

“The Road to Success Starts at OMS”

OXFORD MIDDLE SCHOOL

2017-2018 STUDENT HANDBOOK

497 Main Street
Oxford, Massachusetts 01540
508-987-6074
508-987-2588 fax

PRINCIPAL
Miss Amy Belhumeur

“The students and staff of the Oxford Middle School are expected to adhere to the sections of Massachusetts General Law as they pertain to schools and schooling.”

“The Oxford School District does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness.”

MESSAGE from the PRINCIPAL

Dear Students,

On behalf of the staff and me, we would like to welcome you to a new school year at Oxford Middle School. For some of you, this is your first year at OMS, but for many it is another chance to make new friends and renew old friendships. More importantly, it is another opportunity to excel academically, behaviorally and socially. It is important to remember the following:

- Respect of yourself and others
- Follow the rules
- Effort is required every day, every class

If you can do those things consistently, then your days at OMS will be filled with great success and positive growth.

Middle school is a very important time in your life. These school years can be difficult at times, but they will also prove rewarding in many ways. The teachers and staff are here to help in any and every way that they can. We have some of the finest teachers in Massachusetts ready to prepare you academically, behaviorally and socially for the challenges that lie ahead. I am confident that with hard work and dedication you will all reach your potential.

Our motto at Oxford Middle School is, “The Road to Success Starts at OMS.” The staff will provide you with the opportunity to succeed, but you will have to provide the determination, commitment and effort that will define the degree to which you will achieve. We encourage you to take advantage of every opportunity both in and out of school to prepare yourself for all that is ahead of you in life.

We look forward to working with you, your parents/guardians and our great community of Oxford to make your 2017/18 school year a rewarding and successful one.

Sincerely,

Amy Belhumeur, Principal

Table of Contents

I.	Introduction/Orientation	
	Principal's Welcome	Inside Cover
	Vision Statement	1
	Mission Statement	1
	Academic Requirements	2
II.	Reporting Pupil Progress	
	Grading System	2
	Interim Reports	2
	Report Cards	2
	Honor Roll Requirements	3
	Rubric for Conduct & Effort	3
	Homework	4
	Makeup	4
	Incomplete Grades	4
	Academic Probation	4
III.	Attendance	
	Attendance Policy	5
	Tardiness	6
	Early Dismissal	6
IV.	Conduct, Discipline, and Related Procedures	
	Transitional Support Room	6
	Code of Conduct	7
	School Dress Code	7
	OMS Behavior Protocol	8
	Peer Mediation	9
	Student Discipline, Suspension and Expulsion	9
	Expulsion	10
	Appeal Process	10
V.	Emergency Information	
	Fire Drills	11
	Lock Down Drills	11
	Heath Issues	11
	Elevator Use	12
VI.	Transportation	
	Transportation	13
	Buses	13

	Bicycles et al	13
	Parent drop off and pick up	14
VII.	Related Services	
	Food Service/Lunch	14
	Special Education	15
VIII.	School Activities/Organizations	
	National Junior Honor Society	16
	Student Council	16
	School Activities	17
	Field Trips	17
	Assemblies	17
IX.	Miscellaneous	
	Passes	17
	Electronic Devices	18
	Locker Assignments	18
	Gum Chewing/Candy/Soda/Energy Drinks	18
	Lost and Found	18
	Care of Books	19
	Release of Pictures & Videos	19
	Vacations	19
	Fund Raising Activities	19
X.	District Policies	
	District Wellness Policy	19
	Nondiscrimination	20
	Policy of Nondiscrimination	21
	Drugs and Weapons Policy	21
	Title XII Education	22
	Sexual Harassment Policy	23
	Harassment Policy	27
	Bullying Prevention and Intervention Plan	28
	Field Trip/Chaperone Policy	37
	Computer Usage/Internet Policy	39
	Physical Restraint Policy and Procedures	42
	District Vandalism Policy	42
XI.	Acknowledgement Sheets	
	Computer and Internet Policy Acknowledgement	44
	Receipt of Policies Acknowledgement	45

Vision Statement

The Oxford Middle School will be a dynamic, safe environment that ensures learning for all students and addresses physical, social, emotional and academic needs. Together with community and family support we will foster lifelong learning.

Mission Statement

To realize the goals of our vision, we will provide a rigorous curriculum with interdisciplinary instruction in an inclusive environment. Learning will extend beyond the boundaries of the classroom and include input from parents and community members. This foundation will support an academic and social bridge connecting the elementary and high school levels.

ACADEMIC REQUIREMENTS

Our program of study for students will include core curriculum classes and unified arts classes.

In order to be promoted to the next grade level students must pass all core curriculum subjects. Students must have a minimum grade of 50 in a core subject in order to be eligible for summer school. They may only makeup two (2) courses during summer school.

Core Curriculum

English/ Language Arts

Mathematics

Science

Social Studies

Unified Arts

STEM

General Music

Physical Education

Health

Art

GRADING SYSTEM

93 - 100 = A

90 - 92 = A-

87 - 89 = B+

83 - 86 = B

80 - 82 = B-

77 - 79 = C+

73 - 76 = C

70 - 72 = C-

65 - 69 = D

64 and below = F

INTERIM REPORTS

Interim reports will be available online for all core subjects midway through each marking period in order for parents to see how their son/daughter is performing in each subject.

REPORT CARDS

Report cards will be available online at the end of each quarter during the school year. These report cards evaluate a student's academic achievement, effort and conduct in each class.

HONOR ROLL REQUIREMENTS

High Honors

90 or above in all core curriculum/unified art subjects and 1's and/or 2's in conduct and effort.

Honors

80 or above in all core curriculum/ unified art subject and 1's and/or 2's in conduct and effort.

RUBRIC for CONDUCT & EFFORT

Conduct (Self-Direction and Relationships)

1	2	3	4
<ul style="list-style-type: none"> -Consistently interacts respectfully with authority figures and handles disagreements through constructive problem solving -Takes a positive leadership role among peers -Provides supports to peers when appropriate -Listens respectfully to diverse perspectives 	<ul style="list-style-type: none"> -Interacts respectfully with adults and peers most of the time -Follows school and classroom rules -Works collaboratively in groups -Works to resolve problems with adult support 	<ul style="list-style-type: none"> -Throughout the term, there have been 3-5 instances where class rules have been disregarded and/or disrespect has been shown to adults or peers -Needs frequent adult cues to maintain positive behavior 	<ul style="list-style-type: none"> -Is frequently unable to follow rules and classroom norms, even with cuing -Lacks strategies to solve problems constructively -Lacks strategies to regroup after experiencing stress

Effort (Self-direction and Motivation)

1	2	3	4
<ul style="list-style-type: none"> -Appears eager to learn course content -Sets challenging personal learning goals relative to course content -Maintains attention/focus when content is challenging 	<ul style="list-style-type: none"> -Meets all expectations for learning course content -Handles most assignments independently but asks for help when appropriate -Participates regularly 	<ul style="list-style-type: none"> -Does only the bare minimum to get by -Presents as a passive learner -Relies on teacher/peer support, rather than tackling difficult content 	<ul style="list-style-type: none"> -Appears uninterested in course content -Consistently comes to class unprepared -Lacks strategies to deal with learning challenges and gives up easily

-Sees mistakes as an opportunity to learn	-Comes to class prepared and ready to learn	-Inconsistent participation -Occasionally comes to class unprepared	-Does not participate in class discussions
---	---	--	--

HOMEWORK

Homework will be assigned as needed and when relevant to class work. The quality of the assignment rather than the quantity shall be the standard by which all homework assignments are assessed. Since homework is an extension of the classroom, neatness, structure, content and promptness are all standards used by the teacher in assessing homework. Parents should check the student planner daily for all assignments. Cheating or plagiarism on homework, or in preparation of research papers or projects, will not be tolerated. Any student who falls into this category will not receive credit.

MAKE-UP

Make-up work during an absence takes precedence over any other after school activity except an emergency. The completion of make-up work will be governed by the following policies:

1. If a student is absent one (1) day, he/she must make up the work within one (1) day after returning to school. A student absent from school for a period of one (1) week will have one (1) week, after returning to school, to make up the work. If a student is absent longer than one (1) week he/she must make-up work within two weeks of returning to school. Tests and quizzes must be made up after regular school hours.
2. Truancy and cutting of classes will result in a failing grade for the missed work. **NO make-up work will be permitted.**
3. Make-up work will be permitted when students are suspended out-of-school.
4. Any work not made up within the specified period of time will receive a failing grade.

INCOMPLETE GRADES

Any incomplete grade must be made-up within **two weeks** of issuance of Report Cards or it automatically becomes a failure. The administration may extend this time period in extenuating circumstances with appropriate verification in individual cases.

ACADEMIC PROBATION

A student who fails two or more subjects, including Unified Arts at the end of a marking period based on the report card, will be placed on academic probation and therefore will not be

eligible to participate in *any* extra curricular activities at the Oxford Middle School until no more than one failure remains as documented on the next report card. Note that the Principal on rare occasions may make exceptions to this rule. After school detentions and after school tutoring, if assigned, are not considered extra-curricular and attendance is mandatory.

ATTENDANCE POLICY

Daily and punctual attendance is critical to academic success. Students need to be in the classroom to benefit from teacher instruction and from interactions and exchanges of ideas with peers in accordance with Massachusetts General Law Chapter 76, Sec. 1.

Parents/guardians have the responsibility for ensuring that students attend and remain at school daily (Massachusetts General Law Chapter 76, Sec 1). When a child is going to be absent, the school district requires the parent/guardian to call the school to inform them of their child's absence (Massachusetts General Law Chapter 76, Sec 1A). To call your child out absent, please contact the Main Office: (508) 987-6074. Please note: a parent phone call does not excuse your child's absence. If a student is absent and the school is not notified, the school will call the student's parent/guardian (Massachusetts General Law Chapter 76, Sec 1B). Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made. Appointments with doctors should be made after school hours or during vacations. Early dismissal should not be requested, except in cases of emergency. Note that students who are absent during the school day are not permitted on the school campus for any after school activities of any type on that day. Exceptions may only be granted at the discretion of an administrator. The following procedure will be followed:

Step One: When a student has a total of five (5) unexcused days of non-attendance the parent/guardian will be contacted to notify them of the unexcused absences and to develop action steps to improve student attendance (Massachusetts General Law Chapter 76, Section 1B).

Step Two: When a student has a total of seven (7) full days of non-attendance or fourteen (14) half-day sessions within a given 6-month period and none of those days have been covered by a healthcare professional's note or other administratively approved excuse, then a letter will be sent to the student's parent(s) or guardian(s) warning the family that the student is at risk of requiring an intervention and requesting them to contact the school to arrange a meeting with the School Counselor. The meeting will focus on the concerns associated with the student's attendance and develop an action plan to support improved attendance (Massachusetts General Law Chapter 76, Section 2).

Step Three: If a student continues to be absent from school and **the number of non-attendance days reaches thirteen (13)**, the student will be referred to the Elementary and Secondary School Intervention Program. ESSIP is an attendance program developed with the Dudley District Court, Department of Children and Families and Oxford Public Schools to work with the students and their families to explore ways to improve school attendance. Please be advised if a child is referred to ESSIP and attendance continues to be a concern a consult will be made between the school, DCF and the juvenile court as to further action.

A student who is absent from a core curriculum subject 19 or more times during the school year will not receive credit for that course. A scheduled doctor or dentist appointment during the school day is NOT considered an excused absence. Incomplete class work resulting from absence will be graded as a failure if not made up within the given time span. Excessive absences will be reported to the parents. In extenuating circumstances, the administration has the right to waive or excuse absences.

If a student receives a passing grade in all core subjects but has been absent between 19 and 25 days they will be required to make the days up at the discretion of Administration. Any student who has been absent more than 25 days will be retained regardless of grades.

TARDINESS

No student should be on school property before 7:15 a.m. Students must be in their homerooms by 7:50 a.m. Any student that enters after 7:50 a.m. will be considered tardy and must report to the office with a parent to sign them in to school. For every 5 tardies to school in a quarter, students will be assigned an after school detention. For every unexcused tardy after that in a quarter, a detention will be assigned. During the school day, students tardy to a class three times will be assigned a classroom detention with that teacher. Chronic tardiness to school or classes may result in parental conferences and/or in-school suspensions.

EARLY DISMISSALS

During inclement weather it is important to have a “**plan of action**” in place with your child before he/she leaves for school. The phone is not available to students to let parents know that we are dismissing early. The Oxford School Department notifies radio and television stations of a delay or early dismissal. An automated call will also be activated for this purpose.

TRANSITIONAL SUPPORT ROOM (TSR)

Formally known as ISS, the Transitional Support Room services students’ academic, social/emotional, behavior and physical needs on a daily basis. TSR serves as:

- Homeroom for students who are having behavior or medical issues and can’t be in a homeroom.
- Alternative Physical Education for students who can’t participate in gym due to medical issues.
- ISS for students who are assigned in- school suspension for behavior issues.
- Detention Center for students who are assigned after school detention for behavior or violations of rules and policies.
- Quiet Lunch for students whose behaviors do not allow them to eat in the cafeteria.
- Quiet Lunch for students who are not completing homework consistently or owe work.

CODE OF CONDUCT

Appropriate behavior and effort is synonymous with good citizenship. Students are expected to demonstrate courtesy and respect toward all faculty and staff members and toward fellow students. The general guidelines for proper student behavior should always be governed by a regard for the needs and rights of others. Each student and staff member has the following rights in school:

- To work in a pleasant, safe and orderly environment.
- To be free from insulting or abusive treatment from others.
- To have an atmosphere that encourages learning.

School rules are designed to protect these rights. Oxford Middle School students at all times will do the following:

- Respect and not break, damage or deface school property.
- Respect the personal property and materials of others.
- Respect the rights of others without fighting, teasing, name-calling, or bullying.
- Use language that is free of vulgarity and profanity.
- Be honest in words and deeds, will not lie, cheat, forge or plagiarize.
- Be on time to school and all classes, and bring with them necessary materials.
- Act in a way that does not disrupt learning.
- Conduct themselves in an orderly fashion, and walk, not run, in the hallways.
- While classes are in session, students are not to be out of their assigned rooms without a pass.
- Students are not to use the facilities of the auditorium or gymnasium, outside grounds, or be in other areas of the school without teacher supervision.
- Students may not leave school grounds without permission.
- Printed materials may be distributed only with permission of the administration, and posters, notices, pictures on walls require permission of the administration.
- Toys, including balls, spinners, Legos, etc. are not allowed in school. “Fidget toys” may be allowed only for those with prior administrative or student services approval.
- Students will avoid public displays of affection that is inappropriate in a school setting. Faculty or administrators will warn students engaging in behaviors judged to be inappropriate, and refer for disciplinary action if such behavior persists.

SCHOOL DRESS CODE

All students are expected to dress in a manner that is appropriate for school. We enlist the help of the parents regarding this matter. Students are to maintain an appearance that is not a distraction to the school community or a detriment to the educational process. Student dress is considered unacceptable when it attracts undue attention to the individual or health and safety becomes a concern. It is not the intention of this policy to list every possible clothing issue, but to provide guidance that will help avoid embarrassing situations for the student. Students must

use responsible judgment when dressing for school. The Administration has the authority, according to Massachusetts General Law- Chapter 71 sec. 82+83, to determine inappropriate dress.

1. Dress that is detrimental or a distraction to the educational process is prohibited.
2. Students must be clean, neat and maintain a standard of decency in dress and appearance and should be appropriate to a working environment. For example, clothing such as pajamas and slippers are not permitted.
3. Student haircuts/hairdos shall not cover or obscure the eyes for both safety and academic reasons.
4. Dress that interferes with a student's health or safety will not be allowed. Students are not to wear jewelry or other attachments (i.e. tongue, lip, nose or eyebrow loops and/or rings, or any body piercings) that pose a health problem or safety hazard to either the student or to other students. Inherently dangerous clothing or accessories such as "Heelies" (shoes with wheels in the heels) are prohibited.
5. Dress that has the potential to harm school property or others (i.e. studded clothing/accessories or chains) will not be allowed.
6. Clothing with obscene or inappropriate messages or symbols will not be allowed nor will clothing that reveal undergarments.
7. No hats, hoods, bandanas, or other hair coverings are to be worn in the school building or at school functions.
8. All shorts, skirts, and dresses must reach fingertip length with hands at the sides when standing erect.
9. All shirts/tops must extend below the waist. Exposed midriffs, open back shirt/tops, and plunging necklines are not allowed.
10. For security reasons, students are not allowed to wear bulky outerwear (coats) or carry backpacks throughout the day. These items must be kept in the students' locker. Students may wear light jackets, sweaters, and sweatshirts for warmth during cold months.
11. Undergarments may not be visible (i.e. boys – underwear/boxers; girls – bras, undershirts or underwear).
12. Sagging and/or baggy pants are not to be worn. Pants need to be properly fitted and/or worn with a belt. Pants may not drag on or touch the ground.
13. Leggings, yoga pants or tights are considered underwear and may not be worn without appropriate clothing **over** them such as a skirt, shorts, or dress that must reach fingertip length with hands at the sides when standing erect.

The dress code will be enforced by all staff and any violations will be handled by the Administration.

OMS BEHAVIOR PROTOCOL

Teachers and staff will establish routines, structure and build positive relationships with students. Also, having well planned and prepared lessons that keep students engaged bell to bell is critical for classroom management. The following are our daily expectations:

1. **Respect** of yourselves and others
2. **Follow** school and classroom rules daily
3. **EFFORT** is a requirement. Students need to try every day, in every class.

If behaviors start to disrupt the teaching/learning process or environment in the classroom, the following will happen:

1. Teachers will use verbal and non-verbal cues to re-direct the negative behaviors. Also, the use of questions, “what are you doing”, “what are the rules” etc. will be used to get students to recognize what they are doing. These re-directions can be used as many times as needed or possible.
2. If behaviors do not improve after the redirections, the student will be given a choice to either stop the behavior/s in question or they will be assigned a teacher detention. If the student continues, a detention will be assigned to be served ASAP.
3. If after the assigning of the detention the disruptions continue, then the student will be given a choice to either stop the behavior/s or they will be sent out on a behavioral referral. If they continue to disrupt, they will be sent the Transitional Support Room on a behavior referral. From there, Administration will assign consequences.

PEER MEDIATION

Peer mediation is a way of helping to solve conflicts by talking to each other. It involves student mediators who are trained to listen to those in conflict and help them resolve their problem. The people in conflict are the “parties” or “disputants.” Mediators do not take sides or force the parties to do anything. The goal of mediation is to help the parties make up their own solution to the situation that they are willing to live with in the future. This is called an agreement or contract. Peer mediation may be used in lieu of or in conjunction with other disciplinary actions.

STUDENT DISCIPLINE, SUSPENSIONS AND EXPULSIONS

The Oxford Public School District shall adhere to and follow the requirements as to student discipline, including in-school suspensions, short-term and long-term suspensions, established by Mass. General Laws Chapter 71, Sections 37H,37H1/2 and 37H3/4 and Code of Mass. Regulations Chapter 603,Sections 53.00 – 53.14, as such statutes and regulations have been most recently amended, a copy of which the Superintendent of Schools shall have posted on the District web site, and as such may be amended from time-to-time. Regulations and detailed information can be found by accessing the following link: [STUDENT DISCIPLINE REGULATIONS](#)

Behaviors that may result in either in-school or out-of-school suspension, will include, but not limited to, the following:

- a. Incidents of violence such as fighting/hitting/kicking/showing/spitting.
- b. Truancy or excessive tardiness to school or classes. Leaving school without permission.
- c. Profanity or blatant disrespect directed toward staff members.
- d. Insubordination.
- e. Incidents of destruction or stealing of school or private property. The student and/or parent will also be responsible for making restitution for any damage or losses.
- f. Instances of throwing or launching/propelling food, or any other item (such as pencils, balls, paper wasps, spit balls, etc.) in the cafeteria or any other place.
- g. Skipping class or being in any unauthorized area.
- h. Repeated disruptive behavior in class.
- i. Failure to serve detention(s) or stay for Mandatory Tutoring.
- j. Any act, or intent to act, which threatens the safety or well being of the student body and/or staff or of an individual member of the student body or staff.
- k. Any act which constitutes a major disruption to the school day.
- l. Possession, distribution, consumption and/or being under the influence of drugs (or possession of drug related paraphernalia), including but not limited to cigarettes, and alcohol on school property or at a school sponsored event. This offense may result in expulsion from school and all information will be reported to the Oxford Police Dept.
- m. Violation of weapons policy. This offense may result in expulsion. In addition, the names of the students involved will be reported to the Oxford Police Dept.
- n. Bullying or harassment.

Parents of students to be suspended will be notified by phone and a written notification to follow. The type and duration of suspension will be determined by the Administration.

EXPULSION

Expulsion is the permanent removal from school of a student for disciplinary reasons. The Education Reform Act of 1993 and subsequent amendments authorize school principals to expel students who carry weapons or illegal drugs to school, assault school personnel or are convicted of a felony off school grounds. Cases of extreme harrassment may also be grounds for expulsion. Currently, no law requires districts to provide expelled students with alternative education, unless they are students with special needs who under federal law are entitled to receive alternative education if excluded for ten days or more.

APPEAL PROCESS

As one segment of the total society, the school must safeguard the rights of all individuals; it must use the appropriate procedures - due process - for administering these rights. Right to a Hearing - Every student has a right to the details of the alleged offense or to read a

description of the offense as reported to the principal or other official. The hearing, at which the student must be advised of his/her rights, is conducted prior to the imposition of a penalty, except in the case of emergency. Right to Appeal – For disciplinary issues involving out of school suspensions exceeding 10 days, students and their parents have a right to appeal to the Superintendent of Schools. For attendance issues where a student may be held back for missing excessive numbers of days, students and their parents have the right to appeal to a committee consisting of the principal, assistant principal, guidance counselor, and the school nurse. Decisions may be appealed to the Superintendent of Schools.

FIRE DRILLS

Fire drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions in each classroom indicating the route to leave the building in case of fire.
2. WALK. No talking, move quickly to your designated area.
3. Never leave your group unless told to do so by your teacher.
4. Never use the elevator.
5. Do not carry your books or other bulky materials.

LOCKDOWN-DRILLS

Lockdown and shelter in place drills are held at regular intervals throughout the school year. The District has adopted **A.L.I.C.E.** as our protocol:

1. **Alert-** The building will be notified of the exact threat that may be in the building
2. **Lockdown-** Staff and students to go to a locked room, move away from the door and remain silent.
3. **Inform-** Staff will wait for any real time updates to be prepared to make decisions of possible evacuation.
4. **Counter-** Staff and students will prepare to counter and disrupt the intruder if they enter the room.
5. **Evacuate-** Staff will determine if it is safe to evacuate or remain in lockdown until the crisis is over.

Please note that there is no prescribed order to the above acronym and teachers are trained to make decisions in the best interest of everyone's safety. These drills and conversations will be ongoing with students, the community and parents. It is something we all hope never will be needed, but we need to be prepared and know how to react if needed.

HEALTH ISSUES

The school will safeguard the health of every pupil and encourage him or her in sound knowledge and common sense health attitudes. In case of accidents or injuries the nearest member of the faculty or staff should give first aid. Referral of all injuries should be made to the school nurse. No treatment other than first aid will be given at school. If further treatment is required, it is the responsibility of the parent or guardian to provide it. In all but minor injuries referral to a physician is advisable.

Any teacher who considers a pupil physically unfit for class participation shall notify the principal or school nurse, who in turn will notify the parent/guardian. It is important that the school nurse be familiar with the health status of each pupil. Parents are requested to inform the school nurse of health needs requiring special attention.

Policies have been established to ensure the health and safety of children needing medicines during the school day. Medication will be kept in the Health Office and administered there by the nurse. Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give the medicine
2. Signed medication order.

The written order form should be taken to your physician or nurse practitioner for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medicines should be delivered to the school in a pharmacy labeled container by you or a responsible adult whom you designate. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school.

Metered dose inhaler medication as prescribed by a physician for asthma and airway disorders will be stored in the Health Office unless otherwise ordered by the physician. As with other medication a signed permission slip is required.

State law requires immunization shots be given to all students. This is the responsibility of the parents/guardians. Failure to do so will result in exclusion from school.

General Guidelines Regarding Keeping Students at Home:

Fever: Do not send your student to school with a fever of 100 or above. Likewise, a student with a fever must be dismissed. Do not medicate the fever and then send the student to school as the student is still likely to spread infection. A student must be fever free without medication for 24 hours before returning to school.

Vomiting: Do not send your student to school if vomiting. Likewise, a student who is

vomiting must be dismissed. A student must not have vomited for 24 hours before returning to school.

Diarrhea: Do not send your student to school with diarrhea. Likewise, a student with diarrhea must be dismissed. A student must be free of diarrhea for 24 hours before returning to school.

ELEVATOR USE

The use of the elevator at the Middle School is reserved for those students who are handicapped or temporarily incapacitated. Permission to use the elevator must come from the Administration and be approved by the school nurse.

TRANSPORTATION

School buses are provided by the town under contract with a bus company. Bus routes are established by the bus company and published prior to the start of the school year. Students who regularly ride the bus are assigned to a specific bus and requests to ride a different bus are not approved per District policy. Students riding the bus are under the jurisdiction of the Administration from the time they report to their bus stop in the morning until they leave the bus stop after being dropped off at the end of the day. Students who ride the bus and plan to walk home or elsewhere, or get a ride from a parent or approved adult, or stay late for detention, help, or extra-curricular activities must bring in a note from their parent or guardian explaining the circumstance and approving alternate transportation.

BUSES

It is important to note that the bus driver has complete control of the bus. The following rules are to be observed when riding the school bus:

1. Stay in your seat and do not board or leave the bus while it is in motion.
2. 5th/6th grade students are to sit from the middle of the bus to the front while 7th grade students are to sit from the middle to the back of the bus. Exceptions may be made with administrative approval.
3. All school rules apply on the bus.
4. Hands, arms and heads are to be kept inside the bus at all times.
5. After leaving the bus, students who must cross the road are to walk **in front** of the bus when told to do so by the bus driver.
6. Shoving, pushing, improper loud talking, and profanity are prohibited
7. Absolutely NO smoking, eating, or drinking on the bus .
8. Students who are not regular bus riders will not be permitted to travel on buses
9. Bus riders who wish to be excused from riding home on the bus must bring a note to school requesting that permission.

A student who violates any of the bus regulations will be issued a bus conduct report by the driver. These reports may result in a warning, bus seat assignment, bus suspension or any

other school consequence to be determined by the Administration. Multiple or major offenses may result in the loss of riding the school bus for up to the remainder of the school year.

BICYCLES et al

Students must return a signed contract in order to ride a bike to school. The contract will be provided by the school and needs to be signed by the student and parent/guardian. Bikes are to be stored on the bike rack throughout the day and we strongly encourage you to lock your bike. The school is not responsible if your bike is stolen. In accordance with Massachusetts General Laws Chapter 85 Section 11b, bicyclists age 16 and younger are required to wear approved helmets. Upon arrival and dismissal from school, students must cross at the cross walk with their bikes just as walkers do. Students violating the above guidelines will lose the privilege of riding their bicycles to school or storing their bicycles on school property. Skateboards, scooters, roller-blades, etc. are prohibited in the school building at all times.

PARENT DROP OFF AND PICK UP

Parents dropping off and picking up their children are to use the south side of the driveway (the exit side). Cars are to pull around the grassy area in front of the flagpole, bypassing the driveway section that goes directly to the front door, leaving this section for busses and emergency vehicles. Cars picking up and dropping off should pull forward along the exit side and stay over to the right side leaving room for busses and emergency vehicles. Note that there is no “head-in parking” in this section of our lot and drivers are not permitted to park and leave their vehicle in this section of the lot at any time.

At the end of the day for school dismissal, cars are to line up in one of the three marked lanes in the parent pickup section of the lot. Cars are to pull forward in their lane as far as possible. For safety reasons, no cars in the parent pickup lanes are permitted to leave until all children are loaded, and then only as directed by an administrator or police officer who will direct traffic. Note that busses have priority during this period.

FOOD SERVICE/LUNCH

In the Middle School, each grade has its own lunch period. Monitors are provided to maintain order and insure a restful lunch. All pupils will report to the cafeteria whether they are buying a lunch or not during the lunch period. Some simple rules of courteous behavior to make the lunch period pleasant and relaxing are:

1. Throughout lunch, students are expected to be courteous and respectful to all including other students and staff members. Showing disrespect towards anyone in the cafeteria will not be tolerated.
2. Students are to remain at their tables during the entire lunch period, getting up only to get condiments, ask permission to go to the lavatory, or throw away trash. Walking from table to table to socialize is not permitted.
3. Pupils should purchase their own lunch and not have anyone else go through the line to

obtain food for them.

4. Throwing of food or any objects, rough housing, and fighting will be dealt with severely, including possible assignment of in-school or out of school suspensions.
5. Students are responsible to make sure the table is clean and the area underneath on the floor is picked up when they leave.
6. Food should never be taken outside the cafeteria to be eaten. Drinks purchased in the cafeteria must be consumed in the cafeteria.
7. Students may go to the lavatory only with a pass from one of the cafeteria monitors and must return promptly so that others may be allowed the opportunity.
8. Break will be offered during the good weather days to students during the second half of their lunch block. Appropriate outside school behaviors are expected or outside privileges will be taken from individuals or classes, to be determined by the Administration.

Lunches may be pre-paid by the year or term. Payment plans are available as well as sibling discounts. Free/Reduced meal applications may be filled out at anytime during the school year to see if you qualify. Please contact the Food Service office. (508-987-6056)

SPECIAL EDUCATION

The Special Education Department of the Middle School meets the needs of all students who come under the purview of special education, (603, CMR 28.00 or Federal Special Education regulations found at 34 CFR part 300.) Consistent with state and federal education law, the Team shall establish whether a student has a disability (ies) as defined in 603 CMR 28.02 (6), determine the type(s) of disability (ies) and shall ensure that the student's inability to meet progress is a result of the disability (ies) and not a result of an inability to meet the school discipline code, limited English proficiency, social maladjustment, or lack of instruction in reading and math. Additionally, to be eligible for special education it should be determined that the student needs specially designed instruction in order to make effective progress in school or related services in order to access the general curriculum. The Team shall examine the data, including information provided by the parent, and make a determination. After the evaluation the student, parents, and school officials are notified of the results. For further information please contact the Director of Special Services at 508-987-6099.

All students are expected to meet the requirements for behavior as set forth in this handbook. State and federal education laws require that additional provision be made for all students who have been found, by an evaluation team, to have special needs and whose program is described in an Individual Educational Plan (IEP). The following requirements apply to the discipline of special needs students.

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student and a record will be kept of said notices.

3. When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year a review of the IEP will be held to determine the appropriateness of the student's placement of program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a. design a modified program, or
 - b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

Section 504 is a federal status that prohibits discrimination based upon a disability. Obligations for school districts start when federal funds are received. Section 504 covers eligible students, employees and other individuals with disabilities for reasonable accommodations that enable them to work or learn. A team knowledgeable of the person determines if the individual meets eligibility criteria. The following is the definition of a disability under Section 504. A person maybe considered disabled under the definition of Section 504 if the individual has a mental or physical impairment, which substantially limits one or more of such person's life activities. When a condition does not substantially limit a major life activity, the individual does not qualify for services under Section 504.

NATIONAL JUNIOR HONOR SOCIETY

OMS-NJHS – 2016-2017 Handbook (online)

Qualifications for membership:

1. 6th grade candidates are nominated based on their grades from first and second marking periods of Grade 6.
2. 7th grade candidates are nominated based on their grades from third and fourth marking periods of Grade 6 and the first and second marking periods of Grade 7.
3. Candidates must attain a Year to Date average of 90 or above and no grade lower than an 85. Students elected to N.J.H.S. must maintain this average and continue to meet these guidelines in each subsequent marking period in order to continue their membership. Once dismissed from the society, a student is never again eligible for membership in the Middle School Chapter.
4. Candidates must have a 1 or 2 in both conduct and effort in all courses.
5. Candidates are evaluated on the qualities of scholarship, leadership, citizenship, character and service. Disciplinary records and report cards for candidates are screened to ensure selected students exhibit the highest standards of conduct and effort in all their classes.

6. Candidates are selected for membership by a five-member faculty council.
7. Members of OMS N.J.H.S. are required to complete at least 10 hours of individual community service by the conclusion of third marking period of their induction and subsequent years. These hours are in addition to group activities run by the chapter.

- Amended May 12, 2016

STUDENT COUNCIL

The Student Council plays a significant role at the Oxford Middle School. It acts as a liaison between the student body and the administration. Elections are held every academic year. Students may not be nominated to the Student Council if they were required to attend summer school, have had excessive absences/tardies, or have had major disciplinary actions assessed to them. Council members must maintain an average of 70, or above, in each core subject area.

SCHOOL ACTIVITIES

Intramural Sports	Yearbook	Student Council
Chorus	Band	National Jr. Honor Society
Theater	Babysitting Class	Art Club
Boys/Girls Soccer	Ultimate Frisbee	Lego Robotics League
Coed Cross Country		Field Hockey
Boys'/Girls' Basketball		

... And other activities to be announced

For all extra-curricular activities, after participants and spectators have arrived at the event, they are not allowed to leave and then return to the event. For example, students watching a basketball game may not leave the game to go across Main Street for a soda and then return. All school rules apply during school sponsored activities.

FIELD TRIPS

Field trips must be approved by the principal according to the District policy. Students participating in field trips are expected to conform to the rules and regulations of the school and behave in a manner that brings credit to the Oxford Middle School. A student who receives an out-of-school suspension at any time during the school year will not be allowed on a field trip, however, the Administration can make exceptions for students whose teacher feels deserves an opportunity to go based on improved behavior. Other students who have poor behavioral records may be excluded from the field trip on a case-by-case basis upon agreement of the teachers and the Administration. NOTE: Adults participating in a field trip, including parents or other

chaperones, must have passed an appropriate background check (a CORI check) and be on file as an acceptable chaperone.

ASSEMBLIES

Cultural and educational performances will be held throughout the year. All students are to adhere to the following rules during assemblies:

1. Enter the auditorium quietly – be polite – be courteous
2. Be a good audience – applaud – do not whistle, boo, or stomp feet

When an administrator/staff member raises his/her hand this means it is time to look and listen.

PASSES

Students are not permitted in the halls or other areas of the school or school grounds during classes without a pass from an authorized staff member or unless accompanied by a teacher. Students found in unauthorized areas are subject to disciplinary action. Students using lavatories at any time during the school day are required to have a valid hall pass. *Use of lavatories between classes is not allowed.*

ELECTRONIC DEVICES

Electronic devices such as MP3 players, iPods, cellular phones, cameras, dvd players, laptop computers, iPads, games, or any other misc. electronic devices to be determined by administration, must be kept in your locker during school hours. Bringing any of these types of items to school is discouraged because if they get lost or stolen it is entirely the responsibility of the student. Any of these types of items seen during the school day (starting when the student enters the school until the student leaves the school for home) will be confiscated by the faculty and turned into the front office. Administration will not notify parents/guardians, they will be required to pick up the device at the end of the school day or make other arrangements. Repeated offenses may incur further consequences. Devices that may hurt people, such as laser pointers and devices designed to deliver an electric shock to people may also result in disciplinary action.

LOCKER ASSIGNMENTS

Hallway and gym lockers are assigned for the school year. Students should keep their lockers neat and clean and will be responsible for any damage or defacement of their assigned lockers. For security of both personal items and the school, lockers must be locked at all times. The school will provide each student combination locks for use on hall and gym lockers at the beginning of the school year for a refundable \$5 deposit, or in cases of financial hardship, an hour of community service. Except in unusual circumstances, school issue locks must be used by all students. Lockers will not be shared or exchanged between students. Students should not store valuables in their lockers and the school will not be responsible for items stolen or misplaced

from lockers. e. The administration has the right to search a locker or lockers when they have reason to believe that contents of such locker or lockers might jeopardize the safety or well being of the school population or the school building. The contents of a student's locker are the responsibility of that student.

GUM CHEWING - CANDY – SODA - ENERGY DRINKS

The chewing of gum or the eating of candy is not allowed in the school. Students are not allowed to purchase drinks from the vending machines during school hours. Drink bottles are allowed in the cafeteria during lunch, in a classroom during snack time at the teacher's discretion, or if the student has a note from the school nurse. Students are allowed to carry clear water bottles with water only during the school day. Because of the Massachusetts time and learning requirement birthday celebrations and the like are discouraged during the school day, at the teacher's discretion. Energy drinks have no place in our school and are not permitted.

LOST and FOUND

If you lose an article report it to the office. Do not bring any valuables or large sums of money to school. Never leave valuables or money in your lockers. The school is not responsible for lost items.

CARE of BOOKS

Books are very expensive. When you receive a book, your teacher will track its condition, the number and your name for record purposes. Students are responsible for all books. If you lose or destroy a book given to you during the school year, your parents will be responsible for the replacement cost. All books MUST be covered for the entire year.

RELEASE for PICTURES & VIDEOS

Please note that by signing the receipt of handbook form, you are acknowledging that your child's picture may be taken or video-taped during the school year to acknowledge and promote events/happenings at OMS. If you do not want your child photographed or videoed, please note that on the receipt of handbook form.

VACATIONS

All vacations should coincide with the school vacations.

Teachers cannot give assignments to students ahead of time if the material has not been taught; however, the student is responsible for missed work. It is impossible for students to make-up what takes place in a classroom for one week or longer. They miss out on the teaching,

classroom discussions, and the reinforcement of material taught. Days missed from school for any reason count against the maximum allowable missed days before a student must be retained. The school *strongly* advises against planning to miss school for any reason other than actual emergencies.

FUND RAISING ACTIVITIES

Fund raising other than school sponsored fund raising such as the magazine drive or book fair is disruptive and inappropriate in a school environment. For this reason, students are not allowed to engage in fund raising activities during the school day. Any extra-curricular fund raising such as concessions sold at sports or social events such as dances, 50-50 raffles and such are to be specifically approved by the Administration.

DISTRICT WELLNESS POLICY

The Oxford Public Schools is committed to providing a school environment that enhances learning and development of life long wellness practices.

As stated in Section 204 of Public Law 108-265 CHILD NUTRITION and WIC REAUTHORIZATION ACT of 2004.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
- Nutrition education is provided and promoted by the Administration and classroom teachers, support staff, and health educators reinforcing eating of breakfast and bringing healthy snacks to school and/or lunch items.
- Physical activity outside of physical education classes will be promoted and encouraged.
- All school based activities are consistent with local wellness policy goals.
- All food and beverages made available on campus (including vending, concessions, a la carte, rewards, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans and all food safety and security guidelines.
- A designated person or committee will oversee the implementation and evaluation of the policy recommendations.

NONDISCRIMINATION

Public schools have the responsibility to overcome, in so far as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, color, national background, religion, sex, sexual orientation, economic status, political party, age, disability and other human differences.

{Adoption date – November 1, 2001 }

LEGAL REFS.: Title VI, Civil Rights Act of 1964.

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972.

Executive Order 11246, as amended by E.O. 11375.

Equal Pay Act, as amended by the Education Amendments of 1972.

Title IX, Education Amendments of 1972.

Rehabilitation Act of 1973.

Education For All Handicapped Children Act of 1975.

M.G.L. 71B:1 et seq. IDEA 1997, updated 2004.

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971).

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity adopted 6/24/75, as amended 10/24/78.

Board of Education IDEA 1997, updated 2004.

ADA Acts of 1990, Americans With Disabilities Act.

Title II, Americans with Disabilities Act of 1992.

POLICY OF NONDISCRIMINATION

The Oxford School Committee's "policy of nondiscrimination will extend to students, staff, the general public, and to individuals with whom it does business". The School Committee's policy of nondiscrimination prohibits discrimination on the basis of "race, color, sex, religion, national origin, sexual orientation and disability".

If any employee or student of the Oxford Public School District believes that she/he has been subjected to discrimination or discriminatory practices, the employee or student has the

right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The following individuals are designated as the District's Compliance Officers:

Title VI (Civil Rights) and Title IX (Discrimination on the Basis of Sex)

Superintendent of Schools
4 Maple Road, Oxford, MA 508-987-6050

Section 504: (Discrimination on the Basis of Disability)

Superintendent of Schools
4 Maple Road, Oxford, MA 508-987-6050

DRUG AND WEAPONS POLICY

A student shall not possess, use or attempt to use any drug or weapon on school premises or at any school sponsored event. In order to protect the students of the Oxford Public Schools, by law, Oxford Middle School will adhere to Massachusetts General Laws Chapter 71 Section 37H.

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

Any student who assaults an OMS staff member on school grounds or school sponsored or school related events, including athletic games, may be subject to expulsion from school or the school district by the principal.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.

TITLE XII EDUCATION

Chapter 76, Section 21

**there may be an addendum following final approval by DESE*

Section 21, Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to

make academic progress during the period of suspension, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and on-line or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and non-profit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

Instructional costs associated with providing alternative educational services under this section shall be eligible for reimbursement under section 5A of chapter 71B, subject to appropriation. The reimbursements shall be in addition to amounts distributed under chapter 70 and shall not be included in the calculation of base aid, as defined in section 2 of said chapter 70, for any subsequent fiscal year. Instructional costs eligible for reimbursement shall include only those costs directly attributable to providing alternative educational services under this section, such as salary of educational personnel, salary of related services personnel, costs for specialized books, materials or equipment, tuition costs, if the student is receiving services from other than the local public school, consultant costs if directly attributable to the student's instructional program and instructional costs of extended day or year services if such services are a part of the education service plan. Such costs shall be prorated as appropriate to reflect group activities or costs for part-time services. Instructional costs shall not include transportation costs, administrative or overhead costs, the cost of adapting classrooms or materials that are used by more than 1 student, the costs of fringe benefits of personnel employed by the school district, nor the costs associated with the development of the education service plan or service coordination for the student. Instructional costs associated with an education service plan shall be reported to and approved by the department and shall be reimbursed according to the formula and procedures in said section 5A and of said chapter 71B.

SEXUAL HARASSMENT POLICY

Oxford School Committee

I. Introduction

It is the goal of the Oxford School Committee (The "Committee"), as chief executive officer of the Town of Oxford Public Schools ("The District") to promote an environment that is free of sexual harassment. Sexual harassment of employees as well as students occurring in the

environment or in other settings in which employees and/or students may find themselves in connection with the School District is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees and/or students. **(For purposes of this policy, the word “employee” means anyone in the service of the Committee, either on a paid or volunteer basis.)**

Because the District takes allegations of sexual harassment seriously, it will respond promptly to complaints of alleged sexual harassment and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. **Definition of Sexual Harassment**

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or a student’s status; or
- b. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a basis for employment decisions or student status decisions; or
- c. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee’s and/or students work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female employees and/or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the

severity of the conduct and its persuasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and,
- Discussion of one’s sexual activities.

All employees and/or students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the Committee.

III. Complaints of Sexual Harassment

If any of our employees and/or students believes that he or she has been subjected to sexual harassment, the employee and/or student has the right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The District has designated Sexual Harassment Grievance Officers. If you would like to file a complaint you may do so by contacting the current Sexual Harassment Grievance Officers as follows:

PERSONNEL

As to any complaint regarding alleged sexual harassment by building level staff, the Sexual Harassment Grievance Officers are as follows:

The Principal of the school where you believe the incident to have occurred or the Supervisor to Special Services as alternate.

As to any complaint regarding alleged sexual harassment by Project Coffee/Jobs staff, the Sexual Harassment Grievance Officers are as follows:

Project Coffee/Job Director or the Supervisor to Special Services as alternate.

As to any complaint regarding alleged sexual harassment by other Central Office staff, the Sexual Harassment Grievance Officers are as follows:

The Superintendent of Schools or Supervisor to Special Services as alternate.

As to any complaint regarding alleged sexual harassment by Principal or the Director of Project Coffee/Jobs, the Sexual Harassment Grievance Officers are as follows:

The Superintendent of Schools or the Supervisor to Special Services as alternate.

As to any complaint regarding alleged sexual harassment by Supervisor to Special Services, the Sexual Harassment Grievance Officers are as follows:

The Superintendent or the School Committee Chairperson as alternate.

As to any complaint regarding alleged sexual harassment by the Superintendent, the Sexual Harassment Grievance Officers are as follows:

School Committee Chairperson or Vice Chairperson as alternate.

The addresses and telephone numbers of the above noted Sexual Harassment Grievance Officers as follows:

<u>POSITION</u>	<u>SCHOOL</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
Principal	A.M. Chaffee,	9 Clover St., Oxford, MA 01540	(508) 987-6057
Principal	Clara Barton,	25 Depot Rd., Oxford, MA 01540	(508) 987-6066
Principal	Middle School,	497 Main St., Oxford, MA 01540	(508) 987-6074
Principal	High School,	495 Main St., Oxford, MA 01540	(508) 987-6081
Director –	COFFEE,	493 Main St., Oxford, MA 01540	(508) 987-6090
Supervisor of Special Services	Central Office,	4 Maple Road, Oxford, MA 01540	(508) 987-6050
Superintendent	Central Office,	4 Maple Road, Oxford, MA 01540	(508) 987-6050
School Committee Chairperson	Central Office,	4 Maple Road, Oxford, MA 01540	(508) 987-6050
School Committee Vice Chair	Central Office,	4 Maple Road, Oxford, MA 01540	(508) 987-6050

STUDENTS

As to any complaint regarding alleged sexual harassment by a student, the Sexual Harassment Grievance Officers are as follows:

High School:	Principal or Assistant Principal 495 Main St., Oxford, MA 01540 (508) 987-6081
COFFEE:	Director or Assistant Director as alternate 493 Main St., Oxford, MA 01540 (508) 987-6090

Middle School: Principal or Assistant Principal as alternate
497 Main St., Oxford, MA 01540 (508) 987-6074
Chaffee School: Principal or Mrs. Linda Forte as alternate
9 Clover St., Oxford, MA 01540 (508) 987-6057
Clara Barton: Principal or Mrs. Lynn Thornton as alternate
25 Depot Road, Oxford, MA 01540 (508) 987-6066

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint regarding alleged sexual harassment by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any alleged incident of harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the District to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the change or to sign a written statement. Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment. If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

Sexual Harassment Grievance Officers are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. **SEXUAL HARASSMENT INVESTIGATION**

On receiving the complaint, the Sexual Harassment Grievance Officer will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Sexual Harassment Grievance Officer will also interview the person alleged to have committed sexual harassment. When the Sexual Harassment Grievance Officer has completed his/her investigation, he/she will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the offending conduct, and where it is appropriate the District will also impose disciplinary action.

V. **DISCIPLINARY ACTION**

If it is determined that inappropriate conduct has been committed by one of our employees and/or students, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or, for

students, from counseling to suspension or expulsion and may include such other forms of disciplinary action as the District deems appropriate under the circumstances.

VI. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint regarding sexual harassment with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months).

The United States Equal Employment Opportunity Commission (“EEOC”)

1 Congress St. – 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:	Springfield Office:
One Ashburton Place – Room 601	424 Dwight Street, Room 220
Boston, MA 02108	Springfield, MA 01103
(617) 727-3990	(413) 739-2145

{Adoption Date – July 7, 2003}

HARASSMENT POLICY

The Oxford Public School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent, or visitor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status.

Harassment occurs when:

- Such conduct has the purpose or effect of substantially interfering with an individual’s work or education performance, or creating an intimidating, hostile, or offensive working or educational environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or success as a student.

- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

Harassment Investigation:

On receiving a complaint, the Harassment Grievance Officer, (Principal or designee) will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Harassment Grievance Officer will also interview the person alleged to have committed harassment. When the Harassment Grievance Officer has completed his/her investigation, he/she will, to the extent appropriate inform the person filing the complaint, the person alleged to have committed the conduct, and, in the case of students, their parents or legal guardians of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the offending conduct, and where it is appropriate the District will also impose disciplinary action.

Disciplinary Action:

If it is determined that inappropriate conduct has been committed by one of the District's employees and/or students, the District will take such action as is appropriate under the circumstances. Such action may include counseling, termination from employment, or, for students, counseling, suspension, expulsion, or other forms of disciplinary action as the District deems appropriate under the circumstances.

[Adopted Date - August 15, 2001]
[Reviewed and Approved September 28, 2009]

BULLYING PREVENTION AND INTERVENTION PLAN

The plan below is excerpted from the complete text, available on line at www.oxps.org.

Introduction

The goal of the Oxford Public Schools is to maintain a safe school environment conducive to teaching and learning.

This Bullying Prevention and Intervention Plan was developed in response to M.G.L. c. 71, § 370 (as added by Chapter 92 of the Acts of 2010), prohibiting bullying in schools.

The District expects that all members of the school community will treat each other in a civil manner, respecting individual differences.

The draft plan was presented to School Committee on December 13, 2010 and approved on December 13, 2010. The plan was submitted to the Massachusetts Department of Elementary and Secondary Education on December 14, 2010.

Priority Statement

The Oxford Public Schools community is a safe environment which provides for the education of the whole student, including healthy habits of the mind and body.

Therefore, the District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. Toward that end, we will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in school buildings, on school buses, on school grounds, or in school-related activities.

We will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation. We will take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The District is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence.

ACADEMIC AND NON-ACADEMIC ACTIVITIES

The District will provide age appropriate instruction on bullying prevention in each grade in the school district's curricula. Curricula will be evidence-based. Effective instruction will include classroom approaches, whole school initiatives and focused strategies for bullying prevention and social skills development.

A. Specific bullying prevention approaches

Bullying prevention curricula for the Oxford Public Schools will be informed by current research which, among other things, emphasizes the following approaches:

1. Using scripts and role playing to develop skills
2. Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation
3. Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance

B. General teaching approaches that support bullying prevention efforts.

The Oxford Public Schools will promote teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment and they underscore the importance of our bullying intervention and prevention initiatives:

1. Setting clear expectations for students and establishing school and classroom routines
2. Creating safe school and classroom environments for all students, including students with disabilities, lesbian, gay, bisexual, transgender, and homeless students
3. Using appropriate and positive responses and reinforcement, even when students may require disciplinary action
4. Using positive behavioral supports
5. Encouraging adults to develop positive relationships with students
6. Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
7. Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
8. Using the Internet safely
9. Supporting students' interest and participation in non-academic and extracurricular activities

C. Curriculum development

The Oxford Public Schools is committed to working with building principals, the curriculum coordinator, the Administrative Council and the Bullying Curriculum Task Force to:

1. Review existing appropriate evidence-based curriculum vehicles for the delivery of the Bullying Prevention curriculum
2. Review new materials where necessary and make recommendations for adoption to the Curriculum Planning Council and the School Committee
3. Develop lessons, referring to the stated objectives and guidelines, for consistent use at each grade level
4. Make recommendations for the frequency of lessons.

D. Curriculum implementation

The Oxford Public School plans to implement approved evidenced-based curricula beginning in the fall of 2011, including but not limited to:

1. K-4 school *Announcement of the Day* created by a student
2. "Take a stand, lend a hand" practiced daily throughout the District
3. Implementation of the M.A.R.C. Curriculum throughout the District
4. K-8 Early Learning Block, *Second Step* and *Steps to Respect*

5. Internet safety presentations for students and parent/guardians

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

It is an expectation of the district that all staff members are required to report any bullying or harassment incident they see or learn about. The district will promptly and reasonably investigate all allegations of harassment, including bullying. The principal or designee of each building will be responsible for handling all complaints alleging harassment or bullying.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited. Gateway Behaviors such as teasing, name calling, taunting, exclusion, spreading of rumors or gossip including online, staring, making faces, mimicking, rough housing and physical altercations will not be tolerated.

A. Expectations

The Oxford Public Schools will follow set procedures and guidelines for the implementation of an anti-bullying protocol. This protocol includes:

1. A student/parent complaint process
2. A staff logging process
3. A reporting process for staff
4. An investigation process
5. A disposition report
6. A process for communication with parents/guardians and staff
7. Record keeping and reporting

B. Procedures for reporting acts of bullying

If any employee of the District becomes aware of a possible act of bullying, that person **must** report the event to a school administrator within one school day, using the Bullying Incident Reporting Form (*see Appendix*).

If a student expresses a desire to report or discuss a possible incident of bullying with a staff member, the staff member will, in a timely manner, provide the student with a practical, safe, confidential way of doing so.

If a student requires help completing the form, a staff member will provide the necessary assistance. Information obtained from the Bullying Report Form shall be recorded in the District as a "complaint" for the reporting student.

If a student chooses to anonymously report an incident of bullying, he/she may do so with the understanding that no disciplinary action will be taken against another student solely on the basis of an anonymous report.

C. Procedures for the prompt investigation of acts of bullying

The principal or administrative designee must initiate an investigation of a report of bullying within one (1) school day after being notified of a possible bullying incident, consistent with due process rights, using the Bullying Investigation Form.

If the target is injured, medical treatment will be provided without delay, and the student's parents will be notified immediately.

The principal or administrative designee will conduct an investigation to determine whether an act of bullying occurred, and which person(s) were responsible for the act(s) and/or played a role in perpetuating it. Other related complaints regarding the involved parties, including those from previous schools, will be reviewed as part of the investigative process.

The principal or administrative designee will make every attempt to contact the parents/guardians of all related parties by the end of the administrator's day in which the investigation was initiated and inform them of the status of the investigation.

Discussions with all parties should be documented by the investigating administrator as soon as possible after the event. When an act of bullying has been determined, the principal or administrative designee will apply consequences consistent with due process rights, using the student handbook as a guide.

If the aggressor's actions are delinquent acts, they shall be reported by the principal or administrative designee promptly to the responsible law enforcement agency according to the Massachusetts General Laws.

The principal or administrative designee will notify parents/guardians of all parties involved of the incident that the stated process has been followed.

The principal or administrative designee will create a written record of the bullying incident and any disciplinary actions taken, as well as the statements of the target, bystander(s), and aggressor(s). The Superintendent shall be notified and will summarily document the investigation.

D. Disciplinary consequences

The Oxford Public Schools will investigate reports of bullying and/or harassment. Disciplinary actions that may be taken against an aggressor for bullying or retaliation shall balance the need for accountability with the need to teach appropriate behavior. Should the investigation determine that such bullying and/or harassment has taken place the following disciplinary consequences may be taken. Consequences may include one or more of the following, taking into consideration the frequency:

1. Short-term or long-term suspension
2. Expulsion from school
3. Referral to the Oxford Police Department for criminal action
4. Possible Corrective Action
5. Restorative justice
6. Awareness training
7. Participation in empathy development, cultural diversity, anti-harassment, anti-bullying, or intergroup relation programs
8. Mandatory counseling
9. Classroom transfer
10. Limiting or denying student access to a part or area of a school
11. Adult supervision of student on school premises
12. Any other action authorized by and consistent with the disciplinary code

E. False charges

Any student who knowingly makes false charges or brings a malicious complaint regarding bullying, harassment, and discrimination or hate crimes may be subjected to any of the disciplinary and/or corrective actions detailed above.

F. Procedures for following up acts of bullying

After the determination that an act of bullying has occurred and after appropriate discipline has been enforced, the Principal or administrative designee will develop with the target student and their parents or guardians a *safety plan* and with the aggressor student and their parents or guardians a *conduct plan*. Both plans will include notifying the teachers not only of the incident, but also of all the parties involved, specifying their roles.

The safety plan for the victim will include, but not be limited by, the following:

1. A staff member (as designated by the administrator, student, and the parents/guardians) will be assigned as a check-in person to regularly meet with the student to ensure the following:
 - a. No acts of retaliation have occurred

- b. Strategies are provided for dealing with future incidents, emphasizing immediate reporting of any further acts
 - c. Information regarding outside support services are provided to student and family
 - d. The frequency and duration of check-ins will be determined on a case by case basis, but will not be less than two (2) times per week for a period of four (4) weeks.
 - e. After two weeks, the check-in person will provide a progress report on the emotional well-being of the student to the Principal or administrative designee.
 - f. The safety plan cannot be discontinued without the agreement of the student, the parents/guardians, the designated check-in person, and the principal or administrative designee.
2. The conduct plan for the aggressor will include, but not be limited by, the following and the principal or administrative designee will conduct compulsory conduct meetings to ensure the following:
- a. No further acts of bullying have been committed
 - b. The student has been educated regarding acceptable alternative behaviors
 - c. The student has received further education of the school's anti-bullying policy, including the potential for more severe school consequences and/or criminal charges being filed
 - d. The frequency and duration of these meetings will be agreed upon and will depend upon future actions
 - e. Information regarding outside support resources will be made available to the student and their parents/guardians.
 - f. A progress report identifying student conduct will be provided within two (2) weeks

Discontinuation of the conduct plan will be determined by the principal or administrative designee. All meetings and the ending of the conduct plan should be documented and kept throughout the student's school career. Parents/guardians will be made aware of any changes or discontinuance to the conduct plan.

G. Reporting orientation

Schools will inform staff about the availability of the Bullying Incident Report Form for their use during opening-of-school meetings and then periodically throughout the school year.

Schools will inform students and parents about the availability of the forms and their use during orientation sessions and periodically throughout the school year.

Samples of the form, as well as a description of the form's availability will be included in the faculty and student/parent handbooks. Forms will be available in the

school's main office, counselor's office, library, and other locations as determined by the individual schools. Electronic versions of the form will be available on the district and individual school websites.

H. Bullying protocol for teachers/staff members

With the bullying protocol in place, there may be a question regarding what constitutes an incident, what is a logging incident and what is a bullying incident limited to. Teachers are always advised to use their knowledge to determine if immediate action needs to occur.

PROHIBITION AGAINST BULLYING AND RETALIATION

The Oxford Public Schools pledges to prepare all students to be life-long learners and responsible citizens. The Oxford Public Schools are committed to maintaining a safe school environment free of bullying, in accordance with the current School Committee Policy.

Bullying of students by other students, student to teacher, teacher to student, parent to teacher, teacher to parent, administrator to teacher, teacher to administrator any district employee against another district employee will not be tolerated by the Oxford Public Schools.

The District has the implemented strategies for protecting a person who reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about an act of bullying. Such strategies include but are not limited to:

- A. The development of a safety plan
- B. Check-in with guidance, administration or other staff
- C. Witness protection
- D. Staff escorts
- E. Modified schedule/class assignment
- F. Increased supervision in high traffic areas
- G. Increased communication among staff

Bullying Shall be Prohibited:

- On school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned or leased or used by the District or through use of technology or an electronic device owned, leased or used by the District

- At a location, activity, function or program that is not school-related, or through use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school

Definitions

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

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

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

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the District, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

Nothing in the Plan prevents the District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or the District to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

OXFORD PUBLIC SCHOOLS SCHOOL SPONSORED FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips can be a most effective and worthwhile means of learning. It is the desire of the Committee to encourage certain field trips as part of and directly related to the total school program and curriculum. All field trips must have approval of the principal and comply with the following requirements:

- **Educational Relevance** – All trips shall have an Itinerary and Purpose, which shall contribute substantially to the Massachusetts Department of Education Curriculum Standards and the District's educational program.
- **Permission and Acknowledgement of Behavior Standards** – Each student must have an appropriate permission form executed and signed by a Parent or Guardian for each trip. All school rules as per Student Handbooks shall apply and be in place for each trip.

Parents/Guardian shall be informed of all rules and regulations and any consequences of related infractions. Signed permission forms shall contain a statement of understanding and acceptance of these by the student. Permission forms for overnight trips shall include authorization to obtain emergency medical care and any pertinent insurance data such as name of carrier, insurance number, preferred provider, etc.

It shall be the responsibility of the Administration to obtain and maintain appropriate written permission forms for each trip.

- **Appropriate Adult Supervision** – All trips shall be supervised and accompanied by school personnel. It shall be the responsibility of the Administration to qualify and orient each chaperone. All chaperones shall comply with the duties and responsibilities guidelines promulgated by the Administration i.e. as per the attached appendix.
- **Private Vehicles** – The use of private vehicles for field trips is discouraged. No student vehicles are permitted to be used for field trips. Should other private vehicles be used, evidence of valid registration, driver's license, and liability insurance coverage in the minimum amounts of \$100,000 – \$300,000 must be provided.
- **Extended/Overnight Trips** – All extended (overnight) trips and excursions except those required for student participation in tournament competitions or contests must have advance approval of the School Committee. Prior to each trip, chaperones shall review (with all students and parents/guardians) all standards of conduct and emergency procedures that provide for their safety and circumstances under which serious offenders may be sent home immediately at parents'/guardians' expense.

Business fundraising for any field trips shall be subject to prior approval by the School Committee.

{Adoption date – May 22, 2000} – Revised April 8, 2002

{Adoption date – May 13, 2002}

Guidelines for Chaperones

1. Each chaperone should satisfactorily complete a criminal records check (CORI).
2. Chaperones should review (with all participants) all standards of conduct and emergency procedures that provide for their safety and circumstances under which serious offenders may be sent home immediately at parents'/guardians' expense.
3. Chaperones should obtain and review trip itinerary and list of participants including information relative to emergency references, health peculiarities if any, and any approved special individual activities on the trip.
4. Chaperones should review and become familiar with major school rules including but not limited to:
 - Code of Conduct
 - Alcohol, Tobacco, and Other Substance Use Policies
 - Harassment Policies
5. Chaperones should ensure that students are never permitted to move about or remain alone in a location away from the school.

6. Chaperones should be available at all times and respond to all emergencies in a timely manner.
7. Chaperones should ensure that students follow established schedules and check-in at prescribed times and places. Missing students should be sought after immediately.

OXFORD PUBLIC SCHOOLS COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children's Internet Protection Act, CIPA) and to provide guidelines for safe, legal, moral, and ethical use of District Technology by our students and staff. In order to comply with CIPA, this document will serve as the Oxford Public Schools' Internet Safety Policy. Questions regarding this policy or computer use should be directed to the Director of Technology, Principal, Superintendent, or his/her designee.

A PRIVILEGE NOT A RIGHT: Use of the District computer network, including hardware, software (both locally installed and web-based), Internet access, the District website, and e-mail is a privilege, not a right. All users must complete and return, the appropriate "agreement acknowledgement."

USERS WILL

- only access the District's computers, network, Internet, applications and e-mail with the username(s) and password(s) assigned to them.
- keep private the username and password assigned to them.
- change their password(s) frequently and when requested.

USERS WILL NOT

- access the district's computers, network, Internet, applications, or e-mail with the username(s) and password(s) of others.
- store their assigned username and password in a location where others may easily find it.
- use password(s) that can be easily guessed such as names and birthdates.

NO EXPECTATION OF PRIVACY: The District reserves the right to monitor all computer use and reserves the right to access and examine all data stored on or accessed from District computers or its network. Users are advised that they should have no expectation of privacy.

USERS WILL

- respect the privacy and confidentiality of others.

USERS WILL NOT

- attempt to access or delete the files of others.

LIABILITY AND RESPONSIBILITY: The District will not be liable for the actions of users; each user bears full legal and financial liability for their use of District technology. The District takes no responsibility for any information or materials that are accessed or transmitted by users via the Internet. Student use of District technology will only occur under the supervision of faculty or staff.

USERS WILL

- take full moral, legal, and financial responsibility for their actions while using District technology.
- limit their use of District technology to purposes deemed appropriate by the District.
- demonstrate appropriate etiquette when using District technology.
- inform a staff member if they receive or intercept a threatening or inappropriate message or file.

USERS WILL NOT

- use the District's technology to engage in illegal activity, such as the purchase or sale of drugs, criminal gang activity or "hacking."
- violate any local, state, or federal statute.
- create, copy, distribute material that is threatening or obscene.
- use profane, vulgar, racist, sexist, harassing or other inappropriate language or images.
- use the system for political lobbying or commercial purposes.

CONTENT FILTERING AND SECURITY: **The District maintains a firewall that filters material deemed obscene or harmful to minors, including child pornography. Anti-virus software protects the network and computers. The District will monitor the activities of users for compliance with this policy.**

USERS WILL

- only access websites that are not blocked by the District's content filters.
- immediately close out of a website if the content displayed is inappropriate.
- inform a staff member if they become aware of a possible security issue.

USERS WILL NOT

- attempt to subvert network security or to impair the functionality of any District technology.
- attempt to bypass the District's content filters and restrictions.
- post chain letters, distribute spam, create and/or infect the District's network with a virus.

HARDWARE AND SOFTWARE: The District provides users with hardware and software appropriate for use in an educational setting. Users will respect District owned technology and use personal devices with caution.

USERS WILL

- understand that computers and peripherals are the property of the District.
- be permitted to use personal portable devices in conjunction with district technology as long as they are not left in the District overnight. This includes the use of laptops, memory sticks, digital cameras, etc.
- ensure their personal laptops are running an up-to-date anti-virus program.
- only use software purchased by and licensed to the District on District computers.

USERS WILL NOT

- take any action that impairs the operation of any piece of the District's technology.
- bring large technology devices into the District. This includes desktop computers, monitors, printers, scanners, televisions, etc.
- place food or beverages in close proximity to District technology.
- attempt to install software on District computers.
- copy District owned software or use District computers to copy software owned by others.

INTERNET ACCESS AND SAFETY: The District provides Internet access to staff and students for the purpose of research, dissemination of information, collaboration, and access to curriculum/professional materials.

USERS WILL

- participate in Internet safety instruction provided by the District. Instruction will occur annually by assembly, guided lessons or distributed materials.
- only use District computers and Internet for educationally relevant purposes and school related business.
- access only oxps.org e-mail accounts from District computers. Personal accounts, including but not limited to AOL, Hotmail, Charter, Yahoo, et al., are not allowed.
- inform a staff member if they become aware of a safety issue.

USERS WILL NOT

- use other Internet services to display information/material to students on school property. Internet access through an outside provider is not allowed.
- post or share personal information about themselves or anyone else on the Internet.
- access social websites including, but not limited to, MySpace, Twitter and Facebook, as well as, chat rooms and instant messaging services.
- use District technology to offer, provide, or purchase products or services.

COPYRIGHT AND PLAGIARISM: Users will obey all copyright laws and agree not to plagiarize.

USERS WILL

- agree to use copyrighted material only when permission has been granted.
- correctly cite all materials referenced in their work.

USERS WILL NOT

- take the ideas or writings of others and present them as their own.
- “copy/cut and paste” from the Internet or other digital sources to a document which they will submit as their work.

WEBSITE: The district maintains and posts an up-to-date website for the benefit of faculty, staff, students, parents, guardians and the community at large. Users granted permission to post information will do so using good judgment. All guidelines listed in this document apply to the use and design of the District's website.

USERS WILL

- only post information that is educationally relevant and/or related to school business.

USERS WILL NOT

- attempt to disable or impair the functionality of the District website.

EXCEPTIONS: In order to allow individual users and groups to function and operate as necessary, the following exceptions are allowed:

- The NJROTC unit is required, and therefore authorized, to utilize computers to purchase supplies required for unit operation.
 - Faculty and staff may access e-mail accounts other than oxps.org using the computers designated as teacher workstations, as long as such use does not violate other sections of this policy.
 - The Superintendent and/or Director of Technology may approve additional exceptions to this policy.
- Requests for exceptions must be submitted and approved in writing. Exceptions will not violate local, state or federal statute nor compromise student safety and the security of the network.

Consequences of Misuse: **Prohibited conduct may result in loss of computer/network privileges, disciplinary action and/or criminal or civil prosecution under State and Federal law.**

- **For students, violations of any of the above guidelines may result in the loss of access and/or additional disciplinary action as deemed appropriate at the building level.**
- **For staff, a violation of this policy may result in disciplinary action ranging from a verbal warning or suspension of system privileges up to discharge from employment.**
- **For students and staff, when applicable, the District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the District's network.**

Parents who do not want their child to use the Internet at school must notify their principal in writing.

The District reserves the right to seek reimbursement and/or indemnification from the user, for any losses incurred or penalties paid as a result of a user's disallowed activities. District administration will make the final determination as to what constitutes unacceptable use and their decision is final.

{Adoption Date – March 8, 1999}

{Revised Policy Adoption Date – September 5, 2003}

{Revised Policy Adoption Date – June 22, 2009}

OXFORD PUBLIC SCHOOLS

PHYSICAL RESTRAINT POLICY AND PROCEDURES

The purpose of physical restraint policies and procedures is to ensure that every student in the Oxford Public Schools is “. . . free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate. . .” A copy of the Oxford Public Schools Physical Restraint Policy and Procedures is posted in the school office.

VANDALISM POLICY

Oxford Public Schools should be respected as teaching and learning environments where students, staff, parents, and community members can feel safe and secure. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions. The District, in attempting to ensure that reparations are made and proper disciplinary action is taken, is instituting this policy on vandalism to send a clear and concise message to students and parents that vandalism will not be tolerated and any monetary burden will have to be borne by the parents of the perpetrator.

Vandalism not only affects the aesthetics of the building or property, but also sends the wrong message to our younger students, presents a negative appearance of our District and campuses to the community, promotes further acts of vandalism and could even encourage violence. These acts are counterproductive in that they disrupt the normal flow of activities in and around the school or District and costly staff time and energy is invested in cleaning and repairing. In cases of severe damage, valuable instruction time may be lost if students are displaced from their classrooms.

Every person who commits any of the following acts with respect to any real or personal property not his or her own, in cases other than those specified by state law, is guilty of vandalism: 1. Defaces with graffiti or other inscribed material; 2. Damages; 3. Destroys.

“Vandalism” has a number of definitions, all of which have the common elements of destruction, damage, injury, or defacement of another’s property. In recognition of the debilitating impact of vandalism, current law (see below) provides for criminal penalties, the use of student discipline, as well as civil liability for students and their parents.

In order to curtail vandalism and ensure that proper respect is shown for the property of others, acts of vandalism involving District property or the property of District employees and/or students will be considered serious offenses. Any student(s) who commits an act of vandalism against District property or the property of a fellow student or District employee related to school attendance or a school related activity, will be held strictly accountable. Such accountability will include appropriate disciplinary action by the District including, but not limited to suspension or expulsion; personal and parental liability and responsibility for damages; and, where appropriate, referral to the criminal justice system. In addition to payment of the cost of damages, vandalism to a school bus will result in suspension of the student’s riding privilege. The degree of severity of punishment will be determined by the principal, following Mass General Laws, Case Law, 603 Code Mass Regulations and District Policy.

As a part of the disciplinary process, full restitution for damages, including monetary restitution will be considered part of any rehabilitation and/or readmission plan. In recognition of parental responsibility and involvement, parents/guardians of any student who commits vandalism of District property or the property of a District employee shall be responsible for restitution of damages to the maximum extent permitted by law, and if necessary, the School Committee will authorize pursuit of court action for collection of such damages.

1. Mass General Laws 2004: Ch. 15 sec. 1, Ch. 34A, Ch. 34D, Ch. 44, sec. 53(b), Ch. 59C, Ch. 69, sec. 1d, Ch. 71, sec. 37, Ch. 71, sec. 37h, Ch. 71B, sec. 1&3.
2. Case Law: Board of Education vs. School Committee of Quincy, Nicholas B. vs. School Committee of Worcester, Stock vs. Massachusetts Hospital School.
3. 603 Code Massachusetts Regulations: 603 CMR 3.10, 603 CMR 23.02, 603 CMR 23.07, 603 CMR 30.02, 603 CMR 40.00.

**COMPUTER AND INTERNET ACCEPTABLE USE POLICY
AGREEMENT ACKNOWLEDGMENT FOR STUDENTS**

I hereby acknowledge that I have received and read the Oxford Public Schools' Computer and Internet Acceptable Use Policy. I hereby agree to comply with the terms and conditions of this Policy.

Student Name (please print): _____

School: _____ Grade (if applicable): _____

Student Signature: _____

Date: _____

**COMPUTER AND INTERNET ACCEPTABLE USE POLICY
AGREEMENT ACKNOWLEDGMENT FOR PARENTS/GUARDIANS**

As the Parent/Legal Guardian of _____, I have read the Oxford Public Schools' Computer and Internet Acceptable Use Policy. As parent/legal guardian of the above-named student, I grant permission for my child to use District technology and access networked computer services, including Internet access and electronic mail ("e-mail"), if provided. I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media contained on the Internet. I agree to take whatever steps I can to ensure that my child complies with this Policy.

I agree to indemnify and hold harmless the Town of Oxford and the Oxford Public Schools for any liability, legal or otherwise, incurred as a result of violations of the Policy.

Parent/Legal Guardian Name (please print):

Parent/Legal Guardian Signature: _____ Date: _____

Please sign and return this acknowledgement to the principal's office as soon as possible.

Failure to sign, date and return this acknowledgement will prohibit your child's access to computers and the Internet.

“The Oxford School District does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness.”

**OXFORD MIDDLE SCHOOL
OXFORD, MASSACHUSETTS 01540**

SIGNATURES OF ACKNOWLEDGMENT OF RECEIPT OF POLICIES

I have reviewed the on-line copy of the **PARENT/STUDENT HANDBOOK** for the Middle School. I understand that it is my responsibility to familiarize myself with its contents.

Parent/Guardian:

Date:

Student Signature:

Date:

I acknowledge that I have read and reviewed the following: **District Wellness Policy, Nondiscrimination Policy, Drugs and Weapons Policy, Sexual Harassment Policy, Harassment Policy, Bullying Prevention and Intervention Plan, Field Trip/Chaperone Policy, Computer Usage/Internet Policy, Physical Restraint Policy and Procedures and Vandalism Policy** as approved by the Oxford School Committee.

Parent/Guardian:

Date:

Student Signature:

Date:

**PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL UPON REVIEW OF THE
ON-LINE PARENT/STUDENT HANDBOOK.**

**NOTE: FAILURE TO RETURN THIS SIGNATURE SHEET DOES
NOT ABSOLVE STUDENTS OR PARENTS FROM KNOWING AND
FOLLOWING THE RULES, POLICIES, AND PROCEDURES WITHIN THIS
ON-LINE HANDBOOK.**

“The Oxford School District does not discriminate on the basis of race, color,

sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness.”