

**2011-2012 Academic Year**



**120 Granite Street  
Uxbridge, MA 01569  
(508) 278-8640, 8641**

**STUDENT  
PARENT  
HANDBOOK**

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**WHITIN MIDDLE SCHOOL  
SCHOOL CALENDAR – 2011/2012**

**SCHOOL OPENING IN SEPTEMBER**

The first day of the 2011-2012 school year for students is scheduled for Wednesday, August 31, 2011. The school day for Whitin students is 7:35 AM to 2:00 PM.

**SCHOOL YEAR CALENDAR FOR 2011-2012**

Opening Day for Staff	August 29, 2011
Professional Development Day	August 30, 2011 (No School)
Classes Begin for Students	August 31, 2011
Labor Day	September 5, 2011
Parent's Back to School Night	September 13, 2011
Professional Development Day	October 7, 2011 (No School)
Columbus Day	October 10, 2011
Veteran's Day	November 11, 2011
Thanksgiving Recess	November 24 and 25, 2011
Winter Vacation	Dec. 26, 2011 – Jan. 2, 2012
Martin Luther King Jr. Day	January 17, 2011
Professional Development Day	January 17, 2012 (No School)
February Vacation	February 20-24, 2012
Spring Vacation	April 16-20, 2012
Memorial Day	May 28, 2012
Last Day	June 15, 2012

**SCHOOL CALENDAR NOTES**

School year ends at 180th day for students in grades 1-11.

The day before Thanksgiving, Wednesday, Nov. 23, 2011 and Dec. 23, 2011 are early-release days.

Curriculum Planning Days – Half day for students: Oct. 6, 2011, Dec. 9, 2011, Mar. 16, 2011.

**MCAS Testing**-March 20, 2012-April 2, 2012  
May 8, 2012-May 22, 2012

**REPORT CARD SCHEDULE**

<b>Marking Periods</b>	<b>Progress Report Dates</b>	<b>Marks Close</b>
1st Quarter	October 4, 2010	November 5, 2010
2nd Quarter	December 13, 2010	January 24, 2011
3rd Quarter	March 3, 2011	April 5, 2011
4th Quarter	May 12, 2011	June 16, 2011

**BACK-TO-SCHOOL NIGHT**

The annual back-to-school night program for parents at the Whitin School is scheduled for Tuesday, September 13, 2011 from 6:00-9:00 PM. Parents are asked to reserve this date on their planning calendar.

**PARENT/TEACHER CONFERENCES**

Parent Teacher Conferences – November 21, 2011 Day & Evening Conferences (half day for students): February 3, 2012 Day Conferences (half day for students).

## **WELCOME FROM THE ADMINISTRATION**

Welcome to Whitin Middle School! Hopefully, you will experience an enjoyable, exciting, and rewarding academic year.

This handbook has been prepared to inform you and your parents about daily routines, procedures, policies, rules and regulations at the Whitin Middle School. The contents explain what is expected of you and what services and benefits you may expect from school. You are encouraged to thoroughly review all the information in this handbook.

Whether you are a newcomer to our school or an "old timer", you can expect middle school to be a time of change. The workload and social adjustments become greater here with each passing year. It will be your responsibility to attend school regularly, pay attention to classwork, complete all assignments, and behave appropriately.

The middle school experience offers a variety of opportunities and challenges to students. Your goal during this academic year should be to take advantage of every opportunity as you prepare yourself for success in the future.

Remember that cooperation, respect, and hard work are the keys to success in school. Strive for excellence at all times and you will surely enjoy a memorable and rewarding year at the Whitin Middle School.

Karen Maguire  
Principal

Amy Puliafico  
Assistant Principal

## **GREETINGS FROM THE FACULTY**

Members of the Whitin faculty wish to welcome each of you to another school year. We will do everything in our power to help make it a successful year, but we expect you to do your part. We are available after school for extra help when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, administrators, and other members of the Whitin family must form a team effort to educate literate, problem solving, and productive members of our society.

**WHITIN MIDDLE SCHOOL**  
**Faculty and Staff Assignments for 2011-2012**

**Principal** Mrs. Karen Maguire  
**Assistant Principal** Ms. Amy Puliafico

**Support Staff**  
Secretary Mrs. Anne Robert  
Secretary Ms. Beverly Clarke

**Grade 5 Classroom Teachers**

100 Mrs. Debra Auciello  
101 Mrs. Joyce Fraine  
102 Mrs. Terri Larsen  
103 Mrs. Susan Dhosi  
104 Mrs. Celeste Lavigne  
105 Mr. Colin Burton  
107 Mrs. Linda Simonds

**Grade 6 Classroom Teachers**

106 Mrs. Cynthia Tanner  
108 Mrs. Debra Prince  
109 Mrs. Donna Yargeau  
206 Mrs. Kimberly Mulderig  
207 Mrs. Cathleen O'Brien  
208 Ms. Kara Ekstrom  
209 Mr. John Raymond

**Grade 7 Classroom Teachers**

200 Mr. Bruce Ewart - Social Studies  
201 Mrs. Kimberly Landini - Language Arts/Reading  
202 Mr. Steven Sweet - Mathematics  
203 Mrs. Barbara Beane - Science  
204 Mrs. Jennifer Clark - Mathematics  
205 Mrs. Carol Halacy - Language Arts/Reading

**Grade 8 Classroom Teachers**

115 Mr. David Halacy - Social Studies  
116 Mr. Wayne Borden - Language Arts/Reading  
117 Mrs. Deborah Milliard - Language Arts/Reading  
118 Mrs. Suzann Legere - Mathematics  
119 Mrs. Christine Martellio - Mathematics  
219 Ms. Diana Daugherty - Science

**Unified Arts and Special Subject Teachers**

Music	Mrs. Jeanne Rapoza
Art	Ms. Lisa Mistler
Health	Ms. Caroline Zani
Computer Technology	Ms. Gretchen Roche
Spanish	Mr. John Nadeau
Physical Education	Ms. Jennifer Hill
Physical Education	Mr. Michael Catalano
Instrumental Music	Mrs. Kathleen Penza
Instrumental Music	Mr. Robert Hammerton

**Special Education Teachers**

Grade 5 Teacher	Mrs. Theresa McCallum
Grade 6 Teacher	Mrs. Debra Mordini
Grade 5-8 Teacher	Mrs. Nadine Clifford
Grade 7 Teacher	Mrs. Kerry Bradshaw
Grade 8 Teacher	Mr. Jason Tronerud
502.4 Teacher	Ms. Jayne Buteau

**Paraprofessional Aides**

Grade 5	Mrs. Regina Connors
Grade 5	Mrs. Roberta Fritz
Grade 5	Mrs. Wendy Hutnak
Grade 6	Ms. Christina Aquilino
Grade 6	Ms. Robin Lanthier
Grade 6	Mrs. Emily Heavey
Grade 7	Mrs. Karla Day
Grade 7	Mrs. Raisa Reitblat
Grade 7/8	Mrs. Paula Shaw
Grade 8	Mrs. Renee Bianco
Grade 8	Mrs. Cathy Chauvin
Room 110	Mrs. Celeste Cardin
Room 110	Ms. Barbara McLaughlin
Room 110	Mrs. Patricia Preservati
.5 Library Aide	Mrs. Tracy French
.5 Integration Specialist Aide	Mrs. Tracy French

**Resource Staff**

School Nurse	Mrs. Judith Donahue
School Psychologist	Mrs. Anne Jordan
Social Worker	Mrs. Michelle Chastenay-Simpson
Social Worker	Mrs. Iona Waterhouse
Guidance Counselor	Mr. Michael Flanagan
Team Chair	Mrs. Maureen Scagnelli
Speech/Language	Mrs. Anne Sweeney
SLP Assistant	Ms. Kelly Gillespie
Permanent Substitute	Mrs. Debbie Sawyer
ELL	Mrs. Kelli St.Germain
Mosaic Mill	Mrs. Amanda Smutok
Paraprofessional Aide	Mrs. Melissa Hendricks
Paraprofessional Aide	Ms. Barbara Horgan

## WHITIN MIDDLE SCHOOL

### Mission Statement

**The Whitin Middle School is committed to working in partnership with parents to provide a high quality, developmentally responsive curriculum and experientially-based programs which are respectful of the diverse characteristics and needs of pre and early adolescent children. Our mission is to help students become good citizens, healthy, caring, ethical, physically active, and intellectually reflective individuals who believe that life is enriched by learning.**

The Whitin School believes that developmentally responsive middle level schools are characterized by:

- Educators committed to young adolescents
- A shared vision
- High expectations for all
- An adult advocate for every student
- Family and community partnerships
- A positive school climate

Therefore, it is the mission of the Whitin School to provide:

- Curriculum that is challenging, integrative, and exploratory
- Varied teaching and learning approaches
- Assessment and evaluation that promote learning
- Flexible organizational structures
- Programs and policies that foster health, wellness, and safety
- Comprehensive guidance and support services

Adapted from National Middle School Association. (1995). This We Believe: Developmentally Responsive Middle Level Schools. Columbus, Ohio.



## SCHOOL DAY ROUTINES

### School Hours

School begins at 7:35 A.M. and dismissal will begin at 2:00 P.M. Upon arrival to school in the morning, students are expected to go directly to lockers to deposit belongings before reporting to homerooms. Students are asked not to arrive on school grounds prior to 7:15 A.M. **Students arriving after 7:35 A.M. will be considered tardy and must stop at the main office and will be issued a tardy notice.**

Office hours are 7:00 am – 3:00 pm. Students remaining at school after 3 pm will not be supervised unless part of an extra curricula activity.

### Homeroom Period



A homeroom period is scheduled at the beginning and at the end of the school day. The morning homeroom period begins at 7:35 A.M. and ends at 7:40 A.M. The afternoon period is from 1:55 P.M.-2:00 P.M. The homeroom periods provide an opportunity for the student and his/her teachers to become better acquainted. Attendance and a lunch count are taken during the morning homeroom period. A moment of silence is observed and the Pledge of Allegiance is made during this time period.

### Daily Announcements

During the morning homeroom period and at the end of the day, general student/faculty announcements may be made. Morning announcements will include the Pledge of Allegiance and a moment of silence in addition to general announcements.

### Breakfast and Lunch Program



Each day students at the Whitin School are provided the opportunity to buy school breakfast and/or a school lunch. An attempt is made to provide students with the most nutritional meals possible. Standard prices are \$3.00 for lunch and \$1.25 for breakfast and 50¢ for milk. **(Price increase pending)**

Reduced and free lunches are available through the federal government. Forms, along with any and all other information regarding the food program at the Whitin School, are available at the school's main office.

### Forgotten Lunch or Lunch Money

The Uxbridge School Food Service Department uses a computerized cash register DEBIT system in the cafeteria for food purchases. It is suggested that you help your child learn this number if they plan to make purchases from the cafeteria.

In the event a student has forgotten lunch money, he/she will be allowed to owe for lunch. The system will keep a running balance of your account (negative or positive); the cashier will remind the student if they have a negative balance. If payment is not received within a few days, a negative balance reminder note will be given to the student to bring home. You are responsible for paying back the amount owed as soon as possible. Students are not allowed to owe for snacks. Prepayments can be used to buy breakfast, snacks and/or lunch. Prepayments may be used for any purchase unless a purchasing restriction form is received from a parent/guardian. It is strongly recommended that you complete a restriction form if you want to control your child's purchases.

## School Closing ~ School Delays

"No School" or "delay in the starting time" is announced on the following radio/television stations between 6:00 AM - 6:30 AM.

WMRC 1490 AM	WSRS 96 FM	WBMX 98.5
WHDH (Channel 7)	WCBV (Channel 5)	WXLO 104.5FM
WJAR (Channel 10)	WBZTV (Channel 4)	WFXT (Channel 25)

Connect Ed phone calls will be made to all students when classes are cancelled.

The fire whistle for no school, eight blasts, will sound at 6:30 A.M. Please do not call the fire station as you will tie up emergency lines. Additionally, automated phone messages will be made from the Superintendent informing of school closings or delays. For this reason, please keep your emergency contact information up to date.

### Lockers

Lockers will be assigned to students at the beginning of the school year. If the locker is defective or damaged, students should report this fact to the Main Office immediately. Students may go to their lockers before school, and during assigned locker breaks. At all other times, permission must be obtained from a faculty member. Students may use only the lockers to which they have been assigned. *Students are advised to lock their lockers and keep them locked at all times.* Students are responsible for all materials stored in their assigned locker. Missing items are to be reported to the Main Office immediately.

**Lockers are school property. The administration, and/or an appointed designee, has the right to search all lockers without prior notice.**

### SEARCH AND SEIZURE

In accordance with the guidelines issued by the Massachusetts Department of Education:

School lockers may be searched by the Principal or Assistant Principal for cause without notice. Locker searches may also include the use of Police K-9 Units with the cooperation of the Uxbridge Police Department. Master keys are available for these purposes.

Students are not allowed to store certain items in their desks or lockers, such as weapons, illegal drugs, alcoholic beverages, stolen property, etc. The school reserves the right to conduct inspections to insure compliance with these rules.

Pocketbooks, book bags, desks, or other items may be searched by the Principal or Assistant Principal for cause without notice.

Students may be asked to empty the contents of their pockets for cause by the Principal or Assistant Principal. If the student refuses, the parent/guardian will be summoned and the request repeated in their presence. Should the student and/or parent/guardian refuse to cooperate, the Police will be summoned.

## **Backpacks**

Backpacks (and other carrying bags) are to be used for transporting items to and from school only. Backpacks are to be placed in assigned lockers; they are not to be carried to classes during the school day or during school sponsored activities.

## **Lost and Found**

Lost and found items may be located in the cafeteria of the Whitin School. Articles of more value might be found in the main office. If items are not claimed in a timely manner they will be donated to a local charity. It is recommended that students not bring valuables to school.

## **ACADEMIC EXPECTATIONS**

### **Homework Guidelines**

**"Student achievement increases significantly when teachers regularly assign homework and students conscientiously do it."**

What Works: Research on Teaching & Learning  
United States Department of Education, 1987

Homework is a major component and a vital part of the Whitin Middle School program. It is proven that homework helps to improve student achievement in school because the total time spent studying influences how much is learned. Thus, homework - as an extension of the regular school day - should receive the same attention, consideration, and planning that is given to daily in-school classwork.

### **Purposes for Assigning Homework...**

- to provide drill and practice of skills introduced in class
- to complete unfinished classroom assignments
- to provide reading and writing for reinforcement and enjoyment
- to practice research skills in locating information
- to complete work on special class projects
- to accommodate various student learning styles

### **Assignment of Homework**

Uxbridge Public School guidelines for homework are outlined in School Committee Policy. This policy provides that "homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student. These patterns will be decided by the teacher/teams according to student needs. At times, teachers/teams may assign homework/projects that could extend over a weekend or vacation weeks.

## Extra Help

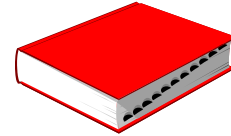
Teachers are available after school one day each week for extra help. If a student is having problems in any subject it is recommended that he/she remain after school for an additional tutorial assistance.

A list of teachers and their extra-help nights will be given to parents who attend Back to School Night in September.



## Textbooks

The school department provides a textbook (when applicable) for each student in each subject area. **THESE BOOKS MUST BE COVERED AT ALL TIMES.** A student must return the book(s) he/she was issued to the appropriate subject teacher at the end of the school year or upon transfer out of the school. The books shall be returned in good condition. Each book shall have written on the inside cover the student's name, issue date, condition, and homeroom.



A student will be financially responsible for books lost, destroyed, damaged or missing. Replacement cost for missing or damaged books will be determined in keeping with the current cost of the new textbook(s).

## The Library

The Raymond W. Emmott Library of the Whitin School is available to all students. Classes may visit the library during the day. Students may borrow up to three books at a time for up to two weeks.

Notices will be given to the student for overdue book(s). If book(s) are not returned, a letter will go home and the student will be responsible to either replace the book(s) or reimburse the library for the cost of the book(s).



## School Agenda

Every Whitin Middle School student will receive a school agenda during the first week of school. The Whitin School agenda includes a full assignment calendar for the entire school year. Each agenda page has room for parent/teacher comments. It is recommended that parents check their child's agenda daily.

The school expects students to carry their agenda to every class and record all homework, assignments, projects and tests.

## **Student Review Committee (SRC)**

Student Review Committee (SRC) is a group of school professionals including classroom teachers, an administrator, counselor, and specialists who meet on a regular basis to address the needs of students who are experiencing academic, social, and/or behavior difficulties.

SRC provides a forum for teachers to identify and accommodate the unique developmental, educational, social and behavioral needs of their students. (1) Using a collaborative problem solving approach, the SRC identifies the problem and brainstorms possible strategies. (2) The SRC then selects an intervention plan for the teacher(s) to follow. (3) There is a follow-up meeting for the plan to be evaluated and/or modified. (4) All SRC discussions (objective, modifications, evaluations, recommendations) are documented for each student using a summary form called the “Regular Education Modification Plan.

SRC is designed to achieve the following outcomes: (1) plan and implement various classroom based interventions and/or behavior modifications to improve the academic achievement and/or behavior of students, (2) improve the school environment by providing support and communication among colleagues, (3) reduce inappropriate referrals to special education.

Parents who wish to have more information about the Student Review Committee process should call the school office to schedule a meeting with the Principal.

## **MCAS Testing Program**

The Massachusetts Comprehensive Assessment System (MCAS) is the State’s mandated student-testing program implemented in response to the Education Reform Law of 1993. MCAS is designed to evaluate how well students are meeting the State’s new learning standards in the curriculum frameworks.



MCAS tests will be given to all middle school students every spring. MCAS tests are usually administered to students during the months of March and May. Students take tests in English Language Arts, Mathematics, Science-Technology. MCAS tests will include multiple-choice, short-answer and open response questions. Short answer and open response questions require written responses to demonstrate knowledge and skills.

The Whitin School staff will work to help students understand the purpose of the tests and encourage them to try their best. Students should understand that a report of their scores will be sent home to their families, and that their scores will become part of their permanent school record.

## **Mid Quarter Progress Reports**

All Whitin Middle School students shall receive Progress Reports from teachers at the mid-point of each quarterly marking period. Progress Report dates are listed with the school year calendar on page 4 of this handbook.

Students are required to bring Progress Reports home to parents. Parents are asked to sign the Progress Report and have it returned by the student to the homeroom teacher within three school days.

## Report Cards and Honor Roll



Report Cards are issued four times each school year following the completion of each quarterly marking period. Please refer to page 4 of this handbook for this year's report card schedule. Students will receive traditional letter grades (A,B,C,D,F) in all subjects on each quarterly report card.

In order to acknowledge the superior achievement of Whitin Middle School students in all courses of study, an Honor Roll will be determined and published after each quarterly marking period. All Whitin Middle School students in grades 5-8 may qualify for Honor Roll recognition at the end of each quarterly marking period.

All report card grades for all class subjects will be used to determine **Honor Roll** status.

Honor Roll for Grades 5-6	85 (B) Overall Average for All Subjects
Honor Roll for Grades 7-8	85 (B) to 93 (A-) Overall Average for All Subjects
High Honors for Grades 7-8	95 (A) Overall Average for All Subjects

## Cheating/ Plagiarism

Whitin Middle School recognizes the need for all students to assume responsibility for their own schoolwork.

Cheating, copying from another student's assignment, paper, quiz or exam, etc..., is not permitted. Any student who willingly allows his or her written assignment, paper, quiz or exam to be copied, is also not permitted.

Plagiarism, written work copied verbatim from source books, periodicals, or any other source without being given proper documentation, is considered cheating and will not be accepted.

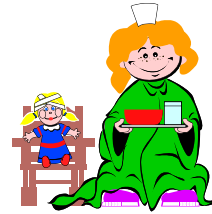
The following action may be taken in any case which involves cheating:

1. The student's work will be rejected. A grade of "zero" will be imposed for the assignment in question.
2. If more than one person is involved in cheating, the same penalty will be assigned to all parties concerned.
3. The Principal will determine if further disciplinary action is necessary.

## STUDENT SERVICES

### Health Room Services and Procedures

Members of the Special Needs, Counseling and Health Departments welcome the opportunity to help each student plan his/her educational program in the Uxbridge Schools. Counselors and other specialists are present at the Whitin School to help each student in various ways. The school nurse is available to help with health problems. A student who does not feel well should report to the nurse's office to see the nurse. If dismissal is not authorized, the student must return to class. Medicines prescribed by a physician may be used only when the school nurse has written authorization from the prescribing physician. All medications must be in their original containers (no plastic baggies, please). All medicine must be stored in the health office for the entire school day, and must be taken in the presence of the school nurse or authorized school official. Violation of this directive may lead to suspension.



Parents of students who have a life threatening allergy or serious medical condition should alert the school nurse so that appropriate school personnel are made aware and an emergency plan can be implemented.

Students in grades 5-8 are tested annually for hearing, vision, and scoliosis. Parents of grade 6 students should be aware that a physical and specific immunizations are required for entry into grade 7. Doctor's appointments should be made to allow ample time to complete these requirements before September of grade 7. Physical forms will be sent home with grade 6 students in February with report cards.

### School Counseling Services

Whitin Middle School has a full-time Guidance Counselor and a full time School Adjustment Counselor who are available to students and families. The School Adjustment Counselor may become involved in situations including (but, of course, not limited to) mediation of student conflicts, crisis intervention for students at-risk, or as a pre-cursor to disciplinary action by the principal or vice principal. Lunch groups and other special topic groups are also provided by our School Adjustment Counselor.

The Guidance Counselor advises students on homework strategies by providing useful study tips and techniques. In addition, the Guidance Counselor monitors student's academic progress and assists eighth grade students with high school placement.

The role of our counseling staff is to serve all students at Whitin, and students are welcomed to schedule an appointment on an as needed basis. In addition, the counseling staff may invite students to speak with them as a follow up to a parent, teacher, administrator, or peer's concern.

## School Insurance

Each year, in the fall, low cost insurance is offered to families with school-aged children in the Uxbridge Public Schools.

Appropriate forms are available in the main office of the Whitin School although initially, forms will be sent home with the students.

Athletic insurance for interscholastic sports participants is provided for students by the Uxbridge Public Schools.



### School Photographs

In the fall of each year a school photographer is contracted to photograph each child at the Whitin School. Families will be provided with purchasing options.

## STUDENT ACTIVITIES

### Co-Curricular Activities

There are various activities offered yearly some of which may include:

#### Extracurricular

Band  
Chorus  
Variety Show  
Drama  
Newspaper  
Yearbook  
Student Council

#### Academic Clubs

Math Olympiads  
Destination Imagination  
Geography Bee  
Spelling Bee  
Math Meet  
Robotics Club

#### Athletics

Cross Country  
Basketball  
Intramurals  
Ski Club  
Field Hockey  
Softball/Baseball  
Track

### Dances/Social Activities

Dances are open to all 7<sup>th</sup> and 8<sup>th</sup> grade Whitin Students and are held on Friday evenings from 7:00 - 9:00 PM. The school dress code is in effect for all dances. Only Whitin students may attend dances.

Socials are offered to 5<sup>th</sup> and 6<sup>th</sup> grade Whitin Students and will take place in the afternoon from 2:00 - 3:30 PM.

Each spring the eighth grade participates in a dinner dance. This event is semiformal and is usually held at a local function room.

School officials have the right to eject any student who is misbehaving or not following the school rules. Parents will be notified and expected to pick up their child in a timely manner.



## Music Program

The band/instrument program at the Whitin School is open to all qualified students and offers instruction in the instrumental areas of woodwind, brass, or percussion. This program is sequentially designed and is usually initiated when students are in the fifth grade but can begin at any time. Performing ensembles include Beginning band, Intermediate band, Advanced band, and Jazz band.

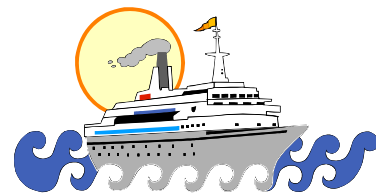
This program provides valuable playing and performing experiences for the student musician. Included are weekly rehearsals and lessons, evening concerts, festivals, and town parades. Students are also provided the opportunity to perform with the High School band.

General Music is offered to all students at the Whitin School.

## Field Trips

The Whitin School staff views field trips as educationally advantageous to students and provides these trips when resources are available.

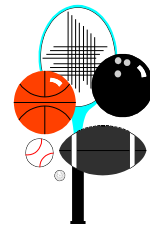
As each field trip is different, so also might rules and regulations governing field trips differ according to the situation. However, all normal bus and school regulations do apply unless otherwise noted by trip coordinators.



## Intramural Sports

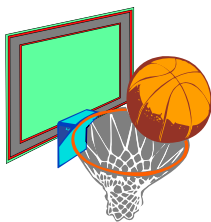
Each student at the Whitin School may participate in any number of intramural activities throughout the school year.

Groupings are usually arranged by grades (i.e. 5&6, 7&8). Activities have included basketball, floor hockey, indoor soccer, flag football, hot shot, foul shooting, softball, volleyball and others.



## Interscholastic Athletics

Whitin Middle School offers the following Interscholastic Athletic teams:



Cross Country (fall)	For Boys and Girls in Grades 5-8
Field Hockey (fall)	For Girls in Grades 7-8
Basketball (winter)	For Boys and Girls in Grades 7-8
Softball (spring)	For Girls in Grades 7-8
Baseball (spring)	For Boys in Grades 7-8
Track & Field (spring)	For Boys and Girls in Grades 7-8

Students are not permitted to participate on an interscholastic team if previous quarter report card grades do not average to a "C" or if the student has an "F" in any subject. (See Interscholastic Addendum at the end of the Handbook for additional information on eligibility)

## PHILOSOPHY OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

The Whitin Middle School Interscholastic Athletic Program is an extension of the middle school curriculum that provides activities for the growth and development of our students. At the Whitin Middle School, we believe that the Interscholastic Athletic Program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness, personal health and the achievement of excellence in the student's chosen sport.

In addition, our aim is to develop a student/athlete with an improved self-image, the ability to learn a new skill and an intrinsic motivation for growth and development.

**PROGRAM GOALS:** Whitin Middle School's Interscholastic Athletic Program is designed to help participating students achieve the following goals:

- To recognize the value and worth of all individuals.
- To respect oneself and others as people with needs, wants and interests.
- To develop self-discipline.
- To stress pride in oneself and his/her teammates.
- To realize the value of emotions and be able to control them.
- To be able to work in harmony with all others within the athletic and academic programs.
- To maintain personal hygiene and appearance while participating on an athletic team.
- To practice good health habits
- To serve as a role model for other students.
- To demonstrate a willingness to accept responsibility for his/her actions.
- To measure him/herself against standards of excellence.

It is our goal at Whitin Middle School to have our student athletes develop the character traits of accountability, citizenship, sportsmanship, confidence, tolerance, accepting success graciously, handling disappointment, leadership, perseverance, cooperation, loyalty, honesty, responsibility, sacrifice, self discipline and striving for excellence.

**PROGRAM PURPOSE:** Interscholastic athletics is a form of competition in which the participants from different schools compete as a team. The interscholastic program varies from the regular school physical education program or intramural program in that it offers athletes to test their abilities and skills with students from other schools. The purpose of the interscholastic program is to allow participants to experience a high level of competition in an atmosphere of fellowship and sportsmanship. We wish to excel in athletics just as we desire to excel in all activities and functions conducted in the name of Whitin Middle School.

(See Interscholastic Addendum at the end of the Handbook for additional information on guidelines and rules)

## **PARENT INFORMATION**

### **Whitin School Council**

School Council is the representative, school building-based body of Whitin Middle School, established pursuant to Massachusetts General Laws Chapter 71, Section 59C. The Whitin School Council has been formed for the purpose of providing a forum for discussion and advice to the Principal on matters as they relate to the achievement of the school's mission. Further, the School Council is to develop and recommend policy and operational programs designed to be consistent with the goals listed in the school's Strategic Plan.

It is the duty and responsibility of the School Council to assist the principal in these five areas: (1) adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards, (2) identifying the educational needs of students attending the school, (3) reviewing the school's annual budget, (4) formulating a school improvement plan, and (5) reviewing the student handbook.

Parents may contact the school Principal for more information about School Council including information about School Council membership.

### **Parent Teacher Organization (PTO)**

Whitin Middle School PTO is the representative parent-teacher group, which serves to enhance school-family-community relationships by providing a wide variety of opportunities for parent input and involvement and by opening lines of communication between the home and school.

The membership format for Whitin PTO includes:

- One parent representative from each grade level teaching team
- One parent representative from the Special Education Advisory Council
- One parent representative from the Whitin School Council
- Two faculty and/or staff representatives from Whitin School
- Four PTO Executive Board Members (President, VP, Secretary, Treasurer)

The school year schedule for monthly PTO meetings is sent home to all parents as part of the annual School Opening Newsletter.

Uxbridge Special Education Parent Advisory Council (USEPAC) is run by parents who are concerned about the special needs of the children in Uxbridge Schools. We are a district-wide resource to parents and guardians, offering information, support and meetings throughout the school year. General meetings are held one evening per month. Further information can be found at the Pupil Services website.

### **Home Correspondence**

On occasion, various forms and reports are sent home which require parental review. The majority of these forms need to be returned with a signature from home. It is the student's responsibility to bring these forms home and return them signed. Such forms may include report card envelopes, progress reports, schedule forms, permission slips, course selection sheets, emergency cards, etc.

Failure to return appropriate school forms to the homeroom teacher may result in the assignment of after school detention.



## Change of Address / Emergency Information

If at any time during the school year your address or phone number at home or work changes, please notify the Principal's office. It is imperative that we have accurate information in the event we need to contact you in an emergency.

### Visitors

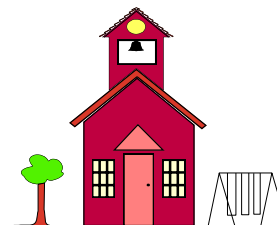
Any visitor to the Whitin School **must** always use the front doors and sign in at the main office upon entrance to the school. Each guest is asked to sign in at the time of the visit and wear an identifying button/badge throughout the duration of their visit. **Under no circumstance should a parent or visitor go directly to a school classroom without first signing in and requesting permission from the main office.**



Student requests for visitors must be approved in advance by the Principal or his/her designee.

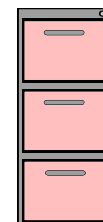
### Use of School Facilities

Use of school facilities by residents is permitted under the conditions outlined in the School Committee Policy on Use of School Facilities. A copy of this policy and forms to be completed are available at the Office of the Superintendent of Schools (278-8648).



### Student Records

Under Massachusetts Department of Education Regulations (603 CMR23.07 (4)(a)), the Uxbridge Public School may release the following information without prior consent: "a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight/heights of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans."



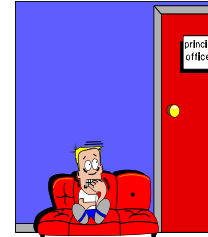
You have the right to request that this information not be released without prior consent. Please send your request in writing to the principal(s) of your child/children's school(s).

# RULES, REGULATIONS AND DISCIPLINE CODE

## Attendance Policy

The following regulations apply:

1. A parent is required to call the school between 7:00 to 8:30 AM on each day their child is going to be absent.
2. School officials shall record each day of student absence from school as EXCUSED or UNEXCUSED. The following absences are considered **EXCUSED**: student illness or hospitalization, with a doctor's note. Death of a family member, religious holidays, and crisis situations including court appearance, with documentation. Family trips, vacations, or appointments are considered **unexcused** absences and should coincide with non-school days. Absence from school "with parent permission" is considered an unexcused absence.
3. In accordance with MGL Chapter 76, Section 2 and Chapter 72, a student, under sixteen (16) years of age, with more than seven (7) UNEXCUSED absences from school in a semester will be considered truant. School and police officials will enforce the Truancy Policy (page 22) in cases involving students who have seven or more UNEXCUSED absences in a school semester.
4. Parents are asked to send a prior note to the Principal/Assistant Principal if a student is to be absent several consecutive days.
5. Any student absent the day of a scheduled extra-curricular activity will not be allowed to participate in that activity. The only exception is with special permission of the Principal or Assistant Principal.
6. A student who "cuts" a class will be required to make up his/her work in an after school detention. Assignments missed while a student has cut will be graded at the teachers' discretion. Repeated violations will result in a call to the student's parents and/or suspension.



## Tardiness Policy

1. The beginning of morning homeroom will be at 7:35 A.M. Attendance will be taken at that time. A student who arrives after 7:35 A.M. must report to the main office to obtain a tardy slip. The student must present the tardy slip to the homeroom teacher or to the teacher conducting the class at the time of his/her arrival. A student is allowed one waived unexcused tardy each semester. Disciplinary action will be taken for additional unexcused tardiness.
2. A student who is tardy to class or to homeroom must obtain an admission pass from the previous teacher before he/she will be permitted to enter a classroom. An unexcused tardiness to class will result in disciplinary action by the teacher.
3. An unexcused tardy may result in omission from after school activities.

## **Student Dismissal During the School Day**

1. Any student who is to be dismissed during the school day should bring a note from his/her parent stating the time and the reason for dismissal. This written request is to be given to the secretary in the main office before going to homeroom. Parents are to come to the main office at the time of dismissal in order to sign a student out.
2. An unexcused dismissal may result in omission from after school activities.
3. If a student becomes ill during the school day only the nurse or office staff will contact the parent or guardian for dismissal, **STUDENTS CALLING FROM A CELL PHONE FOR DISMISSAL IS NOT ALLOWED.**

## **Truancy**

Any student who exceeds seven (7) absences within a semester, is absent for all or part of the school day without the knowledge/consent of his/her parents/guardians, or leaves school without permission, shall be considered truant. A student who is truant will be reported to his/her parents by the Administration.

Students found to be truant will subject themselves to the following procedures:

### **First offense**

- An administrator will conduct a student-administrator conference.
- An administrator will notify the parent with a phone call and/or letter.

### **Second offense**

- An administrator will conduct a telephone or in-school administrator-parent conference.
- An administrator will assign a school suspension of one day.

### **Third and subsequent offenses**

- An administrator will conduct a telephone or in school administrator parent conference.
- An administrator will assign a school suspension of three days.
- An administrator will refer the student to the Worcester County Juvenile Court System.

## **Participation in Physical Education**

All students are required, by law, to participate in physical education, unless excused by a physician or the school nurse. Students with a medical excuse, must still attend class, and will participate in alternate activities.

Students in grades 5, 6, 7 and 8 will participate in physical education twice a week.

The physical education curriculum is aligned with the Massachusetts State Health Frameworks and the National Association of Sports and Physical Education. [NASPE]

Students are expected to be prepared and perform to the best of their ability. Students will be held accountable for their dress, performance, participation and what they have learned and are able to do.

**FOR OPTIMUM PERFORMANCE AND THE SAFETY OF ALL PARTICIPANTS, STUDENTS ARE REQUIRED TO CHANGE FOR PHYSICAL EDUCATION CLASS.**

### **APPROPRIATE CLOTHES FOR PARTICIPATION IN PHYSICAL EDUCATION:**

1. T – Shirt, shorts, sweatpants, sweatshirt.
2. Running shoes, basketball shoes or cross – trainers.
3. **FOR OPTIMUM PERFORMANCE AND THE SAFETY OF ALL PARTICIPANTS, SHOES MUST BE LACED SO THEY FIT SNUGLY TO THE FOOT. ANY LACING SYSTEM THAT ALLOWS THE SHOE TO SLIDE ON OR OFF THE FOOT WILL NOT BE ALLOWED.**

### **INAPPROPRIATE FOR PHYSICAL EDUCATION CLASS:**

1. Jeans
2. Shorts that do not stay on the waist or come above the finger tips when the arms are fully extended are not allowed.
3. Half – shirts, midriff – baring shirts or tank tops
4. Jewelry needs to be removed for the safety of all participants.  
[See Dress Code – Student Handbook]

## Student Dress Code

In keeping with the educational standards at Whitin Middle School, students are expected to dress as individuals with a sense of responsibility and self-respect. Students should take the time to ensure that clothing fits appropriately. Student attire must be proper for the middle school setting. Individual attire that presents a danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or causes a disruption of the learning environment will not be tolerated.

### **The following items of clothing are not acceptable/permitted at Whitin Middle School:**

1. Any clothing which displays tobacco and alcohol advertising, profanity, racial slurs, disruptive images or words, drug or gang related symbols, or sexual innuendos.
2. Any clothing which reveals undergarments. Which includes:
  - Clothing which does not cover the entire abdominal region (front and back).
  - Blouses/shirts which do not hang at least to the belt area or be tucked in.
  - Shirts which do not cover bra straps.
  - Pants/trousers which do not appropriately cover undergarments
3. Shirts which are unbuttoned revealing the chest/stomach area.
4. Sheer fabrics that can be seen through.
5. Shorts or skirts that are above the mid-thigh region such as (bicycle, spandex, running, gym, boxer shorts, etc).
6. Blouses/shirts that do not respectfully meet the neckline.
7. Tube tops, halter tops and backless shirts and dresses.
8. Chains attached to clothing or accessories, i.e. wallets, purses, book bags, etc.
9. Studded or spiked rings, necklaces, belts, excessive pins/safety pins, etc. that pose a physical threat.
10. Hats, hoods, sweatbands, bandannas, visors, or sun glasses.
11. Pajamas or lounge pants.
12. Shower shoes, "flip-flops", bedroom slippers, or sports sandals
13. Shoes with a high heel more than 1 inch
14. Jackets, coats and sweatshirts, normally worn outdoors, are to be placed in lockers during the school day.

**A student who is inappropriately dressed will be asked to call home to attain proper clothing for the school setting. Students who violate this policy will be subject to the following progression of discipline:**

- Warning, possible changes of clothing, possible notification to parents
- Change of clothes and a formal warning and notification to parents
- Change of clothes and a detention and notification to parents
- Subsequent offenses will result in one day suspension and a parental conference

Changes in style of dress and trends in clothing make it difficult to list all guidelines for appropriate school dress. Therefore, the Principal and/or Assistant Principal may consult with the school nurse and social workers to make judgment in matters relating to dress code issues.



## **Lunchroom Procedures**

1. Students will proceed quietly in single-file to the cafeteria with their teacher.
2. Students will line up in the appropriate line to purchase a regular or special lunch.
3. Students will pass through the serving area in orderly manner to purchase lunch.
4. Pushing or shoving will not be tolerated; students must keep their hands to themselves.
5. Running is not permitted in the cafeteria.
6. Food and drink may not be taken from the lunchroom.
7. Lunchroom table manners are expected at all times.
8. All students must:
  - a. talk and socialize in quiet conversation (yelling cannot be tolerated)
  - b. refrain from name calling and harassing others
  - c. remain seated except to return trays, dispose of trash, or buy snacks
  - d. refrain from moving from table to table during lunch time
  - e. wash the table and clean the floor around the table
  - f. stay seated until dismissed by a teacher
9. No more than eight (8) or nine (9) students will be allowed to sit at each table during lunchtime.
  10. A teacher standing on stage with a hand raised and/or a teacher speaking over the microphone is the signal for complete silence and attention. This is an extremely important lunchroom procedure.

### **Consequences for Lunchroom Misbehavior**

- 1<sup>st</sup> offense:      Restricted seating assigned/disciplinary notice sent to parents.
- 2<sup>nd</sup> offense:      Same as above plus after-school detention/phone call to parents.
- 3<sup>rd</sup> offense:      Lunchroom privilege suspended for one week/parent conference required.
- 4<sup>th</sup> offense:      Student suspended from school.
- Please Note:      Student suspended for serious offense (see Student Conduct and Discipline Code)

## Electronic Devices/Toys

Students are not permitted to have radios, walkman, beepers, pagers, cell phones, disc/tape players, laser pointers, toys, games, cards, candy, gum, etc. in school or on school grounds during the school day. Students who bring the above to school will have the item(s) taken away by a teacher or administrator. Such items must be picked up by the parents or guardians at the main office.

This school regulation is intended to apply to any item brought to school which may cause distraction or disruption of the education process.

The only exception of the above rule is during a field trip. The teacher or administrator in charge of the field trip may grant special permission prior to the trip in some cases.

## Cell Phones

The use of cell phones is not permitted during the school day. Students may request the use of the phone in the Middle School Office. If, for safety reasons, a child carries a cell phone to school, it must be kept in his or her locker and turned off. As a result of the proliferation of text messaging, if a student's cell phone is confiscated, it will only be returned to the child's parent or guardian. If a student violates the cell phone policy repeatedly, the student may be prohibited from bringing a cell phone to school at the discretion of the administration. **Please help us with this policy by refraining from contacting your child via cell phone during the day**

## Student Conduct and Discipline Code

At the Whitin School, we feel a school wide assertive discipline policy is essential for the successful operation of our middle school facility. School is a place for learning and growing and student actions, which disrupt these processes, can not be tolerated.

The goal of the Whitin discipline policy is to help students become self-directing. It is expected our students will exercise self-discipline and conduct themselves in a courteous and polite manner, which respects the rights and privileges of all members of the school community.

The Student Conduct and Discipline Code applies to every student in grades five through eight and shall be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students. This would include, but not be limited to school sponsored functions, field trips, bus transportation and athletic events.

All Whitin School Students are expected to:

1. Exhibit respect for all members of the Whitin School community and their property
2. Be responsible for their work and actions.
3. Be on time and fully prepared to participate in each class.

Each set of classroom rules will be developed based on these standards. These rules will be communicated to students and parents at the outset of the year.

It is, again, our firm belief that most of our students will be able to discipline themselves. If student self-direction should prove inadequate according to the school standards and classroom rules, staff, teachers, or administration will assign consequences as necessary.

Examples of such inappropriate behavior include but are not limited to the following:

1. Class disruptions
2. Failure to report to teacher/administrator assigned detentions
3. Throwing of any object
4. Running in the corridors
5. Cafeteria misconduct
6. Passing in the hallway without permission
7. Missed homework assignments according to TEAM requirements
8. Destruction of school property
9. Unexcused tardiness as defined by the attendance policy
10. Use of profanity and/or vulgar language
11. Failure to report to class
12. Violation of the dress and grooming standards (e.g. wearing hats)
13. Student possession/consumption/selling of candy and/or gum
14. Possession of radios/video games etc. (except with special permission from teacher, supervisor or coach)
15. Any threat to the safety of students or staff
16. Disrespect or defiant behavior towards teachers/staff members and others
17. Pushing/shoving/fooling around
18. Failure to return parent signature items
19. Lying to a teacher or administrator
20. Using a cell phone during school hours

Once all strategies available to the faculty member have been exhausted, the student will be referred to the office.

### **Suspension Procedures**

When the learning process or the safety of other persons is in jeopardy, the student, upon receiving his/her due process right in accordance with the Mass. Department of Education guidelines and Uxbridge Public Schools Policy 722, will be suspended from school.

Students may be suspended for the following reasons:

1. Fighting/physical violence
2. Possession, selling, or consumption of alcoholic beverages (as defined by State Law)
3. Truancy or leaving the school grounds without permission
4. Throwing food or objects in the cafeteria
5. Deliberate or repeated violations of school regulations including classroom rules
6. Use of profanity, or other abusive language directed towards a staff member
7. Absolute refusal to comply with a teacher's request
8. Smoking or possession of any tobacco product in school or on school grounds. Smoking is defined as the lighting of any cigar, cigarette, pipe or other tobacco product or having possession of same
9. Repeated failure to report for assigned detentions
10. Malicious destruction of property or malicious behavior
11. Theft or misappropriation of school or personal property
12. Open and continued defiant behavior toward a member of the staff
13. Obtaining money, material goods, or any favor by threat of and/or physical harm
14. Tampering with school records (i.e. report cards, etc.)
15. Possession of weapons of any type
16. Any illegal act.
17. Any threat to the safety of students
18. Any form of bullying (physical, verbal, written, social)
19. Repeated violations of school rules

Once a suspension is issued, a parental conference will occur. Subsequent suspensions will follow the same procedure. Students suspended from classes are required to make up all class work missed. A grace period equal to the amount of days missed because of the disciplinary action will follow the suspension. At this time all of the above work will be due. If not passed in, the student will stay for extra help and/or detention until the work is complete.

The number of days a suspension is assigned is dependent on the offenses and the student's past record. A suspension may not exceed 10 consecutive school days without action of the School Committee.

**Types of suspensions are as follows:**

**In School Suspension** - Your child will be assigned to an area where he/she will be given all assignments needed to maintain class studies but will not be allowed to socialize or participate in any school activities (clubs, activity day, sports, or assemblies) or eat with the other classmates.

The suspension time period starts at the beginning of homeroom and ends each day at 2:00 P.M.. The parent will be called when the student is assigned in-house suspension. A copy of the suspension offense will be provided to the parent.

**At Home Suspension** - Your child will be sent home as of the suspended date and will not be allowed to return to school until the parent(s) report to the school for a conference. The student is not allowed to loiter around the school area or participate in any school program. The parent will be called when the student is assigned at-home suspension with a copy of the suspension offense provided for the parent.

Further, a student who is suspended may not participate in any school event during the period of suspension.

At the time of suspension the Principal or his/her designee may also exclude a student from attendance and/or participation in the events listed below if in his/her judgment the suspended offense or other circumstances related to the offense dictate:

- School Socials
- Grade 8 Dinner Dance
- Promotion Exercise
- Class Trip
- School Dances
- Field Trips
- Other

In addition the following specific discipline codes will be in place.

## **BULLYING** (in accordance with School Committee Policy File:JICFB)

The Uxbridge Public Schools are committed to maintaining a school environment free of bullying. Bullying of students by other students will not be tolerated by the Uxbridge Public Schools. This is enforced while students are on school grounds or property within the jurisdiction of the School District such as on school buses, or attending or engaging in school-related activities. Bullying is a civil rights violation and is subject to legal action.

Each student of Uxbridge Public Schools is personally responsible for ensuring that his/her conduct is not intimidating to any other student. Students exhibiting intimidating behavior are required to cooperate in any investigation of alleged bullying if requested to do so by the person conducting the investigation. Any individual who prevents or attempts to prevent an individual from making a complaint of bullying or fails to cooperate with, or interferes in any way with the investigation of such a complaint will be subject to disciplinary action.

➤ *Bullying Prohibited:* It is a violation for anyone to bully or intimidate a student through conduct or communication as defined below.

➤ *Definition of Bullying:* Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, electronic (as in cyberbullying) and/or written interactions. Bullying can take many forms and occur in virtually any setting, including bullying that originated outside the school setting, but has now caused a disruption within the school. Examples of bullying include, but are not limited to:

- Intimidation, physical, verbal, electronic, written or psychological
- Threats, stated or implied
- Assaults on students, including those that are verbal, written, electronic, physical, psychological and / or emotional
- Attacks on student and / or district property

What constitutes bullying is determined by the perspective of a reasonable person being made fearful. Therefore, students should consider how their behavior might reasonably be viewed by other individuals. It is also important for students to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

➤ *Bullying and Retaliation Prohibited:* Bullying in any form or for any reason is absolutely forbidden. In addition, retaliation against a student who has brought a bullying complaint to the attention of the School District or who has cooperated in an investigation of a complaint under this policy is also prohibited and will not be tolerated by the Uxbridge Public Schools.

Students whose behavior is found to be in violation will be subject to disciplinary action, up to and including expulsion.

➤ *Guidelines:* The Uxbridge Public Schools encourages staff/students to bring any concerns and complaints of bullying to the attention of the principal and/or assistant principal so the issue may be resolved quickly.

Individuals who feel they are victims of bullying may use the following procedures for complaints:

### A. Complaint by Student or Student Confidante

1. Student or student confidante (staff member, peer, parent/guardian) will immediately notify a teacher, the principal, or his/her designee.
2. The teacher, principal, or principal designee directly informs the person engaged in the perceived bullying and advises him/her that such conduct is offensive and must stop. This student may have a representative parent/guardian present at this level.

### B. Investigation

Any individual encountering incidents of perceived bullying is urged to follow the chain of command specified above. All complaints should be brought to the attention of the principal or assistant principal. The principal or assistant principal may bring the matter to the attention of the Police, parents/guardians and/or the Superintendent of Schools. A preliminary investigation will be conducted by the principal and/or

his/her designee and a written report, including conclusions and recommendations, will be shared with the parties involved. If there is any doubt as to whether particular offensive speech or conduct is prohibited by written school policy, school officials should give the student/employee a directive or warning before enforcing the consequences.

➤ *Decision:* The principal and/or assistant principal will make a determination based on the investigation. Discipline will be appropriate to the offense and the students may be disciplined up to and including suspension.

➤ *Discipline:* A substantiated charge against a student will subject that student to disciplinary action, based upon the principal's or assistant principal's judgment. The discipline will be consistent with the Student Code of Behavior. A student can also be disciplined for knowingly filing a false complaint or knowingly providing inaccurate information.

➤ *Confidentiality:* Information provided during an investigation of bullying will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only.

## **Hazing**

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

*In addition, any student(s) found to be involved with hazing activities will be reported to law enforcement officials and may be subject to Mass. General Law 269 ss. 17,18, & 19 which reads:*

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

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

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

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

*eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen*

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

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

### **Smoking and/or Possession of a Tobacco Product**

Students found smoking or in possession of any tobacco product will subject themselves to the following procedures.

#### **First offense**

- An administrator will conduct a telephone or in-school administrator-parent conference.
- An administrator will assign two (2) administrative detentions.
- An administrator will refer the student to a mandatory Smoking Cessation Program.

#### **Second offense**

- An administrator will conduct a telephone or in-school administrator-parent conference.
- An administrator will assign a school suspension one (1) day.
- An administrator will refer the student to a mandatory Smoking Cessation Program.

#### **Third offense**

- Same as the second offense except the length of the school suspension will be three (3) days.

## **Drug and Alcohol Procedures**

1. Staff is asked to report to the Administration (Principal/Assistant Principal) any student who they suspect of being under the influence of or in possession of a controlled substance or alcohol.
2. The Administration will immediately summon appropriate personnel (i.e. nurse, guidance counselor, psychologist), and together they will interview the student.
3. If, in their judgment, there is reasonable suspicion of possession or influence of controlled substance or alcohol the Principal will be summoned (if not present). They will then conduct a search of the student and his/her possessions. (In accordance with the MA Department of Education guidelines.)
4. One of the following steps will be taken after this interview.
  - 4.1. If no substance is found and it is determined that the student is not under the influence, the student will be sent back to class and the parents will be notified of the suspicion and the search.
  - 4.2. If, in the judgment of the interviewer the student is under the influence of alcohol or a controlled substance, the parents will be contacted and asked to pick up the student. The student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or his/her designee.

The Police Department will be summoned and asked to investigate manners dealing with controlled substances and alcohol.
  - 4.3 If the student is found in possession of controlled substance, or alcohol, both the police and parents will be summoned immediately. The substance will be turned over to the police and the student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or his/her designee.
5. Students found to be under the influence of, or in possession of, a controlled substance or alcohol are referred to the school Guidance Department. If, in their judgment, the student is in need of outside counseling or rehabilitation he/she and their parents are referred to the appropriate agencies.
6. A medical examination may be suggested by the Administration for any student suspended for controlled substance/alcohol violation for the first time. For any repeat offender, second offense, a medical examination will be required before readmittance to school. Refusal to have the testing done will result in the student being referred to the Superintendent of Schools for further action. The superintendent may refer the matter to the Uxbridge School Committee. The purpose of this test is to determine the level of chemical dependence, in order to assist the district in determining the best program options available to the student. This applies for a student's entire school career.



## **Vandalism and/or Theft**

### **First offense**

- An administrator will conduct a telephone or in-school administrator/parent conference.
- An administrator will assign a school suspension.
- An administrator will refer the student(s) to public safety officers, Chief of police and/or fire.
- Restitution will be made for all damages.
- Superintendent of Schools will be notified.
- Uxbridge Police Department may also be notified depending on the severity of the offense and Policy 722.

### **Second offense**

- An administrator will conduct a telephone or in-school administrator- parent conference.
- An administrator will assign a school suspension three (3) days.
- Restitution will be made for all damage.
- Superintendent of Schools will be notified.

### **Third offense**

- Same as second offense except the length of school suspension will be five (5) days.

## **Verbal and/or Physical Abuse Including Fighting**

### **First and subsequent offenses**

- An administrator will conduct telephone or in-school administrator-parent conference.
- An administrator will assign an administrative office detention or a school suspension at their discretion.
- Superintendent of Schools will be notified.
- Depending on the severity of the offense (as per Policy 722) public safety officials may be notified.

## **Firearms: Federal Gun Free Schools Act**

No person, unless he/she is a law enforcement officer or licensed under Chapter 140, shall carry a firearm on to school grounds, or into the school building without the prior written authorization of the Principal or his/her designee.

A firearm is defined as any pistol, revolver, rifle, or smooth bore arm from which a shot, bullet, pellet, or any projectile can be discharged.

In accordance with the provisions of the Federal Gun Free Schools Act any student who brings a firearm onto school property shall be expelled for a period of one year and reported to the Uxbridge Police and the Department of Social Services. The Superintendent may modify this disciplinary action.

A student who receives services under the IDEA may be placed in an alternative program for a period of 45 days pending any special education hearing unless the school system and the parent agree otherwise.

## **Bikes, Skateboards and Scooters**

Whitin Middle School students are allowed to ride bicycles to school. Bike racks are located in front of the school and bicycles are to be placed in this area immediately upon arriving at school. Students are advised to place a lock on their bike. The school is not responsible for damage or theft to bicycles. Any student who is careless regarding his/her safety or that of others may have bicycle privileges suspended.

Skateboards and scooters may not be used. There is no room in the school building to store skateboards and/or scooters.

## **Fire Drills**

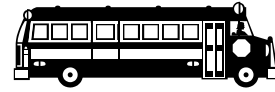
Periodic fire drills are required by law. It is necessary that a student be familiar with the procedure and exits for each of his/her classrooms. Each student is expected to be absolutely quiet, follow teacher's directions and walk to the designated area. Directions for evacuation will be found in each room. Fire drills are to be considered a serious exercise designed to save lives; therefore, no talking or inappropriate behavior can be permitted either inside or outside the building. Detention will be issued to any student who does not comply with this important regulation.

## **Evacuation and Lock down Drills**

In addition to periodic fire drills, Whitin Middle School will also conduct evacuation drills and lock down drills. Students will be instructed in proper drill procedures and expected to follow them. Failure to follow procedures appropriately will result in disciplinary action.

## Bus Transportation

The purpose of school transportation is to provide safe comfortable transportation for those students who live beyond the walking distance established by the Uxbridge School Committee. Within students whose place of residence is more than one and one-half miles from the school are entitled to transportation to and from school from their designated bus stop.



## Bus Rules and Regulations

Students shall comply with the following rules and regulations.

Students shall:

- A. Obey the bus operator at all times while under his/her supervision.
- B. Not stand nor play in the roadway while waiting for the bus.
- C. Not extend arms or heads out of bus windows at any time,
- D. Remain seated while the bus is in motion.
- E. Remain in line at least five feet from the bus when it stops for pick up, and should not move toward the bus until the door is open.
- F. Look for traffic in both directions before crossing the highway.
- G. Not be permitted to stand on the road, highway or street to direct traffic.
- H. Keep the aisles clear of lunch boxes, musical instruments, and other things.
- I. Be at the bus stop at the time designated and be ready to get into the bus with the least possible delay in order to keep the bus on schedule.
- J. Not be allowed to leave the bus at any place without the written consent of the Principal.
- K. Conduct themselves in an acceptable manner at all times. Smoking, vulgarity, drinking, or ingesting illegal drugs, as defined by state law and boisterous or other improper conduct will not be permitted.
- L. Assist the drivers in keeping the bus clean.
- M. Not damage nor deface any part of the bus. Should this happen, it will be the responsibility of the student and his/her parents to pay for any damage.
- N. Ride only those buses to which they are regularly assigned, except when permission is granted by the Principal.
- O. Not operate the service door. This is the responsibility of the bus operator.
- P. Not tamper with the operating mechanisms of any part of the school bus.



In addition, students who must cross the highway after alighting from the bus shall pass several feet in front of the bus after the driver signals them to do so.

School bus riding is a privilege and as such can be suspended or revoked for misbehavior.

The following disciplinary measures will be enforced if the foregoing rules and regulations on bus behavior are violated.

### First offense

- Students will receive a written warning
- Subsequent behavior will result in disciplinary action such as a detention, suspension of riding privileges. Severe misconduct could result in riding privileges being revoked for the remainder of the year.

## **Due Process Requirements Student Discipline**

### **(Policy 722)**

1. The following due process rights will be given to all students in accordance with guidelines issued by the Massachusetts Department of Education.
2. Prior to a suspension from School Transportation Services or from school for up to ten (10) school days, or assignment to After School Detention Hall at Whitin School, the student shall be given:
  - 2.1 An oral or written notice of the charges.
  - 2.2 An explanation of the evidence against him/her.
  - 2.3 A stated opportunity to represent his/her side of the story to an Impartial decision maker, who may be a school administrator.
3. In addition, any student who has an Individual Education Plan as defined by Chapter 71B 603 CMR28 (previously known as Chapter 766) is entitled to the following procedural protection.
  - 3.1 The Administrator of Special Education or his/her designee will be notified of any conduct that will warrant suspensions from school, school transportation services, or assignments to in-house suspension, by the Principal or his/her designee.
  - 3.2 A student may be suspended from school for up to 10 school days at a time for any violation of school rules as long as there is not a pattern of removals and so long as such discipline is consistent with discipline applied to students without disabilities. (300.524(a), 300.121(d).
  - 3.3 A student with a disability cannot be long-term suspended or expelled from school for behavior that was manifestation of his or her disability (2 exceptions noted below). Prior to a change of placement, a manifestation determination must be conducted. (Services (FAPE) must continue for students with disabilities who are long-term suspended or expelled from school, whether or not the conduct causing the discipline related to their disability. (300.523.4, 300.524(a)(II).
  - 3.4 School officials must conduct a “manifestation determination” review whenever:
    - Removal constitutes a change of placement;
    - Removal is for behavior relating to weapons or use of illegal drugs; or
    - The district is seeking a hearing officer’s order to place a child in an interim alternative educational setting because of behavior that is substantially likely to result in injury of self or others.The review is determined if the behavior was related to the disability.
  - 3.5 Regardless of the results of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting, as determined by the Team, for up to 45 calendar days, or longer upon order of a hearing officer. Circumstances and requirements are specified in regulation. (300.521, 300.522)
  - 3.6 Nothing in this section shall prohibit a school administrator from requesting that the Police remove any student from school whose presence constitutes a danger to himself/herself or others.
  - 3.7 A special needs student may not be suspended or in any way excluded during the pendency of a BSEA hearing or judicial proceeding brought to challenge a suspension unless the school district obtains a Superior Court order based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others.
  - 3.8 A parent may appeal a removal decision, or a manifestation decision to the BSEA. (300.525, 300.526).
4. A student who is to be suspended for more than the ten (10) school days or given an indefinite suspension for possession or use of weapons, illegal substances, illegal possession of alcohol,

or use of excessive force in school, on school grounds, or at school sponsored or school related events, or a student who is subject to expulsion by the Principal or School Committee shall:

- 4.1 Receive written notice of the charges.
- 4.2 Have the right to be represented, at the student's expense, at a formal hearing.
- 4.3 Have adequate time to prepare for the hearing.
- 4.4 Have access in documented evidence before the hearing.
- 4.5 Have the right to question witnesses
- 4.6 Have a prompt written decision with the reasons for the decision.

The principal shall inform the School Committee in writing of his/her decision to suspend a student who is found to have violated a school rule for which expulsion is allowed. The Principal shall include a statement that the continued presence of the student in the school will not pose a threat to the safety, security, and welfare of other students and staff in the school.

5. In all instances, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time. Exception as noted above in Section 3.

6. In releasing students from school, Principals are referred to policies 630 (Emergency Procedures) and 750 (Child Abuse and Suicide Prevention).

7. Disciplinary decisions may be appealed in accordance with the provisions of the Student Handbook. Appeals Procedure - Disciplinary actions may be appealed as follows:

- 7.1 Level 1 Principal
- 7.2 Level 2 Superintendent of Schools
- 7.3 Level 3 School Committee
- 7.4 Appeals must be in writing by the student, parent or the student's representative, stating the reason.
- 7.5 Appeals involving expulsion decisions by the Principal must be made to the Superintendent in ten (10) days. The student shall:
  - 7.51 Have the right to be represented by Counsel at the student's expense.
  - 7.52 Have adequate time to prepare for the hearing.
  - 7.53 Have access to documented evidence before the hearing.
  - 7.54 Have the right to question witnesses.
  - 7.55 Have a written decision with the reasons for the decision.

References: MGL Chapter 71 Section 37H  
Chapter 71 Section 17

Approved: August 5, 1993

### **Asbestos Management Plans**

The Asbestos Hazard Emergency Response Act (AHERA) requires public notification that asbestos management plans have been developed for Within Middle School. These plans are available and accessible to the public at the school office.

## **SCHOOL DEPARTMENT POLICIES**

### **Chapter 622 and Title IX-Grievance Procedure**

It is the policy of the Uxbridge Public Schools not to discriminate on the basis of sex, race, religion, color and national origin, sexual orientation in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971 (MGL c.76). Inquiries regarding compliance with Title IX may be directed to Mrs. Paula Montesi.

#### **Grievance Procedure**

1. Students shall be required to bring any allegations of discrimination, in writing, to the attention of the principal.
2. If the matter is not resolved within seven (7) days, the student may appeal in writing to the Title IX Coordinator.
3. If, at the end of fourteen (14) days, the matter remains unresolved, the student has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
4. The Superintendent of Schools shall investigate the complaint and respond, in writing, to the complainant no longer than fourteen (14) days after having received the complaint.

#### **Section 504**

It is the policy of the Uxbridge Public Schools to comply with the regulations of the Department of Health, Education and Welfare in implementing Section 504 of the Rehabilitation Act of 1973 which provides that:

“No otherwise qualified handicapped individual shall solely by reason of his handicap be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Inquiries regarding compliance with Section 504 may be directed to the Principal’s office at 508-278-8640.

#### **Grievance Procedure**

Any student who feels that he or she has been discriminated against on the basis of handicap should utilize the following procedure to register a grievance:

1. Students should submit any allegations of discrimination in writing to their building principal of consideration.
2. The Principal will investigate the allegations and respond to the complainant through personal interview and in writing within ten (10) school days of receipt of written complaint.
3. If, at the end of ten (10) school days following written response from the building principal the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
4. The Superintendent shall investigate the complaint and respond in writing to the complainant no longer than ten (10) days after having received the complaint.
5. If the matter remains unresolved, the complainant may appeal in writing to the School Committee within fifteen (15) school days to review and consider the matter. The Committee will respond to the complainant in writing within five (5) school days following the meeting.
6. If the matter still remains unresolved for the complainant, he or she has the right to file with the Office of Civil Rights, Department of Health, Education and Welfare, Elementary and Secondary Branch, 140 Federal Street, Boston, Massachusetts 02110.

### **Federal Program Coordinators**

Title IX	Mrs. Judi Lamarre	(508) 278-8643
Title VI	Mr. George Zini	(508) 278-8648
504 Program	Mrs. Carol Riccardi-Gahan	(508) 278-8648

### **Parental Notification Relative to Sex Education**

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

At the beginning of each school year, and/or semester, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. This notice will be included in each School's Student/Parent Handbook. Parents/guardians of students who enroll in school after the start of the school year will be given the Handbook at the time of enrollment.

### **Sexual Harassment Policy**

It is the policy of the Uxbridge Public Schools to maintain a learning environment that is free from sexual harassment. It shall be considered a violation of the school rules, regulations and expectations for any student to harass another student or staff member through conduct or communications of a sexual nature.

Further explanation and definition of this policy can be found in the Uxbridge Public Schools Policy Book available in the Principal's office at the Whitin School.

Any student who alleges sexual harassment by any other student/staff member in the school should contact the building principal immediately.

### **Exposure Control Policy**

It is the policy of the Uxbridge Public Schools to protect students and staff from bloodborne pathogens.

All employees shall use universal precautions to prevent student or self-contact with blood or other potentially infectious materials or fluids.

These universal precautions shall include:

1. The wearing of latex gloves while in contact with blood or other potentially infectious materials or fluids.
2. The washing of hands and other exposed areas with soap and running water and drying with paper towels immediately after removing gloves and/or exposure to blood or other potentially infectious materials or fluids.

## WHITIN MIDDLE SCHOOL

### Interscholastic Athletic Guidelines for Student Athletes

#### RULES & REGULATIONS - GENERAL

1. Participation in the Interscholastic Program is voluntary. No student has a protected right to participation in this program. Students who participate agree to abide by the rules promulgated by the Massachusetts Interscholastic Athletic Association and rules and regulations adopted by the Uxbridge School Committee.
2. Failure to abide by the rules set forth in this handbook or the appropriate Student Handbook may lead to suspension or dismissal from the team. A student dismissed from a team may not participate in another sport during the same season, and may be suspended from the program for a full school year.
3. Suspension from the team may be made by the Coach, the school Principal, Assistant Principal or the Athletic Director with the exception of suspension under section dealing with Chemical Health.
4. An athlete who quits a team may only participate in another sport during the same season with the permission of the Coach and the Athletic Director.
5. Team members must be on the bench during a game. There will be no wandering. When different teams travel together, the team not competing should sit together. No one is permitted on the bench unless he/she is a team member or associated with the team. There will be no derogatory verbal exchanges from the bench or on the playing surface, directed at opponents, fans or official before, during or after a contest. After the game all players should meet and shake hands.
6. No team will be allowed to practice unless under the direct supervision of the Coach.
7. All athletes are reminded that when visiting other schools to compete in interscholastic athletic events, Whitin is the guest of that school. The district expects that Whitin athletes will act in a responsible and courteous manner. This includes respecting the facilities and equipment of the host school. Any malicious destruction of property will result in dismissal from the team and assessment of damages.
8. Athletes should expect that there will be practice or a game on every school day during a sport season. Occasionally there may be a need for a weekend practice.
9. Each athlete is responsible for the equipment personally issued to him/her. Each athlete is financially responsible for all equipment not turned in at the end of the sport season. Athletes will be charged the current replacement price for any lost item. All financial responsibilities from a previous season must be paid before a student may try out for a team.
10. All uniform clothing will be kept laundered and clean for all competitions and practices as designated by the coach.
11. Game uniforms are not to be worn for practice or any time the athlete is not representing the Whitin School team. Game uniforms are to be worn only by the athlete to whom it is issued.



12. Players must ride to and from “**out of town**” games on school owned or charter buses. Players may not travel to an away athletic contest in private transportation and participate without the express permission of the Principal.
13. Attendance is mandatory for everyone at the interscholastic team level unless an athlete is excused for medical or other valid reasons. The athlete, who has a conference with a teacher or stays after school for any reason, shall speak to the Coach prior to the detention and explain he/she will be delayed.
14. Athletes are under the supervision of the Coach for that sport and must comply with any additional requirements or regulations put forth by that coach.

#### **CLEARANCE FOR ATHLETIC TEAM PARTICIPATION**

- All athletes and their parents must complete the Clearance for Athletic Team Participation Form (orange card) with all appropriate signatures, before participating in any tryout, practice or game.
- All athletes must have an up to date physical, on file with the school nurse, before participating in any tryout, practice or game. **Physicals are valid for 13 weeks from that date. If an athlete is medically eligible to start the season, and then has his/her physical expires, they may complete that season before they must update their physical.**

#### **INSURANCE**

- All students participating in the Interscholastic Athletic program will be provided with accident insurance paid for by the district.
- Student/Athletes must report all accidents/injuries to the Coach immediately, and complete the necessary accident report form as soon as possible.
- Students must provide a signed medical release, from a physician, if a game or day of practice has been missed due to injury.

#### **ACADEMIC ELIGIBILITY**

1. Students are not permitted to participate on an interscholastic team if previous quarter report card grades do not average to “**C**” or if the student has an “**F**”. The fall season is based on a student’s final average the end of the previous school year.
  - No student will be allowed to try out for a team or participate in practice sessions unless they are academically eligible at the beginning of the season.
  - If a student becomes ineligible during the season, i.e., grades came out in the middle of the season and he/she does not have a “**C**” average, the student is not allowed to practice or play until the next marking term.
  - If a student is ineligible at the start of the season and cannot try out and then becomes eligible during that season, that student could join the team provided:
    1. He/she does not displace an academically eligible student who was cut from the team.
    2. The coach feels it is in the best interest of the student and team for he/she to join the team once that season has begun.

## **ELIGIBILITY – GENERAL**

1. Only one sport per season
  - A student-athlete shall participate in only one sport in any defined MIAA sport season. [Fall, Winter, Spring]
  - This applies to tournaments and championships in that season.
2. If a student turns 16 before September 1, he/she is no longer eligible.
3. **LOYALTY TO THE MIDDLE SCHOOL TEAM: Bona Fide Team Member**
  - A bona fide team member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions.
  - Bona fide members of a school team are precluded from missing a middle school practice or competition in order to practice or compete with an out-of-school team.
  - **Any student who violates this standard is ineligible for the next two contests or two weeks [whichever is greater] immediately upon confirmation of the violation.**
  - **If the penalty is not served it will carry over to the next season at the middle or high school level.**

## **A COACH DOES NOT HAVE THE RIGHT TO EXCUSE A TEAM MEMBER FROM PRACTICE OR A GAME SO THAT HE/SHE MAY PLAY OR PRACTICE FOR ANOTHER TEAM.**

## **CHEMICAL HEALTH**

During the season of practice or play, a student shall not, regardless of the quantity, consume, use, possess, buy/sell or give away any beverage containing alcohol, any tobacco products, marijuana, steroids or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Medications must be stored in the health office and cannot be taken without the written authorization from the prescribing physician. [*Whitin School Student/Parent Handbook – "Health Room Services and Procedures". P. - 15]*

1. **FIRST VIOLATION:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next two [2] consecutive interscholastic events, or two, [2] weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. He/she may practice during this period for the purpose of rehabilitation, if not serving an out of school or in-house suspension. This action is taken in addition to disciplinary action taken under the student handbook regulations. Suspensions will run concurrently.
2. **SECOND AND SUBSEQUENT VIOLATIONS:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the next twelve [12] consecutive interscholastic events or twelve [12] consecutive weeks, whichever is greater, in which the student is a participant.
  - If after the second or subsequent violations, the student on his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of six [6] weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. The final decision to reinstate the student is made by the Principal, Superintendent or School Committee.

- Penalties shall be cumulative each academic year and the penalty period will extend into the next academic year. A student dismissed from a team may not participate in another sport during the same season. The student may be suspended from the interscholastic program for a full school year.
- This action is taken in addition to disciplinary action taken under the Whitin School Student/Parent Handbook.

### **TRYOUTS**

All necessary decisions about limiting teams to certain numbers will be done in as fair and professional manner as possible. Questions concerning such decisions should be directed to the athletic director.

We do not like to limit participation on any of our teams. In fact, it is the most difficult decision any coach has to make, but in some instances it has to be made.

- Students should understand that participation in athletics is a privilege.
- All students will be given ample opportunity to demonstrate their abilities prior to the start of game situations.
- Not all students trying out for a team will make the team due to some of the following circumstances:
  - In order to maintain a high level of safety
  - Type of sport and number of players that can play at a given time
  - Coach/player ratio
  - Facilities
  - Roles to be played on the team
  - Judgment of the coach

\*Students who plan to be absent for an extended period of time due to vacation or a planned extended absence should discuss this situation with the coach ***prior to tryouts.***

### **PLAYING TIME**

Playing time is a very emotional part of a student athlete's being involved in middle school athletics.

#### **FACTORS THAT MAY AFFECT PLAYING TIME:**

- Nature of the sport
- Attendance
- Attitude
- Commitment
- Athletic skill

Coaches make many decisions on a regular basis. It is the coach who decides which athletes start a game, which should play, what position they should play and how long each athlete should play.

These coaching decisions are made only by the coaching staff and are approached very seriously by the coaches. These decisions are made after having observed the athletes in practice sessions, game like situations, scrimmages and actual game competitions.

### **TEAM CAPTAINS**

It is a coaching decision as to how team captains are selected. They may be elected by the team or appointed by the coach or a combination of the two. Captains may also be selected or appointed on a game by game basis.

It is expected that team captains be leaders of their team and should be ready to assume duties as outlined by the coach. They are expected to be more aware of team rules and student athlete responsibilities. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members.

### **SPORTSMANSHIP**

It is expected that all student/athletes set a proper example at all times whether they are participating in their chosen sport or as a spectator at another sport. Improper behavior will result in suspension from your team and or exclusion to future athletic contests.

The athletic fields and courts are an extension of the classroom and good sportsmanship needs to be of the highest priority at all times.

Athletes need to remember that they are not only representing Whitin Middle School but also, themselves, their parents, the Uxbridge School District and the Town of Uxbridge.

All athletes are expected to display the highest possible level of sportsmanship before, during and after the competition. Opponents, game officials and visiting spectators need to be treated with respect at all times.

All Whitin Middle School athletes, teams and coaches are expected to compete and play with class while representing the Uxbridge Athletic Community.

## WHITIN MIDDLE SCHOOL

### COMMUNICATION POLICY FOR PARENTS AND COACHES

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team. We hope this athletic guide will assist everyone involved with athletics to provide the best opportunities for the student athletes.

#### **PARENT'S CREED**

As parents, you are an invaluable part of your child's educational and athletic development. Your attitudes and actions have the most impact upon the outcome of your child's learning in the athletic arena. Therefore, it is important that you see athletics for what it can do; to help your child's development. The Parent Creed is:

*I will be the positive role model my child need to become a successful adult. In victory, I will be gracious, humble and thankful. In defeat, I will be strong, honest and accepting.*

#### **KEY GUIDELINES FOR PARENTS OF ATHLETES**

- I will make sure my child knows I love them in the thrill of the victorious moment and the period of agony brought on by defeat
- I will accept my child's strengths and weaknesses as they are, and focus on helping them to do their best.
- I will let the coach coach – my role is to support, encourage and motivate progress on a daily, weekly, monthly and yearly basis.
- I will teach my child to enjoy the thrill of competition – the fulfillment of just being part of it all, and the satisfaction of having done their very best.
- I will not re-live my athletic career through my children in any way.
- I will not compete with the coach – together we will be a team to work toward the improvement of my child as a person, student, athlete and team player.
- I will never compare any contrast the skills, courage or attitude of my child with that of their teammates or opponents in a negative manner.
- I will temper my reactions towards my child's tales of woe or heroism – we all tend to inflate reality to make it kinder to our personal standing.
- I will take the time to know my child's coach in a way that allows me to understand their philosophy, ethics, knowledge, goals, aspirations and responsibilities.
- I will prioritize the agenda that drives my interest in the athletic program or any individual sport: The team agenda comes first – my personal agenda follows.
- I will **NOT** allow the sport or game my child is part of take on a life of its own.

## **PARENTS AND SPORTSMANSHIP**

The following are just a few reminders of the important role parents play in modeling behaviors when involved in athletic programs:

1. You are a fan and spectator – that’s your role – play it well.
2. You are not the coach – so don’t coach.
3. You are not an official – so don’t referee.
4. You are the host for all visiting teams – treat them with respect and dignity.
5. Cheer for your team – not against the opponent.

***Remember – you are a role model for your child and others who are part of the team and overall program – how do you want to be remembered?***

## **COMMON vs. PERSONAL AGENDAS**

Whitin Middle athletics offers many opportunities to grow and develop in ways that are beneficial to the group as a whole and as individuals. It is important to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page – which means to have a **common agenda**.

A team that works together to reach a common goal is the most successful. Teams that are unsuccessful – **even though they may be winning** – are those that have **personal agendas** prioritized ahead of the team agenda.

Every athlete should have personal goals and aspirations. However, they must be secondary to the **common agenda set for the team**. If you are worried about statistics, position or playing time instead of the team – we are no longer a team. What we have is a group of individuals – no one ever wins for long under these circumstances, no matter how good they are as individuals.

**Common agendas** lead to team success – **personal agendas** that are within the framework of the team agenda will lead to team success.

## **COMMUNICATION POLICY BETWEEN PARENTS AND COACHES**

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD’S COACH**

1. Philosophy of the coach
2. Expectations and rules the coach has for your child, as well as, all the players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. practices, special equipment, conditioning.
5. Procedure to be followed should you child be injured during participation.
6. Discipline that may result in the denial of your child’s participation.

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts, **well in advance**.
3. Specific concerns with regard to a coach’s philosophy and/or expectations.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. *Coaches are professionals.* They make judgment decisions based on what they believe to be the best for **ALL** students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

### **INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. Playing time
2. Team strategy
3. Other student – athletes

**PLEASE DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A GAME OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR BOTH THE PARENT AND COACH. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.**

**If there is an issue or concern, parents should follow the following athletic department three step process:**

1. If appropriate, talk with you son or daughter about your question. What is the student – athlete's perspective? Can he/she solve the problem on his/her own?
2. Set up a meeting with the coach if you still have questions. This should be an informal meeting where you ask questions, listen and have a discussion. Remember that the coach makes decisions for the good of the team based on practice, ability and team chemistry.
3. If questions remain, set up a meeting with the athletic director, coach and yourself.

**If a meeting is to occur, the following guidelines should be adhered to:**

1. Conversation must be in a professional manner with regard to both language and conduct.
2. Everyone gets a chance to talk, but everyone must listen as well.
3. Emotional control by all parties is imperative.
4. Meetings cannot occur on game days, but by appointment only.

## UXBRIDGE SCHOOLS WELLNESS POLICY

### **Policy Intent/Rationale:**

The Uxbridge School District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

### **A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.

### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

### **C. Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, in accordance with the Massachusetts Health Curriculum Framework and the National Standards for Physical Education (NASPE), as well as co-curricular activities, and recess.

### **D. The Uxbridge School District is committed to improve academic performance in high-risk groups so that no child is left behind.**

Educators, administrators, parents, health practitioners and communities must consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.



#### **E. Establish and maintain a district-wide Wellness Team with the purposes of:**

- Developing guidance to explicate this policy
- Monitoring the implementation of this policy
- Evaluating policy progress
- Serving as a resource to school sites, (e.g. providing lists of healthy incentives, snacks, birthdays, etc.)
- Revising policy as necessary

It is recommended that a district-wide Wellness Team would meet a minimum of four times annually with membership including, but not limited to:

- District Food Service Director/manager
- Dietitian
- Local health practitioner (e.g., pediatrician, dentist, or other appropriate, certified medical professional)
- School Nurse-Teacher(s)
- Parent representation
- Student representation
- Staff representation
- School Committee member
- District Administrative Representative, Co-Chair
- Physical Education and Health Program Leader, Co-Chair
- Family & Consumer Sciences Teacher
- Local Community Partners

Responsibilities of the Wellness Team may include, but not be limited to, oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity
- Pursuance of contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of minimal nutritional value.
- Consistent healthful choices among all school venues that involve the sale of food.

The Wellness Team will be responsible for preparing a report twice annually that may include, but not limited to, the following information:

- Monthly district menus and meal counts
- Listing of all a la carte, vending, and competitive foods sold by school food service
- Listing of all other sales of foods throughout the district including vending machines, school stores, special education programs, in-school and in-class fundraisers, etc.
- Listing of physical activity programs and opportunities for students throughout the school year