen, or work within existing school councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies.

A detailed explanation of the Wellness Policy, voted by the School Committee, is available in the main office.