

Weston Middle School Student/Family Handbook 2022-2023

John Gibbons
Principal

Philip Oates
Assistant Principal



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If you would like this document or any other Weston Public School documents translated into another language, please contact the school main office, [Martha Bakken](#) and [Kimo Carter](#).

Arabic	إذا كنت ترغب في ترجمة هذه الوثيقة أو أي مستندات أخرى من Weston Public School إلى لغة أخرى ، فيرجى الاتصال بمدير مدرستك ، السيدة مارثا باككن والدكتور كيمو كارتر .
Begali	আপনি যদি এই ডকুমেন্ট বা অন্য কোন ওয়েস্টন পাবলিক স্কুলের ডকুমেন্ট অন্য ভাষায় অনুবাদ করতে চান, তাহলে অনুগ্রহ করে আপনার স্কুলের অধ্যক্ষ, মিসেস মার্থা বাক্কেন এবং ড Kim কিমো কার্টারের সাথে যোগাযোগ করুন।
Chinese (Simplified)	如果您希望将本文件或其他 Weston 公立学校文件翻译成另一种语言，请联系您的学校校长 Martha Bakken 女士和 Kimo Carter 博士。
Chinese (Traditional)	如果您希望將本文件或其他 Weston 公立學校文件翻譯成另一種語言，請聯繫您的學校校長 Martha Bakken 女士和 Kimo Carter 博士。
Dutch	Als u dit document of andere documenten van de Weston Public School in een andere taal wilt laten vertalen, neem dan contact op met uw schooldirecteur, mevrouw Martha Bakken en dr. Kimo Carter.
Farsi / Persian	اگر می خواهید این سند یا سایر مدارک مدرسه عمومی وستون به زبان دیگری ترجمه شود ، لطفاً با مدیر مدرسه خود ، خانم مارتا باکن و دکتر کیمو کارتر تماس بگیرید .
French	Si vous souhaitez que ce document ou tout autre document de l'école publique Weston soit traduit dans une autre langue, veuillez contacter le directeur de votre école, Mme Martha Bakken et le Kimo Carter.
Greek	Εάν θέλετε αυτό το έγγραφο ή άλλα έγγραφα του Δημόσιου Σχολείου Weston να μεταφραστούν σε άλλη γλώσσα, επικοινωνήστε με τη διευθύντρια του σχολείου σας, κα Martha Bakken και Dr. Kimo Carter.
Gujarati	જો તમે આ દસ્તાવેજ અથવા અન્ય કોઈપણ વેસ્ટન પબ્લિક સ્કૂલ દસ્તાવેજી અન્ય ભાષામાં અનુવાદિત કરવા માંગતા હો, તો કૃપા કરીને તમારી શાળાના આચાર્ય, સુશ્રી માર્થા બકેન અને ડો. કિમો કાર્ટરનો સંપર્ક કરો.
Haitian-Creole	Si ou ta renmen dokiman sa a oswa nenpòt lòt dokiman Lekòl Piblik Weston tradui nan yon lòt lang, tanpri kontakte direktè lekòl ou a, Madam Martha Bakken ak Doktè Kimo Carter.
Hindi	यदि आप चाहते हैं कि यह दस्तावेज़ या वेस्टन पब्लिक स्कूल के किसी अन्य दस्तावेज़ का किसी अन्य भाषा में अनुवाद किया जाए, तो कृपया अपने स्कूल के प्रिंसिपल, सुश्री मारथा बकेन और डॉ किमो कार्टर से संपर्क करें।
Italian	Se desideri che questo documento o qualsiasi altro documento della Weston Public School venga tradotto in un'altra lingua, contatta il preside della scuola, la signora Martha Bakken e il sig. Kimo Carter.
Japanese	この文書または他のウェストン公立学校の文書を別の言語に翻訳したい場合は、校長のマーサ・バックケンさんとキモ・カーター博士に連絡してください。
Korean	이 문서나 다른 Weston 공립학교 문서가 다른 언어로 번역되기를 원하시면 학교 교장인 Ms. Martha Bakken과 Dr. Kimo Carter에게 연락하십시오.
Kurdish	Heke hûn dixwazin vê belgeyê an belgeyên dibistana giştî ya Weston -a din wergerînin zimanek din, ji kerema xwe bi rêvebera dibistana xwe, Xanim Martha Bakken û Dr. Kimo Carter re têkilî daynin.
Portuguese	Se você deseja que este documento ou qualquer outro documento das Escolas Públicas de Weston seja traduzido para outro idioma, entre em contato com o diretor de sua escola, Martha Bakken e Kimo Carter.
Russian	Если вы хотите, чтобы этот документ или любые другие документы Weston Public School были переведены на другой язык, пожалуйста, свяжитесь с директором вашей школы, г-жой Мартой Баккен и доктором Кимо Картер.
Spanish	Si desea que este documento o cualquier otro documento de las Escuelas Públicas de Weston se traduzca a otro idioma, comuníquese con la directora de su escuela, la Sra. Martha Bakken y el Dr. Kimo Carter.
Swedish	Om du vill att detta dokument eller andra Weston Public School -dokument översätts till ett annat språk, kontakta din skolledare, Martha Bakken och Dr. Kimo Carter.
Vietnamese	Nếu bạn muốn tài liệu này hoặc bất kỳ tài liệu nào khác của Trường Công lập Weston được dịch sang ngôn ngữ khác, vui lòng liên hệ với hiệu trưởng trường của bạn, Cô Martha Bakken và Tiến sĩ Kimo Carter.

Please consider using [Translate.google.com](https://www.google.com/translate) if possible

A Message from the Principal and Assistant Principal

Welcome back, Students and Families,

We are excited to start the 2022-2023 school year together! As our year begins, please take a few moments to review our updated handbook. This document represents who we are as a school and what we believe in as a community of learners.

Middle school is an exciting time for students and we at Weston Middle School work diligently to support the development of our students during this time. No longer at the elementary level, our students are eager to have their own lockers, change classrooms multiple times a day, build more independence, and have a variety of after school clubs and activities from which to choose. Our phenomenal staff of educators understands this unique time in our students' lives and fosters this growth and encourages the critical thinking necessary for the next phase in their education.

A central theme of our school is the importance of community. Whether through morning meetings, class discussions, Unity Day, or 8th grade advisories, we believe that a strength of our school lies in the sense that we are one community learning together. While we are all individuals with differences, when we work together and support one another, our school community is strengthened. This can only be accomplished through mutual respect, a theme that is woven throughout this handbook. We hold everyone to a high standard for respect, both among the students and with every adult in the building as well.

We hope you enjoy reading the handbook to gain a better sense of what we value here at Weston Middle School. We take great pride in our school and we look forward to working with you.

Respectfully,

John Gibbons
Principal

Philip Oates
Assistant Principal

Weston Public Schools is committed to non-tolerance for harassment or discrimination on the basis of race, sex, gender identity, color, religion, gender identity, sexual orientation, ethnicity/national origin, age or disability.

**WESTON MIDDLE SCHOOL
STUDENT/FAMILY HANDBOOK*
2020-2021**

Table of Contents

CONTACT INFORMATION	5
GUIDELINES FOR EFFECTIVE COMMUNICATION	6
THE SCHOOL DAY	7
TRANSPORTATION	8
ATTENDANCE: ABSENCE, TARDINESS, DISMISSAL, AND MISSED WORK	9
FIELD TRIPS AND SOCIAL EVENTS	10
THE CORE OF WMS: THE HOUSE SYSTEM AND GUIDANCE	11
HOME-SCHOOL COMMUNICATION	11
SCHOOL EVENT INFORMATION	12
HEALTH SERVICES	13
ATHLETICS AND ACTIVITIES	15
STUDENT RESOURCES	16
SCHEDULING	17
PRIVATE SCHOOL RECOMMENDATION PROCESS	17
CLIMATE, CULTURE, AND SAFETY EXPECTATIONS	18
HARASSMENT, BULLYING, AND ADDITIONAL DISCIPLINARY INFRACTIONS	29
STUDENT DISCIPLINE	33
RESPONSIBLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES	39
LEGAL REFERENCES	42

* This handbook may be revised after publication. The current version of this handbook is available on our website: westonschools.org

** For translation services, please contact the Student Services Office at 781-786-5240

Contact Information

*All email addresses are the person's last name then first name initial @weston.org
For example, Assistant Superintendent Kimo Carter's email is: CarterK@weston.org*

Case House

Superintendent of Schools

Dr. Marguerite (Midge) Connolly (781) 786-5210

Asst. Supt. for Curriculum & Instruction

Kimo Carter (781) 786-5220

Asst. Supt. for Finance and Operations

Sheri Matthews (781) 786-5230

Director of Student Services

Martha Bakken (781) 786-5245

Director of Technology

Dr. Lee McCanne (781) 786-5250

Transportation

Darlene Frappier (781) 786-5280

Director of Athletics

Michael McGrath (781) 786-5840

Weston Middle School

Principal

John Gibbons (781) 786-5600

Assistant Principal

Philip Oates (781) 786-5600

Nurse

Kaitlyn Gordon, RN (781) 786-5620

METCO Liaison

Cyril Kakulu (781) 786-5626

Library

Lorraine Sousa (781) 786-5636

Special Education Office

Liz Tedeschi (781) 786-5611

Director of Intramurals

Joseph Welby (781) 786-5749

Technology Integration Specialist

Michael Sanford (781) 786-5635

Grade Leadership

	House Director	Guidance Counselor
Grade 6	Georgeann Bossers	Kimberly Roslonek
Grade 7	Caryn Grozalsky	Phoenix Aiello
Grade 8	Michael Brown	Kari Anne Wye

Messages for Students

The most efficient way to get a message to a student is by calling the main office: (781) 786-5600

Guidelines for Effective Communication

The Home School Communication Advisory Committee, consisting of teachers, administrators, parents, and community representatives, developed a set of guidelines for effective family & school communication. Parents and teachers, working together, can maximize effective communication when:

1. Schools welcome parents as partners in the educational process.
2. Schools share general information so that parents are informed on a regular basis and know whom to contact with questions or concerns.
3. Parents become familiar with information distributed by the school or school system. (For example, all middle school parents and students should sign up for the list services so that they can receive emergency notices as well as general information via Email.)
4. Parents who seek information about their child's progress first speak directly with the student's teacher and/or school counselor.
5. Administrators and teachers are open to parent concerns and offer opportunities for respectful discussions.
6. Parents and school staff act respectfully at meetings and forums and are considerate of speakers in asking questions or making comments. These gatherings are important vehicles for sharing information and creating conversation between home and school.
7. Parents and school staff acknowledge the volume of information that circulates each day and are respectful of time demands. For example, it may not be possible for a parent or staff member to respond immediately to a phone call unless it is an emergency.

Parents and students are expected to review the contents of the Student/Family Handbook.

The School Day

Visitors

Visitors must be registered in the Main Office prior to their arrival. Approved visitors must sign in at the Main Office and wear a visitor's badge throughout their stay. Upon leaving the school building, visitors must sign out at the Main Office. Student visitors are only allowed if they are prospective students (currently residing in Weston) visiting for information purposes. All student visits must be approved by the Principal. There should be no student visitors during the last two weeks of school.

Arrival Time

On Monday, Tuesday, Wednesday, and Friday:

No supervision is provided before 8:30 am. Students will not be allowed in the building before then. Teachers will be in meetings and having students in the building unsupervised would be unsafe. Students have the option of waiting in the cafeteria or Amy Potter Center (APC) once they enter the building from 8:30 am until 8:45 am.

On Thursday:

Students may come in for extra help beginning at 7:30am on Thursdays. Appointments with teachers should be made ahead of time if possible.

First Wednesdays

The first Wednesday of October, November, December, February, March, April, May, and June will have an early release at 12:45 pm.

Dismissal

Students are asked to wait directly in front of the building (or in the cafeteria during inclement weather) for their bus or ride. **All students should leave the middle school on the first bus unless they are in a supervised activity or working with a teacher or coach. In the absence of one of these activities, there is no supervision; students are not allowed to be unsupervised after school for safety reasons.** In the unlikely event that a student has missed his/her bus, the library is open until 4:10 pm daily. For the protection of all, parents are encouraged to monitor their son/daughter's after-school plans. Continually using the excuse of "missing the bus" could result in loss of privileges and/or suspension.

After School Private Music Lessons

Occasionally, students have private music lessons after school. If the lesson is at 4:00 pm or earlier, students are allowed to wait and do homework quietly outside the practice room until the lesson starts. If the lesson is after 4:00 pm, students should take the bus home and return for their lesson.

Transportation

General

Students should use school buses whenever possible. Not only does taking the bus help build student responsibility and time management, but it also helps in alleviating traffic in and out of our driveway.

If you Arrive/Depart by Car

- Please use the front “parent loop” when dropping off and picking up your student. The back loop should only be used by our buses for drop-off in the morning and loading in the afternoon. Please do not pick up in the parking lots or other locations that force students to cross the driveway.
- Please do not use the access road between the middle school and the high school.

Bus Safety – at the Bus Stop

- Students should arrive at the bus stop five minutes early to avoid rushing and its hazards.
- Students should wait in a safe area, well off the roadway. Wait for the driver’s signal (nod of head, wave of hand) before crossing the street, and always cross ten feet in front of the bus.

Bus Safety – on the Bus

- The school bus driver will be treated with respect and kindness.
- Students should conduct themselves appropriately; all school rules apply on the bus. For example: no moving seats, use of obscene language, shouting, throwing objects, pushing, spitting, or smoking.
- Students should not eat or drink on the bus.
- No litter should be thrown on the bus floor – there is a trash can at the front of the bus.
- Students should keep their head, hands, and all objects within the windows.
- Students should not sit in the driver’s seat, nor touch any instrument used in the operation of the bus. Students should remain behind the driver’s area while the bus is underway.
- Students should not touch the Emergency Door handle or use the door for an entrance or exit, except in the case of an emergency.
- When getting off the bus, students should remain seated until the bus comes to a complete stop.
- If the entire bus is exiting, students in the front should exit first.
- If a student needs to cross in front of a bus, they should walk to a safe area at least ten feet ahead of the bus, look for the driver to signal (nod of head, wave of hand), and proceed to a point where the student can see up and down the street. The student should then look both ways and walk directly across the street to a safe area.
- Any violations of appropriate bus behavior may lead to disciplinary consequences, including bus suspensions.
- Students are assigned to a specific bus and students should only take their assigned bus home. Any questions should be directed to the Transportation Office.

Afternoon Bus Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
3:15	3:15	3:15	3:15	3:15
4:30	4:30	4:30	4:30	4:30
5:30	5:30	5:30	5:30	5:30

** Please note there is no 4:30pm Boston Bus.

Biking and Walking

Students who wish to ride a bike or walk to school need to bring a note giving permission for the entire school year signed by a parent. Many streets in Weston do not have sidewalks; we recommend that students take the bus.

Attendance: Absence, Tardiness, Dismissal, and Missed Work

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Absence

Parents are expected to call the absence line before 7:45 am on the day(s) of their child's absence or tardiness. **The Weston Public Schools absence line is (781) 786-5299 (Press 2 for the Middle School).** Students who have been absent during the school day may not participate in after school or evening activities. The day a student returns from an absence, he/she should bring a note from home, giving a reason for the absence. The note should be given to the homeroom teacher.

If a student has been absent 5 or more times in one quarter, families will be notified via letter. At 7 absences in one quarter, families will be invited in to meet with the Assistant Principal or Principal to discuss ways to improve attendance. If a student is absent 10 or more times in one quarter, a Juvenile Probation Officer may be invited in for a meeting to discuss the filing of a Child Requiring Assistance .

Tardiness

Students should report to the main office if they arrive after 8:45am. Students should bring a parent/guardian signed excuse with them.

If a student is tardy 10 or more times in one quarter, a letter will be sent home to the family, highlighting the importance of arriving at school on time. If a student is tardy 15 or more times in one quarter, the family will be invited to a meeting with the Assistant Principal or Principal to make a plan to improve on time arrival.

Dismissal

If a student is to be dismissed during the school day, he/she should bring a note from home signed by a parent/guardian with the time of dismissal and give it to the homeroom teacher or the main office staff that morning. We will not dismiss students without a note or a phone call. In the event of an unplanned dismissal, we require a phone call from the parent/guardian to verify the dismissal plans. If two or more students are going home with one parent, each student should have a note from home stating the situation. Any dismissed student needs to check out with the main office as they exit the building. Students who return to school after a dismissal should check back in through the main office for a re-entry pass.

Homework When Sick

When absent for one **or two days**, students should call classmates to get assigned homework or check the Google Classroom. On the third consecutive day of absence, parents may request for work to be gathered. If absent on the day of a test, the student should be prepared to take the exam on the day he/she returns.

Vacations

Vacations outside traditional school vacation periods are discouraged. Classroom instruction, activities, and experiences cannot be replicated and it is not incumbent of teachers to do so for such absence. Families should notify the main office regarding any extended absences and students need to inform teachers as soon as possible prior to an anticipated absence. The school is not obligated to provide work to be completed during the vacation. Our school calendar is located [HERE](#).

Religious Absence

In recognition that certain religious holidays occur during the school year, the Weston School Committee hereby adopts the following policy to ensure fair and sensitive treatment for all students:

1. The exercise of conscience is a personal matter and should not be a matter of public discussion.
2. Long-term reports or special projects which are due on one of the major religious days are to be submitted to the teacher at a mutually agreed upon pre-arranged date following the pupil's return to school, with no penalty for late submission.
3. Teachers are expected to exercise sound judgment in presenting new work when some students may be absent because of a religious holiday. Provisions should be made for students who expect to be absent to get assignments ahead of time and to have class work reviewed by the teacher. In no situation should a student be made uncomfortable because he or she chooses to exercise his or her religious convictions. Because many religious observances often involve family activities, students should not be expected to complete homework, study for tests, nor do other school work during their absence.

Field Trips and Social Events

Grade 8 Washington, DC Trip

Since 1976, the eighth grade has gone to Washington, DC for a week. The trip has been designed to enable an eighth grader to view himself/herself as a participant in the process of government. The trip is chaperoned by teachers and often include parent volunteers who have a medical background one doctor/parent. Local accommodations in Washington, meals, and guides are booked in advance. The cost of this culminating 8th grade experience, which includes round-trip transportation, hotel accommodations, meals, admissions to all attractions and day trips, will be approximately \$1500 for the 2022-2023 school year. Student scholarships are made available based on student need and contributions made by the community.

Students must meet our standards of appropriate conduct in order to attend this trip.

World Language Trips

Overnight world language excursions enhance the learning experiences of students participating in our world language program and are planned from year to year depending on interest and cost. Previous experiences have included trips to Costa Rica, Ecuador, Italy, Paris, and Quebec. Costs and interests vary from year to year, and therefore these trips cannot be guaranteed. For more information, contact the Middle School World Language staff.

Special Social Events

Weston Middle School hosts dances during the school year in the cafeteria. Faculty and staff chaperone these three dances. **Only students attending Weston Middle School may attend social events; no guests are allowed.** Rules that apply to students during school hours also apply during evening events. Students who do not dress appropriately or behave appropriately will be asked to call home and have a parent/guardian pick him/her/them up. Students may not make any trips to the parking lot, other schools, or other parts of the building or grounds. It is understood that rule violations at evening events can result in disciplinary action by the administration.

The Core of WMS: The House System and Guidance

The House System

A great deal of Weston Middle School's philosophy and success over the years can be attributed to the House System. Each grade is split into two groups of students called, "Houses." Students within each house share the same team of teachers who meet weekly to monitor academic and social progress. In addition, there is a weekly all-grade teacher meeting to plan curricula and activities across both houses.

Guidance

Students are assigned to the same school counselor for three years. Counselors provide a link for students from one grade to the next and also help students plan a schedule for their high school years. Do not hesitate to contact the Guidance Office (ext. 5610) if you would like their input or assistance.

Home-School Communications

First Wednesday Parent Conferences:

First Wednesdays of October, December, February and April will be used for parent conferences: On these Wednesdays, the school day will end at 12:45 pm, and teachers will hold individual parent conferences after dismissal. First Wednesday conferences are 10 minutes in length with individual teachers. Participation is not mandatory each month but rather if a parent would like a quick check-in with a teacher. Parents who wish to make an appointment should use the "SignUp Genius" link on the Middle School website. Parents are encouraged to bring their student to First Wednesday conferences when possible. Also, please allow time for parking on these days.

Significant Academic or Social/Emotional Concerns

Teachers work diligently to provide students with instruction that will enhance learning and lead to successful educational experiences. Although teachers are constantly redefining their instruction to meet the various needs of their students, some students may benefit from additional support. Utilizing our House system, teachers and guidance counselors meet on a regular basis to assess and monitor student progress, as well as to collaborate on instructional strategies that address student difficulties. If a parent is concerned about a child's progress in school, they are encouraged to:

1. Communicate with specific teachers (if academic) or a guidance counselor (if social/emotional) regarding the concerns. Specific teachers then may ask to have the student put on the weekly House meeting agenda. Once the child is discussed at the House level, the teacher/guidance counselor or House Director may follow up with the parent to discuss the findings and create a plan.
2. If there is no improvement, parents may request a conference with a specific teacher (if related to a specific subject area) or the House (if the concern is across disciplines).
3. If there continues to be no improvement, the House Director may refer a student's case to the Instructional Support Team (IST) for a more comprehensive analysis. This specialized building based support team consists of an administrator, general education teachers, guidance counselors, school adjustment counselor, a school psychologist, and learning specialists. The IST will review the case and determine what additional supports and/or interventions may benefit the student.

Report Cards

Report cards come out four times a year in November, February, April, and June. Parents can access their student's grades via the Infinite Campus portal or may request a paper copy from the Main Office.

School Event Information

Weston Middle School Website

The Weston Middle School Website can be accessed from the Weston Public Schools webpage at: www.westonschools.org/middle/

“No School” Days

To find out about “No School” or “Delayed Opening” days, in case of snow or other emergencies: watch local television channels 4, 5, 7, and 25, or listen to radio stations WBZ-AM (1030) or WKRO-AM (680). We are still waiting on guidance from DESE on whether or not we can have “remote” school days.

You can also visit the Weston Public Schools website and navigate to the Superintendent's page.

To avoid interfering with emergency calls, please do not call the schools, the Transportation Office, the Weston Police, or the Weston Fire Department.

PTO Calendar

Joining the PTO is a great way to know what's happening. The PTO calendar is a fantastic resource and is available to all members of the PTO. Information is available on the Weston PTO web page at: www.westonpto.org

Westword

Westword is a weekly PTO publication and is available online. Sign up is available through the PTO website.

Forums

Several parent forums are offered each year. Check the PTO calendar for dates and subjects.

Health Services

Health Services Personnel and Location

School nurses are essential members of the educational team responsible for promoting, protecting and improving the health status and academic success of all students. The unique role of the school nurse is to provide professional health care by coordinating services between home, school and community.

The Middle School Health Office is located in Room 122 and is staffed by Kaitlyn Gordon, RN. Weston Middle School Nurse: phone: (781) 786-5620, fax: 781-786-5629

Immunization and Health Records

Under the School Immunization Law, Chapter 76, Section 15 of the General Laws of Massachusetts, no student will be admitted to school except upon presentation of a physician's certificate showing the dates (month and years) that the student has been successfully immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (MMR). All immunization and health records should be sent to: Health Services, Weston High School, 444 Wellesley Street or be given to the middle school nurse.

Effective 9/1/99, the following immunizations are required before a student may enter 7th grade:

- Three doses of Hepatitis B
- Two doses of Varicella*
- One TDap (Tetanus, Diphtheria) booster
- Two doses of MMR (Measles, Mumps, Rubella).

*A physician certified history of chickenpox disease is also acceptable. This consists of 1) physician interpretation of parent/guardian description of chickenpox; or 2) serologic proof of immunity. (Exceptions may be granted for medical or religious reasons.

Health Screening at School

Vision and Hearing-Screening tests are given annually to seventh graders and other students on an as needed basis. Postural Screening is done annually in grades five through nine. SBIRT screening is done for one grade in middle school.

Reportable Diseases

The following diseases are reportable to the Board of Health: Enteric Diseases, Chickenpox, Hepatitis, Tuberculosis, and Lyme Disease. It is rare that a member of the immunized population would contact a disease that they have been immunized for, such as Measles, Mumps, Diphtheria, Polio, Pertussis or Rubella. If a child is diagnosed as having a disease for which he/she was immunized, it is also required by law to be reported to the Board of Health. Common communicable conditions often seen in the school population are Strep Throat, Ringworm (Tinea), Conjunctivitis, Head Lice, Pinworms, Athlete's Foot and Plantar Warts. Students with these conditions need to be under treatment by their physician. It is required that students be on antibiotics for at least 24 hours if they have communicable conditions such as conjunctivitis or strep throat before they can return to school.

All students that test positive for COVID-19 must report this to the Weston Board of Health and the school's nurse. They must follow quarantine protocols within this [document](#).

Physical Examinations

Each child participating in sports must have an annual physical examination. A copy must be submitted to the Health Services Department located at Weston High School. All other students must update their health record with a copy of their physicals every three years. New students entering the Weston Public Schools must show documented proof of immunizations and have a physical examination within six months of entering school.

Communicable Diseases

If your child shows signs of illness, please keep him/her/them AT HOME. A written note explaining your child's absence is required upon his/her return to school.

Medical Dismissal from School

Students will be dismissed for the following health reasons:

- Temperature over 100 degrees
- Active vomiting, diarrhea
- Undiagnosed skin lesions
- Untreated Conjunctivitis (may return to school after antibiotic treatment for 24 hours)
- Head lice (may return to school after treatment and removal of all nits)
- Suspected strep throat (should be seen by a physician for a Strep test and all positive results should be reported to the school nurse; student may return to school after antibiotic treatment for 24 hrs).
- Suspected Covid-19 symptoms/exposure

Medication Policy

Only medication that is considered absolutely necessary by the prescribing physician will be administered during school hours with an accompanying written physician's order **and parent permission**. Whenever possible, the medication schedule should be arranged so that it may be taken at home.

Procedure for Administration of Prescribed Medication at school

All medication must be accompanied by instructions from the prescribing physician on a Medication Order form available from Health Services. The following information must be filled out:

- Name of student

- Name of prescription
- Indications for administration
- Dosage
- Time(s) of administration
- Duration of treatment
- Name of prescribing physician
- All medication must be in original pharmacy labeled container

Procedure for Administration of Over-the-Counter Medications

The pink “Emergency Information For The Nurse” form has a space provided for the parent/guardian to sign giving the school nurse permission to give your child over-the-counter medication for Tylenol, Ibuprofen, Benadryl, and Tums only. This must be renewed each school year. Over the counter medication can only be administered by the school nurse and should not be carried by a student.

Athletics and Activities

Michael McGrath
Mr. Joe Welby

Director of Athletics
Director of Intramurals

(781) 786-5840 (WHS)
(781) 786-5749 (WMS)

Student Activities (dependent upon interest each year)

Asian Affinity Club
Book Club
Chess Club
Community Service Club
Speech & Debate Club
Drama Productions

Garden Club
Gender-Sexuality Alliance
Green Team
Homework Club
Math Team
Open Gym
Open Studio Art Club

Ping Pong
Science Club
Set Design
Student Council
Volleyball
Yearbook Club

Sports – Intramural

Intramural sports are open to all grades and attendance is voluntary. No physical exam is required. To see which day(s) a particular sport meets, check the daily announcements or contact the Director of Intramurals.

Sports – Team

Team sports are generally open to grades 7 and 8 only (one or two sports allow grade 6) and attendance is mandatory. Teams compete against other schools. A physical exam is required. No practice is allowed without a signed, current physical. Practice times are 3:30 - 5:45 pm, Monday through Friday.

Students who have been suspended from school may not participate in, or be spectators at after school sports or activities on the day of their suspension.

Sports Offered						
	Fall		Winter		Spring	
	Sport	Grades	Sport	Grades	Sport	Grades
T e a m	Cross Country	6-7-8	Boys' Basketball	7-8	Baseball	7-8
	Football	6-7-8	Girls' Basketball	7-8	Softball	7-8
	Boys' Soccer	7-8			Tennis	7-8
	Girls' Soccer	7-8			Track	7-8
	Field Hockey	6-7-8				
	Girls' Volleyball	6-7-8				
I n t e r m u n i c a l	Tennis	6-7-8	Wrestling	6-7-8	Softball	6-7-8
	Field Hockey	6-7-8	Floor Hockey	6-7-8	Swimming	6-7-8
	Flag Football	6-7-8	Boys' Basketball	6-7-8	Ultimate	6-7-8
	Swimming	6-7-8	Girls' Basketball	6-7-8	Frisbee	6-7-8
			Swimming	6-7-8	Wall Climbing	6-7-8
					Volleyball	6-7-8
				March Madness	6-7-8	

Student Resources

Breakfast

Breakfast is available this year. If you are interested in purchasing breakfast you must order it before 8:40 am.

Lunch

Middle School students eat lunch by grade in the cafeteria. The Middle School lunch program includes choices from salad bar, deli or hot lunch. Students may pay by cash, but most take advantage of an individual account credited with a balance when a parent writes a check made out to the Weston School Lunch Fund. The school does provide a Peanut-free table. Call 781-786-5641 with questions.

Supply List

Every Middle School student should come during the first short week of school with a pencil, pen and writing paper. Suggested supplies listed by grade are provided on the school website. Seventh graders will be asked to bring scientific calculators. Grade eight students will benefit from having a scientific or graphing calculator. All notebooks, materials, and clothes should be labeled with the student's name. In addition, it is the responsibility of each WMS student to bring their WPS school issued device to school fully charged every day.

Private Music Lessons

Lessons may be arranged by calling the Director of Music at (781) 786-5945. You may register in September for lessons held from October through May. If an after school lesson is at 4:00 pm or earlier, students are allowed to wait and do homework quietly outside the practice room until the lesson starts. If the lesson is after 4:00 pm, students should take the bus home and return for their lesson.

Scheduling

Math Placement

There are a variety of factors that are considered when making math placement recommendations including current academic grades and standardized test scores. If you would like more information about the process for math placement, please contact Jim McLaughlin, Mathematics Department Head, at (781) 786-5935 or McLaughlinJ@weston.org.

Dropping of Elective courses

The school discourages the dropping of an elective course during the first week of the year, or after just one meeting. If a student is considering making such a change, they are encouraged to wait until the end of the second week of school. Students that would like to discuss any schedule changes should meet with their guidance counselor. Students will not be moved into classes that are already at maximum capacity.

World Language Choices

World Language choices are made in the spring of grade five for the middle school experience. The choice made at that time is a three-year commitment. Students may not change languages during the middle school experience. Presently, we offer French, Latin, Mandarin Chinese, and Spanish.

Private School Recommendation Process

Students who are seeking to apply for private school are typically required to submit recommendations from teachers, administrators, and/or guidance counselors. The following process is to ensure that all requests for private school recommendations can be accommodated in a timely manner:

1. All recommendation forms and transcript requests must be submitted to the Guidance Office or Principal's Office, and requests for Math and English teachers should be delivered to the respective teachers directly, a minimum of one month prior to the application deadline. Whenever possible, please submit requests as early as possible so that the proper attention and time may be given to the recommendations. Any requests received less than one month before the deadline cannot be guaranteed to reach the school before the specified due date.
2. All recommendation forms should include appropriate postage (packets typically require approximately \$1.00 in postage) on pre-addressed envelopes for each school to which records and recommendations are to be mailed. All recommendations will be mailed directly to the schools, not given to parents or students.
3. Any student applying to private schools will be required to complete a Private School Student Data Sheet and submit it to the appropriate person (Guidance Counselor or Principal) within one week of receipt. Recommendations will not be completed until Student Data Sheet is returned.

Climate, Culture, and Safety Expectations

Weston Middle School follows the methodology of Responsive Classroom.

The *Responsive Classroom*™ approach to teaching consists of a set of well-designed practices intended to create safe, joyful, and engaging classrooms and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Core Belief

In order to be successful in and out of school, students need to learn a set of social and emotional competencies—cooperation, assertiveness, responsibility, empathy, and self-control—and a set of academic competencies—academic mindset, perseverance, learning strategies, and academic behaviors.

Weston Middle School Behavior Expectation Matrix

WMS Norms

1. Take care of yourself

- a. Listen & participate.
- b. Ask for help when you need it.

2. Take care of others

- a. Assume positive intent.
- b. Share the air-time.
- c. Maintain respectful tone.

3. Take care of your community

- a. Take care of the physical space of our school
- b. Be a good role model



At Weston Middle School, we have a strong community where people take care of themselves, they take care of others, and they take care of the community. The goal of this matrix is to have a clear set of expectations and guidelines for behavior in each part of our school day.

Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<h2><u>Hallways</u></h2>	<p><u>Passing Times:</u></p> <ul style="list-style-type: none"> Once dismissed by the teacher, we walk directly towards our next class, and make sure I am on time. <p><u>During Classes:</u></p> <ul style="list-style-type: none"> If we are not at a passing time, we have signed out of class. We maintain a quiet and respectful volume. Only enter class spaces that you are assigned to. 	<p><u>Passing Times:</u></p> <ul style="list-style-type: none"> Walk at a reasonable speed, staying to the right side of the hallway. Keep volume at a respectful level when walking in the hallways. Be as inclusive as possible with peer interactions. <p><u>During Classes:</u></p> <ul style="list-style-type: none"> Respect the property of others. Keep hands, feet, objects and unkind words to yourself. We allow other classes to go on without distraction. Keep volume at a respectful level when walking in the hallways 	<p><u>Passing Times:</u></p> <ul style="list-style-type: none"> Take care of things on the walls. If you are able, give a friendly greeting to your peers. <p><u>During Classes:</u></p> <ul style="list-style-type: none"> If able, pick up trash. Recycle when possible. Help your peers remember to pick up their trash as well.

Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<p><u>Classrooms</u></p>	<ul style="list-style-type: none"> • Be on time and seated when class starts. • If you enter late, do so quietly. • Keep your mask on, covering your nose. • Have the necessary tools for learning. • Follow the routine of that classroom. • Attend to personal needs before class, or ask to do so at an appropriate time with permission from the teacher. • Have a positive attitude. • Keep electronic devices off unless asked to engage. • Phones stay in our locker. You may only use your phone after asking for permission to call home at the main office. You may then use it right outside the office. 	<ul style="list-style-type: none"> • Come to class prepared. • Allow others to finish their thoughts before responding. • Listen to ideas and opinions of others. • Follow the teacher's first request. • Participate positively. • Keep hands, feet, objects and unkind words to yourself. • Wipe down surfaces and materials to keep everyone safe. • Share the air time. • Allow teachers to redirect conversations. • Thank your teacher for their work in that class. • Comply with teachers requests the FIRST time. 	<ul style="list-style-type: none"> • Take care of classroom equipment and materials. • Leave the assigned area with appropriate permission and supervision. • Always do your best. • Follow classroom rules and expectations. • Use space and time in class rather than wandering. • Students work with their teachers to maximize the learning for ALL • Respect your teacher and their belongings.

Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<p><u>Cafeteria/ Lunchtime</u></p>	<p><u>Outdoor Lunch:</u></p> <ul style="list-style-type: none"> • Move when instructed by bell and/or staff. • Stay in appropriate areas. • Leave electronics in the classroom. • Use the restroom so you don't have to miss class. <p><u>Indoor Lunch:</u></p> <ul style="list-style-type: none"> • Remain seated in your assigned location during lunch. • Open chromebook after food and drink have been put away. • Use the restroom so you don't have to miss class. 	<p><u>Outdoor Lunch:</u></p> <ul style="list-style-type: none"> • Be mindful of personal space. • Keep hands, feet, objects and unkind words to yourself. • Respect the property of others. • Be as inclusive as possible with peer interactions. <p><u>Indoor Lunch:</u></p> <ul style="list-style-type: none"> • Be mindful of personal space. • Keep hands, feet, objects and unkind words to yourself. • Respect the property of others. • Be as inclusive as possible with peer interactions. • Keep chairs in their assigned spot. 	<p><u>Outdoor Lunch:</u></p> <ul style="list-style-type: none"> • Keep all areas neat and clean. • Recycle when possible. • Help your peers remember to pick up their trash as well. • Place food trays and garbage in the proper place. • Practice appropriate hygiene. • Help to collect sports equipment for future lunches. <p><u>Indoor Lunch:</u></p> <ul style="list-style-type: none"> • Use appropriate indoor volume levels. • Throw away trash. • Recycle when possible. • Help your peers remember to pick up their trash as well. • Keep chairs in their assigned spot.

Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<u>Library</u>	<ul style="list-style-type: none"> • Have a pass or enter with an adult. • Have a specific assignment or purpose. • Know check-out procedures and follow them. • Politely ask for help if you need it. 	<ul style="list-style-type: none"> • Use your inside voice. • Wait patiently when needing assistance. • Use resources and equipment appropriately. • Use bookmarks instead of dog-ears (bent pages). 	<ul style="list-style-type: none"> • Return books on time. • Put materials in appropriate locations. • Follow computer use policy. • Refrain from bringing food or drink.
Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<u>Emergency Drills</u>	<ul style="list-style-type: none"> • Report to the designated area with an adult. • Know procedures of designated drills and follow them. • Stay with your group. • Remain silent unless told otherwise. 	<ul style="list-style-type: none"> • Remain focused on the activity. • Practice active listening skills. • Remain quiet enough to listen to any new safety instructions • Follow adult directives. 	<ul style="list-style-type: none"> • Report to and remain in assigned areas. • Respond appropriately. • Follow adult directives.

<p>Students are expected to....</p> <p><u>Assemblies</u></p>	<p>Take Care of Self</p> <ul style="list-style-type: none"> • Report to the designated location. • Sit with your assigned group. • Move when instructed by the bell or an adult. • Be aware of the nearest exit. 	<p>Take Care of Others</p> <ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to yourself. • Respond to hand signals with silence and acknowledgement. • Keep electronic devices off and out of sight. • Give the speaker or performance your full attention. • Show appreciation with applause. 	<p>Take Care of our School</p> <ul style="list-style-type: none"> • Clean up all the trash. • Follow adult instructions for seating. • Move to the end of the row before sitting. • If you see something, say something. • Water is the only food/drink allowed. • Sit with peers that allow you to be a positive audience member.
<p>Students are expected to....</p> <p><u>Bus</u></p>	<p>Take Care of Self</p> <ul style="list-style-type: none"> • Be at the bus stop <u>on time.</u> • Have everything you need to complete homework. • Keep hands, head, and objects inside the bus. 	<p>Take Care of Others</p> <ul style="list-style-type: none"> • Sit and stay in seat • Follow the bus driver's directions/instructions. • Use kind words. • Keep volume down. • See something, say something • Greet and thank the bus driver 	<p>Take Care of our School</p> <ul style="list-style-type: none"> • Keep the bus clean. • Take care of seats and aisles. • Leave no trace. Take all belongings with you when exiting the bus.

Students are expected to....	• Take Care of Self	Take Care of Others	Take Care of our School
<u>Athletics/ Clubs</u>	<ul style="list-style-type: none"> • Be prepared • Give 100% effort • Bring a positive attitude 	<ul style="list-style-type: none"> • Play as a team (positive group) • Support your teammates • Be respectful of opposing teams, spectators, and officials 	<ul style="list-style-type: none"> • Give back to the community as much as you can. • Take pride in our facilities • Be mindful of your language

Students are expected to....	Take Care of Self	Take Care of Others	Take Care of our School
<u>Technology</u>	<ul style="list-style-type: none"> • Keep passwords private. • Access only educational or school-appropriate content. 	<ul style="list-style-type: none"> • Use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works. • Understand that bullying in any form, including cyber bullying, is unacceptable. 	<ul style="list-style-type: none"> • Demonstrate safe and proper handling of all technology and devices. • Understand and respect copyright guidelines

Right To An Equal Education

All students at Weston Middle School, regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/verteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other catagory protected by state or federal law will be given equal access to educational services, including school admission, admissions to courses, access to course content, access to guidance services, and participation in extra curricular and athletic activities.

HARASSMENT / NON-DISCRIMINATION

All members of the community served by the Weston Public Schools have the right to be treated with dignity and respect. The school system is committed to the policy that all individuals associated with the schools deserve to be free from any conduct, activity or language that is demeaning, insulting, abusive or inappropriate. Therefore, insults, threats, derogatory remarks and other forms of conduct that fail to respect the rights and dignity of others will not be tolerated. The goals of the Weston Public Schools include providing equal employment, educational and participatory opportunities for all members of the school community; preventing discrimination or harassment of any individual attending, working at, or associated with the school system; and providing a mechanism by which individuals can bring any concerns about discrimination or harassment to the Administration's attention. The Weston Public Schools are committed to maintaining an environment in which staff, students and visitors are not subjected to differential treatment because of legally protected characteristics. Therefore, the school system will not accept or tolerate any discrimination, or differential treatment, of or among members of the school community based upon race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/verteran status, marital status, familial status, homelessness, ancestry, ethnic bacground, national origin, or any other catagory protected by state or federal law. Not only does the school system prohibit any discriminatory treatment of or among students, staff or visitors, but it also will not tolerate harassment of any kind based on any of the above characteristics or any other personal qualities or appearances.

For our full Non-Discrimination Policy, see our on-line policy manual:

https://www.westonschools.org/section_a_foundations_and_basic_commitments/

Inquiries concerning the Weston Public Schools' policies and protocols, compliance with applicable laws, statutes , and regulations, and complaints may be directed to Dr. Kimo Carter, Assistant Superintendent, who can be contacted directly:

Case House

89 Wellesley Street

Weston, MA 02493

781-786-5220 carterk@weston.org

Procedures for Reporting Complaints Related to Discrimination, Harrassment, and Retaliation

Any student of the Weston Middle School community who believes s(he) or another school community member has been the victim of any form of discrimination, including harassment and retaliation, should report the conduct or make a complaint. The Assistant Principal at Weston Middle School is designated the "Complaint Manager" for the purpose of receiving complaints. A person who wishes to make a complaint of harassment should meet with the Assistant Principal as soon as possible to report a complaint. Students may ask a faculty or staff member to be involved in the complaint process. The Assistant Principal will interview the student and assist him/her/them. If the student does not feel comfortable speaking to the Assistant Principal, he/she/they may contact another administrator to report any event(s) regarding discrimination or harassment.

Investigating the Complaint

The Weston Public Schools' response to any accusation of inappropriate or demeaning conduct, harassment or retaliation will depend on the circumstances. It is the goal of the school system to help staff and students understand the consequences and effects of their behavior and to eliminate any harassment. Therefore, the school system's initial response to allegations of behavior among staff and students will be to focus on education and correction of inappropriate or harassing behavior. The Weston Public Schools will promptly respond to every complaint of harassment. Depending on the circumstances, including the nature of the complaint, the age of the individuals and whether any staff members were involved, the school system's response will be more or less formal. The school system will conduct an investigation into allegations of harassment/discrimination/retaliation. That investigation may include discussions with all involved parties, identification of and communication with potential witnesses, and other steps the administrator considers appropriate. If the school system determines that harassment/ discrimination/ retaliation has occurred, it will take action to end the harassment/ discrimination/ retaliation and ensure that it is not repeated. Steps the school system may take include, among others, arranging for Restorative Justice if appropriate, counseling, warnings, suspension, transfer of an employee, probation and discharge of a staff member. Individuals may decide to bring a charge of harassment/ discrimination/retaliation to an outside agency or to court. However, the Weston Public Schools is still obligated to appropriately respond to incidents of harassment/ discrimination/retaliation in order to ensure its compliance with the law.

Unsupervised Areas

Students should not be in classrooms, offices, the APC, library, practice rooms, pool, pool balcony, locker room, gym or other areas when no adult supervision is present. In the hallway, students should have a hall pass with them at all times. Students should go to the high school only for scheduled classes such as orchestra or chorus, or for a bus run which does not come to the middle school. Students should use "fire" doors only in emergencies. No skateboarding or in-line skating at school, on school grounds, or while waiting for the bus.

Electronic Devices

Electronic devices (cell phones, iPods, kindles, playstations, i-Watches, Switch, etc.) may not be used at any time within the school building, unless sanctioned by the Principal or Assistant Principal. Non-authorized electronic devices can and will be confiscated by faculty, staff, or administration, and held in the Main Office for the remainder of the day. Here are the tiers of cell phone non-compliance:

- 1. Warning from a staff member. Student will need to place the phone in their locker (communication made to main office)**
- 2. Cell phone is taken to the main office for the remainder of the day.**
- 3. Cell phone will be checked in for a week at the beginning of the day in the main office.**
- 4. We will have a parent meeting and student will be asked to write a one page reflection on why they should not have their cell phone in class.**

The Weston Middle School strives for excellence and fosters a community of learners, guiding students toward their optimal intellectual, social, emotional and physical development.

Dress Guidelines, written by a team of students, teachers, and administration.

- Students should not wear clothing with vulgar language and/or hate speech - i.e., clothing, drawings, tattoos, and accessories that display or promote negative messages are not permitted. (These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words, or graphic images.)
- Bottoms, tops, and shoes are required.
- Students' clothing must allow them to fully participate in school activities and events (such as science class labs, P.E classes, field trips, and concerts), and teachers have the right to dictate what clothing is appropriate for these activities.

A violation of the dress code will require a change of clothing. Special circumstances will be considered, though rarely, on a case-by-case basis.

For **physical education classes**, students are required to wear sneakers, gym shorts or sweatpants, T-shirts or sweatshirts. Students are required to wear footwear at all times.

Bags/Backpacks

Students must keep their bags/backpacks in their lockers during the school day, and should not wear them during or between classes.

Gum

Gum is not allowed on the school premises at any time. Students found with gum will be asked to dispose of it immediately. Students who repeatedly are found with gum may be subject to further disciplinary action.

Birthdays

Birthday celebrations will NOT be allowed at school. Many students have allergies and we want to create an inclusive environment.

Lockers and Privacy

Lockers are school property loaned to students for the storage of lawful materials. School authorities may conduct reasonable searches of students, their lockers as necessary in investigating alleged violations of school rules or of local, state, or federal laws. Students are advised and expected to keep their books, clothing, and other belongings secured in a locked locker or in their own possession at all times. All items lost or stolen should be reported promptly to the Main Office. To discourage theft, students should mark their belongings with clear identification and not share their locker combination with anyone.

Energy Drinks/Food

Energy drinks (such as Red Bull) are not allowed in school. Students who are found drinking, distributing, or in possession of these drinks may be subject to disciplinary action. All food should stay in the cafeteria.

Academic Integrity

Academic work is designed to help students learn and master skills. Students gain skills through their own study and practice. Students should do their own work. When references are used, students should give credit to those sources. Violators of this are subject to loss of credit. Students who are in repeated violation may be subject to further disciplinary action.

Lost and Found

At the end of each day, any bags, books or clothing left in the cafeteria or corridors will be moved to one of the Lost and Found areas located around the building. At the end of each quarter, any unclaimed items will be disposed of or given to charity.

Approved Posters

Material may not be posted in the corridors or other public areas without prior approval of the Principal or Assistant Principal. Nothing should be posted to painted surfaces.

Outdoor Restrictions

During the school day, students are restricted from all areas outside of the middle school building, except the playground during lunch. Students are not to go to the high school without the written permission of a teacher or administrator except for a class or activity scheduled at the high school. Violators are subject to loss of after school privileges, grade activities, and/or suspension. Students may not be on the school roof at any time.

Locker Rooms

Students are not to enter the physical education and athletic locker rooms except during their assigned physical education period. After school, only members of athletic and intramural teams are permitted in the locker rooms. All students are encouraged to report instances of unauthorized persons in locker rooms to teachers or coaches. Unauthorized students/persons may be subject to search and disciplinary action, including suspension, and may be held responsible for items missing from that area. Students should lock all belongings in their gym lockers.

Card Playing or Gambling

Students are discouraged from bringing playing cards and/or trading cards to school. Card-trading is not allowed at any time on school grounds. Card playing is also not allowed during the school day unless students receive prior permission from a teacher. In addition, any game that involves gambling is not permitted at any time on school grounds or on the bus.

Harassment, Bullying, and Additional Disciplinary Infractions

This section of the student handbook supports the Weston Public Schools' Harassment/Non-Discrimination Policies. Copies of these policies and the district's Harassment/Non-Discrimination regulations are available on the Weston Public School website or may be viewed at the main office of any school building within the district.

The WMS Community is committed to adhering to the Weston Public School's policy of non-harassment based on race, sex, gender identity, color, religion, sexual orientation, ethnicity/national origin, age or handicap/disability, in accordance with state or federal laws. In addition, students are prohibited from harassing others in any way that negatively impacts their learning, contributes to a hostile environment, or causes distress.

Disciplinary Policy regarding Civil Rights Issues

Weston Middle School prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, or disability.

Weston Middle School also prohibits bullying, as defined below. This school will also not tolerate retaliation against persons who take action consistent with this disciplinary policy or its attendant disciplinary regulations.

The prohibition against harassment, discrimination, hate crimes, bullying, and retaliation applies to all students on all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities and school-related transportation.

Reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime may be filed, and will be investigated, as outlined in the district's Harassment/Non-Discrimination regulations.

Possible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Hate Crimes

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

- A verbal or written warning
- Parent conferences
- Schedule change
- Limiting or denying student access to a part or area of a school
- Adult supervision on school premises

- Before school detention
- Lunch detention
- After school detention
- Community service
- Exclusion from participation in school-sponsored functions, field trips, after-school programs, and/or extracurricular activities
- Short-term or long-term suspension
- An apology to the victim
- Mandatory counseling
- Other action(s) authorized by and consistent with the disciplinary code

False Charges

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

Student Responsibilities

Each student is responsible for:

- Complying with the Harassment/Non-discrimination Policies
- Ensuring that (s)he does not harass or discriminate against another person on school grounds or at a school-related function, event or activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability
- Ensuring that (s)he does not bully another person on school grounds or in a school-related function, event or activity
- Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime
- Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime

Protection against Retaliation

The school will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of the district's Harassment/Non-Discrimination policies. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension.

Bullying

Bullying is the repeated use by one or more students or adults (including members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.) of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself/herself or damage to his/her 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 of the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

Cyber-Bullying

Cyber-bullying 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. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in (i) to (v) in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution of posting creates any of the conditions enumerated in (i) to (v) of the definition of bullying.

Bullying at school and off school grounds

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

Retaliation

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

Hate Crime

A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property. Suspicion of a hate crime will be reported to the police.

Inappropriate Physical Conduct of a Sexual Nature

Students will refrain from activities of a sexual nature while at school, on school grounds, using school transportation, on a school field trip or school activity. These activities include, but are not limited to, physical contact such as inappropriate touching or kissing.

Hazing

Under chapter 536 of the laws of the Commonwealth of Massachusetts, it is a crime to "haze" a student, that is, to participate in "any conduct or initiation into any student organization...which willfully or recklessly endangers the physical or mental health of any student or other person."

Physical Conflict

Whenever members of the school community find themselves in conflict, they are expected to resolve their differences in a non-violent manner without resorting to abusive behavior, either physical or verbal. All students have the option of walking away from conflict. Students can also seek out an adult in the building. ANY adult in the building is always ready to help in these situations.

Our school has a Zero Tolerance Policy for fighting. Any student who chooses not to walk away from conflict and instead initiates physical contact is subject to suspension. (And if the other student involved played a role in escalating the incident to that point, they may also be subject to suspension.) Physical contact includes, but is not limited to, punching, hitting, shoving, slapping, aggressive pinching or gripping with fingers dug into skin, and poking/stabbing with sharp objects.

If a student reacts to a physical attack with a physical attack of their own in return, they are also subject to suspension. (“Self defense” or “He hit me first” are not acceptable reasons.)

Fire Extinguishers and Fire Protective Equipment

Students should respect fire/safety equipment including, but not limited to, fire extinguishers, deluge showers for chemicals and blankets in science labs. Tampering with, or using without cause, fire equipment or alarms is subject to a fine of \$700 to \$1,000 and disciplinary action.

Violent Threats

A student who makes a bomb threat, a threat of violence, or threat of sexual misconduct will be suspended from school and may be expelled. Any expenses incurred during the investigation must be paid by the student.

Graffiti

“Tagging is against the law.” Anyone who paints, marks, mars, places a sticker on or destroys personal or public property is subject to discipline. The student must pay for all repairs. This includes, but is not limited to, writing on bathroom walls, lockers, and walls around the building.

Weapons and Dangerous Objects

Students are not allowed to bring dangerous tools, weapons or facsimiles of weapons, objects, or substances to school including, but not limited to, toy guns, guns, knives, laser pointers, sling shots, fireworks, “poppers,” chemicals, matches, CO2 cartridges, gun powder, bullets, magnets, shockers, darts, and lighters/zippos. Any student who is found on school premises or buses, or at school sponsored or school related events, including athletic games or field trips, in possession of a dangerous weapon/object may be subject to serious discipline. Scissors, compasses, carving tools, objects fashioned in the wood shop, pens/pencils, silverware, plastic cafeteria utensils, and other objects may be considered weapons if used in an inappropriate manner.

The legislature, in the Acts of 1987, Chapter 150, has established a law which prohibits the carrying of firearms, loaded or unloaded, in any building or on the grounds of any school without the written authorization of the board or officer in charge of that school. Punishment will be a fine of not more than \$1,000 or imprisonment for not more than one year, or both. “Firearm” is defined as “any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.”

Illegal Substances

Any student who is found on school premises or buses, at school sponsored events, including athletic events, in possession of, or under the influence of a controlled substance including, but not limited to, marijuana, steroids, cocaine crack, heroin, or other controlled substance, may be subject to discipline and such possession will be reported to the police.

No student may carry medications to school without a doctor’s order on file in the nurse’s office. See details under Health Services.

Tobacco Use

Section 36 of the Educational Reform Act of 1993 prohibits the use of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Tobacco use is a public health issue, affecting others as well as the primary users. Other objects such as “hookah pens,” e-cigarettes, vapes, dap pens, or similar items used for smoking are also prohibited.

Alcohol

A student shall not be in possession of, or under the influence of, any beverage containing alcohol. Violations will be subject to discipline.

Felony

Under General Law Chapter 71, Section 37H1/2, the Principal may suspend a student charged with a felony or a felony delinquency committed in school or outside of school and off school premises if, in the Principal’s judgment, the student’s continued presence in school would have a substantial detrimental effect on the welfare of the school. In addition, the Principal may expel a student who has been convicted, adjudicated or has admitted guilt with respect to a felony or felony delinquency if, as above, the Principal deems the student’s presence in the school would have a substantial detrimental effect on the welfare of the institution.

Student Discipline

Disciplinary Action

The goal of discipline in our school is to guide students towards building self-discipline and responsibility. Clear behavioral expectations and logical consequences are essential in the attainment of this goal. Expectations and consequences also ensure that a safe, respectful, and supportive learning environment exists for all students. Weston Middle School strives to be proactive and preventative in our disciplinary approach. We believe that the middle school years are a time when mistakes are made and discipline should be an important learning experience for our students. It is also our strong belief that when the family and school work together to support this experience, students will grow and learn from their mistakes.

Infractions and Consequences

Infractions and consequences are defined based on the facts and circumstances of each particular situation and are determined by the appropriate school personnel at each level. Factors that are considered when disciplinary action is warranted may include: severity of infraction, student disciplinary history, previous interventions, intent, motive, and impact on others and/or the school community.

School personnel exercise control over classrooms, study halls, library, the gym and all other areas of the school. They determine disciplinary actions to be taken when, in their judgment, a student misbehaves or refuses to follow their directions.

Extra-curricular activity directors, advisors, coaches, House Leaders, the Principal and the Assistant Principal, each have the authority to restrict the participation of students in any school activity for reasonable cause. The reasons for such actions may range from misbehavior and unexcused absence from school or practice sessions to failure to perform within the announced guidelines for participation.

Investigative Procedures

When the school receives a complaint or information of inappropriate conduct by a student, the Principal, Assistant Principal, or other designated staff member may conduct an investigation. **Except for extraordinary circumstances, the parent(s) and/or guardian(s) of the student(s) being investigated will not be contacted by the school until the investigation is complete.** Generally, the school will contact parents only if it has been decided that discipline will be imposed. The students(s) being investigated may be removed from class for all or part of the school day during an investigation.

Discipline and Due Process

All discipline in Massachusetts public schools is governed by 3 statutes and related regulations: M.G.L. c. 71, §37H and M.G.L. c. 71, §37H 1/2 and M.G.L. c. 71 §37H 3/4 (and 603 C.M.R. 27 53.00 et. seq.).

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated school rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using long-term suspensions and expulsion until other remedies and consequences have been employed. In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The due process a student is entitled to is identified in the relevant statutes and regulations above and is further explained below. The nature of the violation and the severity of the possible consequences can determine the due process that school officials will follow.

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This determination is not subject to the due process procedures set forth below.

In-School Suspension pursuant to M.G.L. c.71 §37H 3/4 At the discretion of the Principal, in-school suspension may also be imposed for violation of the code of conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term out-of- school suspension. An in-school suspension of more than 10 days shall be deemed a long-term-term out-of-school suspension, and the student will be provided with the due process provided in a long-term out-of-school suspension hearing. For an in-school suspension, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge.

The Principal shall also provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year. If an in-school suspension does exceed 10 days, a long-term out-of-school suspension hearing must occur prior to the in-school suspension exceeding 10 days.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent verbally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite parents/guardians to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least (2) attempts to do so,

such attempts shall constitute reasonable efforts for purposes of verbally informing the Parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and invite the parent to a meeting with the Principal, if such meeting has not already occurred. The Principal shall provide such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to the address provided by the parents/guardians for school communications, or by other method of delivery agreed to by the Principal and the parent.

Out of School Suspensions pursuant to M.G.L. Chapter 71, Section 37H 3/4. An Out of School Suspension is a short-term or long-term removal from school. Short-term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. A student is also restricted from entering the school buildings, or coming onto school grounds; and may not participate in any school sponsored activities or functions during the suspension period.

Students are entitled to the opportunity for a due process hearing prior to any out of school suspension. For any suspension listed under this section, the Principal or designee shall provide notice of the violations and the reason for the out of school suspension to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to participate in a hearing with the Principal or designee to discuss charges and reasons for the suspension prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The hearing may take place without the student's parent/guardian so long as the Principal/designee has sent written notice and has documented at least two(2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the Principal/designee's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

- **1. Short Term Suspension** - If a student may be suspended from school for 10 or fewer days, the student and parent will be given notice verbally (or by telephone) and in writing, stating:
 - a. What the student is alleged to have done that violates the Handbook or school policy, including evidence against the student;
 - b. What disciplinary measures may be imposed;
 - c. The date, time, and place of a due process hearing ;
 - d. The student and parent's right to participate in a due process hearing and explain his/her conduct and any mitigating circumstances

After the due process hearing, the Principal will issue a written determination of the suspension to the student and parent, including the key facts, conclusions reached, length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed schoolwork and the right to appeal.

A student or parent may appeal a short-term suspension imposed by the Assistant Principal to the Principal by filing a written request for an appeal within three (3) school days of the 29 decision. The Principal will hold a hearing, within three (3) school days of the student's appeal. The Principal may consider all relevant factors in making his/her decision, which shall be final. The suspension will be served pending the appeal.

- **2. Long Term Suspension** If a student may be suspended from school for more than 10 days and up to 90, the student and parent will be given notice verbally (or by telephone) and in writing, stating:
 - a. What the student is alleged to have done that violates the Handbook or school policy, including evidence against the student,
 - b. What disciplinary measures may be imposed,
 - c. The date, time, and place of a due process hearing,
 - d. The right to review the student's record and any documentation concerning the investigation prior to the hearing
 - e. The student's right to be represented by an advocate or lawyer,
 - f. The student's right to question and present witnesses and evidence

The Principal presiding over the due process hearing will make a record, such as oral tape or written transcript that shall be available to the student upon request. Notice and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

If the Principal decides to suspend the student following the due process hearing, the Principal shall send the written determination to the student and parent providing

- (1) the disciplinary offense, the date the hearing took place, and the participants at the hearing;
 - (2) the key facts and conclusions reached by the Principal;
 - (3) identify the length and effective date of the suspension, as well as a date of return to school;
 - (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school; and
 - (5) inform the student of the right of appeal.
- **3. Long Term Suspension Appeal pursuant to M.G.L. c. 71, Section 37H 3/4** - The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 additional calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days of the student's request for an appeal. The time may be extended up to 7 additional calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow

the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal's hearing for 30 long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities (M.G.L. Chapter 71B/1973 Rehabilitation Act Section 504)

All students, including those currently or potentially subject to MGL Chapter 71B and/or Section 504 of the 1973 Rehabilitation Act, are expected to follow the Middle School rules and regulations as outlined in this handbook. Any modification of disciplinary requirements for special needs students will appear in their Ed. Plans. Disciplinary actions for students with special needs or a handicapping condition are the same as for all students with the exception of the following procedures accompanying suspension or expulsion from school:

1. The Principal will notify the Director of Student Services and/or the District 504 Coordinator of the offense for which suspension (including in-school suspension) is assigned. A record will be kept of such notice.
2. If it appears that a student will accumulate more than ten days of suspensions (including in-school suspensions) during a school year, the IEP/504 team will convene and take appropriate action as required by M.G.L. Chapter 71B and/or Section 504 of the 1973 Rehabilitation Act.

Due Process

Except as provided in the sections herein dealing with weapons, illegal substances, and assault and felony violations, standard due process requires that school rules be reasonably related to valid educational objectives. It also requires that rules be reasonably applied and, in most instances, that a hearing be held prior to disciplinary action.

1. Disciplinary action up to and including 10 days of suspension: Except as provided below, prior to the imposition of disciplinary action up to and including 10 days of suspension, the student will receive the following:
 - a) Oral or written notice of the charges against him/her/them (with telephone notice and copy of such charges mailed to the student's parents or guardian);
 - b) An explanation of the basis for the accusations; and
 - c) A meeting with parent/guardian to provide further information.
 - d.) Under the updated discipline law of 2014, there is no longer an appeal process to the Superintendent.
2. Suspension of more that 10 days/expulsion. Prior to suspension of more that 10 days or expulsion, the student shall receive the following:
 - a) Written notice of the charges (with telephone notice and copy of such charges mailed to the student's parents or guardian);
 - b) The right to be represented by another person acting on his/her behalf;
 - c) Adequate time to prepare for the hearing;
 - d) Opportunity to present witnesses as evidence in his/her own behalf;
 - e) Opportunity to ask questions of the witnesses against him/her/them; and

- f) A written decision including the specific grounds for the decision. Except as provided in the sections dealing with weapons, illegal substances, assault and felony violations, expulsion hearings will be conducted by the School Committee. Hearings for suspensions may be conducted by the Assistant Principal or the Principal. If the hearing is conducted by the Assistant Principal, the student will have the right to appeal to the Principal. If the hearing is conducted by the Principal, the student may appeal to the Superintendent.
- 3. Group activity - Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they could come under suspicion and be subject to investigation if it is deemed appropriate by the Administration.
- 4. Referral to Police - Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school cooperates with the police in investigation of possible violations of laws and ordinances pertaining to, and including, but not limited to, possession and use of controlled substances, illegal use of alcohol, theft, assault, harassment, improper use of motor vehicles, vandalism, illegal parking, possession or use of weapons, firearms, explosives, and/or possession of stolen property, etc.

Procedural requirements applied to students not yet determined to be eligible for special education

- 1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

- 2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
- 3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

For more detailed information about due process and Student Conduct and Discipline Policy, students and parents should refer to JG-R section of the Weston Public Schools Policy.

Responsible Use Policy of Information Technology Resources

Student Responsible Use Guidelines: Middle & High School

Digital Citizenship:

Weston Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of call Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. Students learn about this in a K-12 curriculum based on the Massachusetts Digital Literacy and Computer Science standards.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the Student/Parent Handbook for additional policies, including the WPS Responsible Use Policy.

Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT); I will be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.*
- I will be honest in all digital communication.*
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.*
- I have read the WPS Responsible Use Policy in the Student/Parent Handbook. I am responsible for keeping personal information private.*
- I will protect personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.*
- I will not meet anyone in person that I have met only on the Internet.*
- I will be aware of the privacy settings on websites that I visit.*
- I will abide by all laws, this Responsible Use Guidelines and all District security policies.*

I am responsible for my passwords and my actions when using District accounts.

- I will keep my school or district usernames and passwords private.*
- I will not access the account information of others.*
- I will log out of unattended equipment and accounts in order to maintain privacy and security.*

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.*

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.*
- I understand that bullying in any form, including cyber bullying, is unacceptable.*
- I will respect the published content of others.*

I am responsible for accessing only educational content when using WPS technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.*
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.*

I am responsible for respecting and maintaining the security of WPS digital resources & networks.

- I will respect security settings and filters and not use proxy servers to access websites blocked by the district.*
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any WPS computers, tablets, smartphones, or other internet devices.*
- I will not use a personal data plan to access the Internet at school, or personal mobile hotspots that enable access on WPS equipment.*
- I will not use the WPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.*

I am responsible for taking all reasonable care when handling WPS equipment.

- I understand that vandalism in any form is prohibited.*
- I will report any known or suspected acts of vandalism to the appropriate authority.*
- I will demonstrate safe and proper handling of all technology and devices.*
- I will understand and respect copyright guidelines.*
- I will not copy the work of another person and represent it as my own and I will properly cite all sources I use in creating my own work.*
- I will not download illegally obtained music, software, apps, and other works.*
- I understand all WPS trademarks, logos and symbols are for school district use only.*

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.*
- I understand it is my responsibility to backup and protect any data or files that I create.*
- I understand I should not save or store personal data or files on any device.*
- I understand that the school district may reimage any computer at anytime to maintain the equipment in good working order.*

Anti-Bullying and Intervention: All use of the WPS school IT resources must be in full compliance with the Weston Public schools' Anti-Bullying and Intervention Policy which amongst other things, prohibits bullying through the use of WPS's IT resources, or through any non-WPS IT resource where such bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at his/her school or materially and substantially disrupts the education process or the orderly operation of a WPS school. Furthermore, each member of the Weston Public School

community is expected to adhere to policies for appropriate use. Students of the Weston Public Schools shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the Weston Public Schools is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the Weston School community. Any security risks should be reported to a teacher or network administrator.
- Devices that disrupt the educational process or operation of the WPS are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students or guests may use the “Open” wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people’s work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your WPS network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet, do not distribute private information about yourself, or others, without your teachers or parents knowledge and approval.
- Be authentic; do not pretend to be someone else online.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the WPS network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures.

Legal References

1964-Civil Rights Act: Title VI

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Information is on file at Case House or through Title VI

Hotline: 1-888- TITLE-06

Complaint manager for Weston Public Schools:
Dr. Kimo Carter
Assistant Superintendent
Case House
89 Wellesley Street
Weston, MA 02493
(781) 786-5220
CarterK@weston.org

1972-Educational Amendments: Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving Federal aid.”

Information is on file at Case House or through the website

<http://www.ed.gov/pubs/Title IX>

Complaint manager for Weston Public Schools:
Dr. Kimo Carter
Assistant Superintendent
Case House
89 Wellesley Street
Weston, MA 02493
(781) 786-5220
CarterK@weston.org

M.G.L. Chapter 76: Section 5 – Place of Attendance; Violations; Discrimination

“Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.”

1973-Rehabilitation Act: Section 504

1999-Americans with Disabilities Act Title II

No “otherwise qualified handicapped individual” shall be excluded from

participation in any program or activity receiving Federal financial assistance.

An individual with a disability is a person who has physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, and working.

School systems have a responsibility to provide a free and appropriate education (FAPE). An “appropriate” public education means an education comparable to that provided to students without disabilities. Parents have due process rights.

At Weston Middle School, a 504 referral must be made through the student’s guidance counselor. After all the required documentation has been received, the counselor will make a presentation to the Middle School 504 Team. Students found not eligible for services under Section 504 may appeal the decision to Amber Bock, Weston’s District 504 Coordinator.

Information is on file at Case House or through Office of Civil Rights: 1-800-368-1019
Section 504 and Title II District Coordinator:
Dr. Kimo Carter
(781) 786-5220
CarterK@weston.org

Access to Student Records

As of 1998, Massachusetts Law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact your child’s school Guidance Counselor.

Weston Public Schools District-wide and School-wide Education Service Plan

In accordance with the Massachusetts General Laws Chapter 76, Section 21 and Chapter 71, Sections 37H, 37H ½, and 37H ¾ Weston Public Schools must provide each student who is suspended or expelled an opportunity to make academic progress (earn credits, make up assignments, tests, papers, and other school work as needed) during the suspension or expulsion.

Any student who is suspended for more than ten (10) consecutive days or expelled must be notified in writing of the opportunity to select from the following education service options for the duration of the school suspension at the time of the suspension or expulsion:

Access to Tutoring at a designated public site identified by the school district. The tutoring will be provided by qualified WPS personnel or contracted providers as assigned by the Weston Public Schools. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under 603 CMR §§53.13(2) and 53.13(3).

Access to Online Education provided on a platform identified by the school district. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under 603 CMR §§53.13(2) and 53.13(3).

Signature(s)/Date

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Weston Middle School reviews its handbook each summer as a collaborative group.