

**SOMERSET MIDDLE
SCHOOL**
PRIDE & RESPECT
2017-2018

Dr. Pauline F. Camara
Principal

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This agenda belongs to:

Name _____

English: If you need this, or any other document, translated into a different language please notify the building principal.

Spanish: Si necesita una traducción de este documento u otros documentos, por favor notifique Ud, al director de la escuela.

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A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

Welcome to the start of a new and exciting school year. This handbook/agenda has been prepared for the convenience and use of Somerset Middle School students and families. Your school advisory council has helped to develop this handbook with hopes that each of you will become better acquainted with every facet of your middle school and be involved in your school community. This handbook is also accessible on the school's web site located at www.somersetschools.org.

This handbook/agenda contains our school behavior code, policies, and a daily agenda to record assignments. All students will be provided with a handbook/agenda and are responsible to know and follow the rules contained within. Students are expected to carry the handbook/agenda to all classes, as their hallway pass, and to and from school each day. Students are responsible for the condition of the handbook/agenda. All homework assignments are expected to be recorded in the agenda. Replacement cost for a lost agenda book is \$5.00.

Our school provides challenging opportunities for all students within a safe and secure environment. We promote an atmosphere of pride and respect for all individuals. Working together, maintaining open lines of communication with families and the community, is the key to the success of our students. Parents are encouraged to bring concerns to the attention of the classroom teacher. If the matter is not resolved at that level, guidance counselors or administration should be contacted. Our doors are always open, our emails and telephone calls always answered. We are extremely proud of our school and know you will soon realize what a special place Somerset Middle School is.

SOMERSET SCHOOL COMMITTEE

Victor Machado, Chairperson/Regional Representative
Melissa Terra, Vice Chairperson and Region Representative
Michael Botelho, Andrew Crook. Lori Rothwell

SOMERSET PUBLIC SCHOOL SYSTEM

Mr. Jeffrey Schoonover – Superintendent 508-324-3100, Ext. 215
Mrs. Lindsey Albernaz – Business Manager 508-324-3100, Ext. 212
Ms. Elizabeth Haskell – Director of Curriculum 508-324-3100, Ext. 231
Ms. Lisa Martiesian – Director of Special Education 508-324-3100, Ext. 217
Mr. Stephen Levesque – Director of Technology 508-324-3115, Ext. 1100

CONTENT COORDINATORS

Fine and Performing Arts (K-12) – TBA
Mathematics Coordinator (6-8) – Mrs. Diane Diogo
English Language Arts Coordinator (6-8) – Mrs. Jill Dyl
Science & Technology Coordinator (6-8) – Mrs. Nicole Mello
Social Studies & World Language Coordinator (6-8) – Mr. Andrew Redfearn
Special Education Coordinator (6-8) – Ms. Cheryl DeFarias
Guidance (6) – Mrs. Elaine Sabra
Adjustment Councilor (6-8) – Ms. Brianna Bedard
Guidance (7-8) – Mrs. Lori Dutra
School Psychologist – Mrs. Joy Mitchell
Instructional Technologist – Ms. KerryBeth Leatherwood

MISSION STATEMENT

The mission of Somerset Middle School is to respond to each adolescent's intellectual, physical, and emotional needs. Diversity is the basis of a sound middle school program. The function for our educational program is student-centered. The children are the basis for every decision made at Somerset Middle School.

Our efforts will focus on challenging children intellectually. We seek to develop necessary social and civic skills, stimulate emotional growth, and have the children more aware of the physical changes taking place during early adolescence. A commitment to involve parents in all aspects of their child's education is a necessity. The pride and respect the children feel for the school and themselves will be carried by them into the community itself.

SOMERSET MIDDLE SCHOOL CORE VALUES

- Develop an atmosphere of mutual respect and pride within the school which provides avenues for parent and community involvement.
- Establish structural features of exemplary middle school education.
- Increase professional development opportunities to learn and apply new knowledge to current strategies and methodology.

SOMERSET MIDDLE SCHOOL POSITIVE CULTURE VALUES

Here at SMS, we believe that we must build a positive culture focused on "learning the skills and knowledge students need to be successful". We seek to help our students learn the ABC's - Accountability, Behavior, and Character and seek support from our parents and community to do so. Our goal is to build a long term "positive learning environment" where students are focused on "building their futures". Thus, we ask students to abide by the following norms:

Nothing should interfere with LEARNING
All students have the RIGHT to learn
Teachers have the right to TEACH
Everyone has a right to a SAFE school
Everyone has the right to be RESPECTED

ADVISORY COUNCIL

The Education Reform Act of 1993 (G.L. C. 71, Section 59C) mandates the creation of Advisory Councils. School Advisory Councils consist of the principal, parents elected by other parents, teachers elected by other teachers, other public members who are not parents, and, on the secondary school level, at least one student. Principals serve as co-chairs and are responsible for convening the first meeting within 40 days of the start of the school year. Each council is free to determine the size of its membership, but must have at least as many parent representatives as teachers (plus the principal). No more than 50% of the council's membership may consist of members of the public who are not parents, teachers, administrators or students of the school. School councils are subject to the open meeting law.

School councils are responsible for assisting the principal in setting educational goals, identifying educational needs, reviewing the school building's budget, and preparing the building's school improvement plan. The school improvement plan is to address issues such as class size, professional development, parental involvement, and school climate. School committees may grant councils additional authority over educational policy at the building level except for those areas subjected to collective bargaining.

PARENT RECOMMENDATIONS

It is hoped that parents will share with us the responsibility for their child's success at Somerset Middle School by carrying out the following suggestions at home:

1. Share with the student the responsibility for being prompt.
2. Be sure the student is prepared to buy a lunch at school or to bring a lunch from home.
3. Make provisions for a suitable place wherein the student may study with no distractions or interruptions.
4. Provide necessary educational supplies for use in completing assignments.
5. Assume the responsibility for checking your child's agenda book and completed assignments. Be sure that all work assigned has been accomplished and written work has been neatly done. In general, home assignments provide the opportunity to practice the subject matter which has been taught in the classrooms. Unless the student actually does the home assignment independently, the value of the lesson has been lost. Students are urged to understand the class work and to seek help at school if they do not understand.
6. Feel perfectly at ease to contact the school as often as you feel necessary regarding your child. Build confidence in your child regarding the opportunities provided by a public school education, the outcome of which depends largely upon the student's willingness to work.
7. You can help your child in school, by not nagging and pushing – which experts say is the wrong use of “parent power” - but by giving guidance and encouragement.
8. Students are required to conform to the rules of the Student/Parent Handbook during school hours, after school while on school property, and at all school related activities.

Here are some tips from the National Congress of Parents and Teachers:

- Help your child think of themselves as one who succeeds. Give them plenty of chances in early life to accomplish things, and praise them when they do well. When they have a discouraging experience, remind them of their successes.
- Encourage your child to talk to you about their problems, and be sure to listen.
- Don't make derogatory remarks about their teachers or school to them. If you wonder why they do certain things, inquire at the school. Visit the school and know the teachers. That will give your child a sense of security.
- If you have a problem, always start the solution with the teacher. If this does not prove positive, contact the guidance counselor then the school administration. If this does not resolve the situation, contact the superintendent's office.

SCHOOL REGULATIONS

Students are the responsibility of the school, under school jurisdiction, and required to follow school rules from the time they leave home for the school bus in the morning until they arrive home at night. Students are not to leave the school grounds without the consent of the principal or a delegated representative.

VISITORS PROTOCOL

In order to maintain an accurate and justifiable record of the presence in the school of people other than paid staff, each school principal or his/her designee shall be responsible for maintaining a visitors' log wherein shall be recorded the date, time of entrance into the building, time of departure, and name of each visitor; in addition, the purpose for the visit shall be recorded in the visitors' log. All visitors will be required to wear a visitor's tag. Parents are welcome to visit the school occasionally to observe classes and tour the building. To insure the safety of the children and to avoid disrupting the educational process, visits

must be arranged through the principal's office. All parents volunteering/observing will be expected to pass a criminal records background check (CORI check) and to complete the form Agreement to Maintain Student Confidentiality. Forms are available in the main office.

Any visitor refusing to comply with such provision shall be requested to leave the premises. Failure to leave when asked may result in police action in accordance with MGL Chapter 272, Section 40A, and Chapter 266, Section 120.

NO SCHOOL ANNOUNCEMENT

If it is necessary to close school, announcements will be made through the One Call Now system and on local radio and television systems. Be sure to visit the "One Call Now Update my Info" webpage from the Somerset Middle School webpage. Enter your last name and primary phone number we have on file. (The system will look up your record and allow you to enter additional phone numbers and/or email addresses. Your new contact information will be activated pending approval by your Group's administrator.)

90-MINUTE DELAY / EARLY DISMISSAL

Due to inclement weather, the Superintendent may implement a 90-minute delay to the school day. In this case Somerset Middle School will begin at 9:30 a.m. and will be dismissed at 2:45p.m. Scheduled early dismissal is 12:00 p.m.

EARLY MORNING ARRIVAL

Supervision of students begins at **7:30 a.m.** to students who do not ride the bus. All students report to assigned areas (Grades 6, 7 – Auditorium; Grade 8 - Cafeteria) until dismissed to go to their lockers where they leave their coats, lunches, etc., and pick up their books for their morning classes. Students must then report to their class by 8:00 a.m.

STAYING AFTERSCHOOL

The school day ends at 2:45 PM. For safety reasons, students are only permitted to stay after school for school sponsored activities or if supervised by members of the Somerset Middle School faculty.

SCHOOL ATTENDANCE

Philosophy

In accordance with Massachusetts General Laws, Chapter 76, students are required to be present in school in order to ensure continuity and consistency in the educational process and to prepare them for college and/or career. The Education Reform Law mandates that students be involved in core curriculum work during the entire school day.

School District Responsibility

Official school attendance records including absences, tardies and dismissals will be kept by the main office. Attendance will be recorded daily. Students with chronic school attendance problems will be identified as early in the quarter as possible. In accordance with Massachusetts General Law, Chapter 76, the school principal or a designee will make a reasonable effort to meet with the parent/guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance.

Parent/Guardian/Student Responsibility

Research shows a direct correlation between a high level of attendance and academic success. Regular and consistent school attendance is the responsibility of students and parents/guardians. Failure to comply with this responsibility violates the legal requirement and may be subject to consequences through the court system.

Parents/Guardians and students should use the ASPEN portal to view the student's attendance records for excused and unexcused absences, tardies and dismissals. It is important for parents/guardians to have frequent discussions with the student regarding their class and daily attendance responsibilities. All students will be bound by school attendance and extracurricular policies and procedures. Students are required to enter the school building upon exiting the bus or a private vehicle.

ABSENCES

All absences must be verified by the parents/guardians calling the attendance secretary in the main office by 8:30 a.m. on the day of the absence (508) 324-3140. If no call is made, the school will notify the parents/guardians that day. (In accordance with MGL Chapter 76, Section 1A and 1B, Pupil Absence Notification Program.)

Parents'/Guardians' phone calls or notes do not excuse absences unless stated below.

Excused Absences

- Illness (with a doctor's note)
- Court appearances (with court documentation)
- Bereavement of family members (with parent/guardian note)
- School-sponsored field trips/events
- Religious observances (with parent/guardian note)
- Absences, dismissals and tardies by school nurse, administration or school designee
- Absences due to suspension or school exclusion

Unexcused Absences

Any absence from school not listed in the aforementioned section will be counted towards students unexcused absence limit.

A meeting may be scheduled with the Principal or designee with the parents/guardians and the student to develop an action plan to improve the student's attendance. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)

Vacations: Student absences resulting from vacations taken at times other than the days/weeks identified in the school calendar are highly discouraged and unexcused due to their impact on time on learning. For make-up work, see the Homework Policy section.

TARDY

The administration considers punctuality at school to be a basic responsibility of each student and his/her parents/guardians. Students who do not report to school by 8 am must sign in and obtain a tardy slip from the attendance office before going to class.

The following regulations will govern unexcused tardiness to school:

- 1st, 2nd, and 3rd offenses per term – processed by the attendance office with no penalty
- 4th and subsequent offences per term– will result in one detention each time

Anything other than the aforementioned excused school absences is considered an unexcused tardy.

DISMISSAL

Anything other than the aforementioned excused school absences is considered an unexcused dismissal.

Medical dismissals will be excused by the school nurse or administrator. Students who are ill will be dismissed by the nurse to the custody of parents/guardians or an emergency contact.

For the safety and security of our students, a copy of the appointment card must be submitted in the case of medical appointments. Dismissal notes should include parents'/guardians' home phone, work number, and if available, the cell number. Efforts will be made to contact the parents/guardians to verify notes.

Students are not permitted to use cell phones to contact parents related to illness. Students are to go to the health office with a pass from their classroom teacher to be evaluated by the school nurse. The school nurse will then contact the parents/guardians when deemed appropriate. This procedure prevents confusion regarding student's whereabouts and expedites appropriate medical intervention.

Verification of students who need to be routinely dismissed for medical/psychological services will remain confidential and processed by the school adjustment counselor or school nurse and communicated to administration.

MAKE-UP WORK POLICY

One school day will be allowed for each absence, excused or unexcused. Additional time may be provided only at the teacher's discretion.

On the day of return from an absence, students have the obligation to secure the missing work.

Students who have been absent from school have the responsibility, upon the day of his/her return, to submit work assigned prior to the absence.

Students who skip school will receive a zero for any assignment or assessment missed.

Students must submit school work (homework, papers, and projects) that is due on the day of a field trip before leaving for both in-house and out-of-school field trips.

Students have the obligation to secure work they will miss during field trips, for both in-house and out-of-school field trip.

EXTRACURRICULAR ELIGIBILITY

Any extracurricular is defined as but not limited to athletics, school clubs, intramurals, music groups, performances, and field trips, etc.

Unless there is a verified excused school absence, students **must attend a full school day** to be eligible to participate in practices, games or events that day.

TRUANCY

The penalty for school truancy is in-school suspension. Continued school truancy will result in further discipline and a parental conference.

Official school attendance records will be kept by the main office. Daily attendance in school is taken and subsequently updated throughout each day as necessary to show late arrivals and early dismissals. The school shall notify parents/guardians in writing, of attendance problems and their consequences. Students with chronic school attendance problems will be identified as early in the quarter as possible. School officials will utilize resources, including counseling, conferences and discipline, when appropriate, to help students improve his/her attendance. Absences from school are included for each quarter on the quarterly report cards. Parents/Guardians may contact the school if they have questions relative to their child's attendance record.

RULES FOR STUDENTS RIDING SCHOOL BUSES

Bus riding is a privilege extended to students as a means of transportation to and from school. Bus regulations apply from the time a student arrives at the bus stop. They remain in effect until the student leaves the bus stop on the return ride home. Any student who fails to follow bus regulations or who endangers the safety of other students' renders himself/herself liable for suspension of bus riding privileges. Referrals by bus driver could result in the following: warning and parent notification, detention, and/or suspension of bus riding privilege.

1. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop five minutes before the bus is due. When the bus approaches the stop, students shall remain a safe distance from the street and remain at the bus stop until the bus comes to a complete stop. There will be no pushing or shoving while boarding the bus. While waiting for buses, students are to wait at designated pick-up points. Be courteous of private property.
2. Parents are not allowed to board a school bus without the expressed permission of the bus company.

3. Be seated promptly without disturbing others and remain seated at all times. No student shall sit in the driver's seat at any time.
4. Keep head, arms, and hands inside the bus.
5. Outside of ordinary conversation, classroom conduct must be observed at all times. Shouting, making loud noises, or using vulgar language are not allowed.
6. Aisles are to be kept clear of backpacks, books, sports equipment, and musical instruments. Objects of any kind are not to be thrown either from or on the bus.
7. Any inappropriate conduct that distracts the driver and/or endangers the safety of self or others is prohibited. When it is necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching from either direction.
8. Students are to take only the bus designated for them by the school department. Parents may obtain permission from the school's main office for a student to ride another bus.
9. No student shall be permitted to leave the bus except at his or her designated stop.
10. Each student may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
11. The bus driver is in charge of the bus and is responsible for the safety of all bus riders. Students are to follow instructions promptly and without question.
12. State law (Massachusetts General Laws, Chapter 90, Section 78 as amended by Chapter 250 of the Acts of 1973) prohibits the use of any tobacco products on school buses.
13. Students are expected to help maintain the cleanliness of the bus-no papers or other articles should be thrown on the floor. Food of any kind may not be eaten on the school buses.
14. Should any students damage the bus the parents of students damaging school buses will be responsible for proper reimbursement to the school district.
15. Students must leave the bus in an orderly manner and must obey the rules and regulations for entering and exiting a bus. Students are not to cross the roadway until consent by the school bus driver has been given and the student has double-checked for safety conditions. When boarding or leaving the bus, students should be in view of the driver at all times. Any misconduct or disregard for these rules will be reported to the building principal or designee. When necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.
16. Students shall not open or close bus windows without the permission of the driver.
17. Students will report any accident or unsatisfactory conditions to the bus driver and/or Principal.

In addition to the Bus Regulations, students are expected to comply with the Student/Parent Handbook while traveling on school buses and during the course of any school provided transportation. Violations of the Student/Parent Handbook under this section may result in discipline separate and apart from losing bus riding privileges.

STUDENTS WHO ARE PICKED UP BY PARENT/GUARDIAN AT END OF SCHOOL DAY

Students being picked up are dismissed at 2:45 p.m. and are to leave the building by way of the main foyer in the gymnasium corridor.

LATE BUSES

Late buses are available to transport students from after school activities and students who are receiving extra academic support, Monday through Thursday at 3:45 p.m. from the end of September to the end of May. All students who are not picked up by a parent/guardian

prior to the late bus will be directed to board the late bus. **Late buses are not available to detention students.** All bus regulations apply to students riding late buses.

RESPONSIBILITIES OF PARENTS

The responsibility of transporting students to and from school each school day requires the cooperation of the parents of the students transported.

A complete understanding of the parents' vested interest in school transportation is very helpful in aiding the school administrator and School Committee to maintain a successful transportation program.

1. Parents will cooperate with school authorities and bus drivers in promoting efficient service.
 - a. The purpose of school transportation is to provide safe, comfortable, and economical transportation for those students living beyond walking distance to the school. It is not intended to be door to door service for children, parents or unauthorized persons. Parents should not expect the bus to operate over roads that are not properly maintained, on private lanes leading from the residence to the highway, or on roads where adequate turnarounds are not provided.
 - b. Students shall be picked up and returned to their designated bus stops only.
2. Parents will have children at the bus stop on time and insure proper conduct of their children going to the bus stop, at the bus stop, and going to and from bus stop.
3. Parents will make suggestions in writing to the bus company and school for the improvement of school transportation.
4. Parents will insure the cooperation of children with the authorities responsible for transportation. Parents should understand that children riding on school buses must obey all regulations governing school transportation or shall be subject to disciplinary action by the School Principal or designee and may forfeit their right to ride on the bus.
5. Bus complaints should be handled in the following manner:
 - a. Discipline problems reported to the Building Principal or designee in writing.
 - b. Eligibility for bus transportation inquiries should be referred to the Building Principal or designee.
 - c. Routing problems referred to the Bus Company.
 - d. In the event satisfaction is not received in any of the above cases, contact the school district's Superintendent in writing stating the problem.

FIRE DRILLS

Signal- At the sound of the fire alarm, all persons in the building must evacuate the building immediately.

Procedure - Each classroom teacher will announce, during the first three days of school, the proper exits to be used for immediate departure at the time of a fire drill. Students are to walk **silently in a single file** from the building to the area designated by the members of the faculty. Faculty members are to accompany each group of students from the building; books will be left inside the rooms; windows and doors are to be closed and the lights turned off. Teachers should check attendance once outside the building.

All Clear- Students are to report back to their classrooms when notified.

LOCK DOWN/EVACUATION DRILLS

Signal – An announcement will be made indicating the drill.

Procedure – Teachers will close and lock all doors and windows, students and teacher should be out of site. Students who are out of classrooms will return to classroom OR proceed to the nearest occupied room. If a student reports to an area other than the classroom they left from, if possible the adult in charge will contact that teacher and the Main Office reporting the student's location. No student should be allowed to exit their classroom during a lock down drill until the all clear is indicated.

All Clear – An announcement will be made indicating “All Clear, Drill is completed”

MAIN OFFICE

The office is an important and very busy place. Students should report only when they have business to conduct. At no time should a student report to the office without a pass.

SCHOOL SUPPORT STAFF

School administrative assistants, custodians, and cafeteria personnel play a very important role in our school. They are to be treated with the same respect and consideration shown to teachers. Our custodians keep our school neat and clean, with our cooperation. The cafeteria staff makes it possible for us to eat a lunch that is nutritious. Our appreciation will be shown by our behavior. **Pride and Respect are expected** to be demonstrated to all adults by our students.

GUIDANCE DEPARTMENT

The function of the Guidance Department is to provide every student with information and assistance regarding the proper course of study for high school, career planning, job opportunities, testing, and other areas of interest and concern. The guidance counselors will help the student to enjoy a successful and rewarding academic and social environment while at Somerset Middle School. Student conferences are held during the school day, and parental conferences are also available during the school day. **At no time should a student report to the Guidance Office without a pass.**

RESIDENCY

It is the policy of the Somerset School Committee that “...all children who register and attend Somerset Public Schools at the expense of the citizens of Somerset be legal residents whose actual principal domicile is in Somerset”.

Parents should understand that enrolling their child in the Somerset Public Schools is contingent upon the conditions of the Residency Policy. It should be understood that violation of this policy may result in termination of the child's enrollment and parents may be liable for tuition reimbursement based on the number of days the student was enrolled in the Somerset Public Schools.

TRANSFER STUDENTS

Any student who is transferring to another school is requested to have his/her parent bring a note to the main office where withdrawal and transfer paper will be prepared. The note should indicate the expected day of departure and destination school.

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to student records without the consent of the eligible student's parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in an information letter required under 603 CMR 23.10.

CHANGE OF ADDRESS / PHONE NUMBER

Parents and/or students are requested to notify the office administrative assistant of any change of address or telephone number made during the school year.

CAFETERIA

- Students are expected to practice good table manners. The cafeteria is the school dining room.
- Quiet socializing is permissible throughout the lunch period, but students must remain at their own table, except for the return of dishes and the discarding of waste material in the receptacles provided.
- For the first two-four weeks students will sit by homeroom. After this time, all students are allowed to choose their own seating. An alternate seating plan may be required for each student if inappropriate behavior occurs.
- Lunches may be bought in the cafeteria or brought from home. Fruit, snacks, milk, or water may be purchased separately.
- All students have a collective responsibility to leave their area clean and trash free.
- At the discretion of the principal and school nurse, various locations throughout a school may be designated as peanut/tree nut free zones. Families are expected to adhere to these safeguards to help protect all of our students.

CARE OF SCHOOL PROPERTIES

Common sense and respect for others dictates that we must exhibit care in the use of the schools and their resources. Marking, scratching, or any other type of destructive act tending to destroy or spoil the building or equipment will not be tolerated. A student who damages or mutilates school property intentionally will be required to make full restitution.

In public education, books are supplied by the school system. They are very expensive and it is too costly to replace them every year. Therefore, the books that are loaned must be kept in good condition. Marking in books or damaging it or any other act that limits the use of the book will result in the student buying a new one.

Students are instructed to cover all books immediately upon receipt.

LOCKERS

Students are assigned a locker for their personal use during the school year. Each student is held responsible for the condition of the locker. Students must report any needed repairs or problems to the office immediately. The school department cannot be held responsible for thefts or losses from the lockers.

Locker Expectations:

- Since these lockers are school property, they should be kept neat and clean at all times.

- Students are not allowed to share their locker with another.
- Students should not give their locker combination to anyone.
- A student may go to his/her locker only before school, at designated locker breaks assigned by grade, and at the close of school day.
- Permission must be obtained from a teacher/staff at any other time.

LOST AND FOUND

Lost and found is located in the front of the auditorium. If valuables are found, they should be turned in to the main office. Lost and found items not claimed by December and the end of school in June will be donated to a local charity.

CORRIDOR RULES

1. Walk safely and keep to the right, no more than two abreast.
2. Talking is restricted to a conversational level of sound. Yelling is inappropriate and distracting.
3. Students are not allowed to loiter in the corridors during lunch time, prior to school, or after school.
4. All directions of school staff are to be followed.
5. Students are not allowed in the corridors during class period without permission. Students who leave the classroom for the purpose of going to the restroom or in the corridor for any reason are required to use the “hallway passport pages” that are located in the back of their Agenda Book. The standard corridor pass may still be used by the main office, guidance office and media center.

SCHOOL HEALTH PROGRAM

SCHOOL NURSE

The school nurse is on duty during school hours, Monday through Friday, in the Health Office. When a student becomes ill, he/she must receive permission from a teacher to report to the nurse with a pass. The teacher may call for an escort or assign a student to assist the ill student to the nurse.

PHYSICALS

All grade 7 students are required to provide documentation of a physical dated after July 1 of that school year. Students will not be allowed to enter Grade 8 without a physical on file in the Health Office.

HEALTH RECORDS

The cumulative health record, which the school health office keeps on each individual student follows the students from K - 12. It is state law that the immunizations for certain communicable diseases are kept up-to-date. *Before* entrance to grade 7, all students must have written proof from his/her physician on their school health record of the following immunizations (as well as all immunizations required for previous school years):

1. **Tdap** (tetanus, pertussis and diphtheria) within the last 5 years
2. **Varivax 2** (Chicken Pox second booster or history of the disease)

State mandated screenings as follows:	Postural (scoliosis)	Grades 6, 7, 8
	Vision & Hearing	Grade 7
	BMI (Body Mass Index)	Grade 7

Postural screenings are performed by the Wellness teachers during Physical Education. Screenings usually take place in early February and an informative letter will go out to parents prior to the screenings. Female students will be asked to wear a bra or bathing suit top to ensure accurate examination of the students back. All students will be screened unless written documentation is provided by the student's physician (before the screenings) that a postural screening has been performed within that school year.

** Parents will receive written referrals by mail of any abnormalities observed. A written report (included in the mailing) should be completed by the physician and returned to the nurse for inclusion on the student's health record.

SPORTS PHYSICALS

All students participating in a school sport must have an updated physical within the previous 13 months on file in the Health Office prior to participation in tryouts.

MEDICAL INFORMATION FORMS

At the opening of each school year, parents of all students will receive a medical information form which is required to be completed and returned to the school nurse for inclusion in the student's health record. Please be assured that the information will remain confidential and will be made available only to the Superintendent, Principal, Assistant Principal and Health Office staff. However, if the parents provide written request, any or all medical information may be made available to students' teachers for consideration in the classroom.

MEDICATION

Medication forms will be sent home at the beginning of the school year. Please note that the form requires a signature from the parent and the physician for the legal dispensing of prescription and over the counter medication. All medications should be brought to the Health Office by the parent/guardians and delivered to the school nurse. Students will be allowed to carry inhalers, providing that a signed medication form is on file in the Health Office. At the end of the school year, medications must be picked up by the parents/guardians. Any medications not retrieved will be discarded.

SERIOUS ACCIDENTS

All accidents that occur on the way to school, in school, or on the way home from school should be reported to the school Principal or designee for the school records. If the student is enrolled in the school accident insurance program, a form must be completed and submitted to the main office within 48 hours.

EXTRACURRICULAR ELIGIBILITY POLICY

Participation in athletic and extracurricular activities is considered a privilege granted to students. Since students participating on interscholastic teams and other extracurricular activities represent Somerset Middle School, their academic performance and behavior will affect her/his rights to participate in such activities. In order to participate on interscholastic teams or in extracurricular activities, all subject grades must be "P" or 65 or above during the **previous** marking term. In addition, at the time of tryouts students must be academically eligible based on current grades. After being selected for a team or activity, any student who receives a grade of "F" or below a 65 in any subject during the next marking term will be removed from the team or activity **on the date the report**

cards are distributed. Students must be marked present in school to participate in extracurricular activities that day. If an emergency situation occurs which requires a student to be absent on the day of an extracurricular or athletic activity, the principal may allow that student to participate in such activity. Such an emergency might include a funeral or a doctor's appointment. If a student is serving a suspension, he/she may not participate in any school sponsored athletic or extracurricular activities on that day. Any student receiving a detention must fulfill his/her detention obligation before being able to participate in any school-sponsored activity.

EXTRACURRICULAR ACTIVITIES

Intramurals Homework Club Community Service Club Robotics Club Math Team (gr 8 Alg. students) Green Team Student Government Drama Club Science Club Yearbook Club Debate Team Talent Show Newspaper Club Football Skills Club Music Groups (chorus, band, strings)	Chess Club Peer Leadership Grade 8 Washington DC Trip Athletic Competitive Teams Cross Country – Fall Cross Country - Spring Soccer- Boys Soccer –Girls Field Hockey Cheerleading Basketball – Girls Basketball – Boys Baseball Softball
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ACADEMIC STANDARDS

Students at Somerset Middle School will be placed in the appropriate grade level. All students must meet minimum academic standards in order to be promoted to the succeeding grade level.

The promotion or retention of a student will be evaluated on an individual basis. However, students who fail two or more subjects will be considered for retention by the building principal.

PROGRAM OF STUDIES

The program of studies is organized to provide a wide range of experience for each and every student. This reason has been established to provide the opportunity to challenge each individual scholastically, while maintaining a feeling of accomplishment.

Art	Math Lab/Study Skills	Science
Health/Wellness	Music	Social Studies
English Language Arts	Physical Education	Spanish
Mathematics		Engineering Technology

GRADE REPORTING

- Please use our on-line grading system found at www.somersetschools.org
- Numerical grades from 1 to 100 will be used for most classes
- Pass (P), Fail (F) will be used for designated classes
- Grade averages with a fraction of .5 will be rounded off to the next higher average
- Teacher comments maybe used on report cards to give greater understanding

REPORT CARDS

Report cards are issued at the close of each of the four terms. They should be taken home, examined, and then signed by the parent or guardian. The signature on the envelope does not indicate approval but merely the fact that the card has been examined by the parent or guardian. All envelopes should be returned to school within one week after distribution. Consequence for not returning signed envelope is detention.

HONOR ROLL & HIGH HONOR ROLL

The academic achievement and citizenship requirements are recognized as follows:

1. All subjects with a numeric grade are included in determining Honor Roll status.
2. A student must attain no grade lower than 80 to receive Honors and no grade lower than 90 to receive high honors.
3. In addition, a school citizenship deficiency may disqualify a student from inclusion on the Honor Roll.

CHEATING/PLAGIARIZING

Students who cheat, plagiarize, or forge in connection with academic endeavors and/or school procedures are subject to disciplinary consequences both from the classroom teacher and administration. This may include an assigned detention and the completion of a plagiarism assignment.

HOMEWORK POLICY

I. HOMEWORK FOR STUDENTS

Homework assignments depend on the individual teacher and are also dependent upon what is being done in class at that time. However, all middle school students should adhere to the following guidelines:

- All students are to write all of their assignments in their agenda book.
- The school agenda book should be taken home each night for review.
- Homework may include written assignments, study and review of materials, reading assignments, preparation for an upcoming exam, or a long term project.

Homework may be assigned on a daily basis. However, assignment time may vary in length each night and depends upon the student's needs. *Although it is the responsibility of each student to complete assigned homework, it remains the collective responsibility of the student, parent, and school to communicate each day regarding homework.*

II. HOMEWORK FOR STUDENTS ON VACATION

Somerset Middle School strongly discourages students missing school to go on vacation. Students are obliged to attend school and have a responsibility to be present in order to be part of the learning process. There is no way to recreate or replace the quality interactions and discussions that take place in lessons presented during the school day. Teachers **may** provide reading or long term assignments; however, they might not produce specific worksheets, written assignments, or tests in advance.

If parents choose to take students from school, they must understand that students will be responsible to make-up any and all work assigned. One day will be allowed for each day's absence except in extenuating circumstances when more time may be allowed by the teacher. It is the student's responsibility to ask the teacher for make-up work. Failure to return work will result in a zero.

III. HOMEWORK FOR STUDENTS ON HEALTH-RELATED ABSENCES

Every attempt will be made to assist students in making up work due to illness or injury. Extra help will be available to students upon their return. Parents can assist in this process by:

- Contacting the school by telephone if the child will be absent for an extended period of time (more than 3 days).
- Every effort will be made to have work ready by the close of the day if it is requested by 9 a.m.
- Students are responsible to return assigned work to classroom teachers the day they return. Failure to return this requested work will result in a zero.

IV. HOMEWORK, MAKE UP WORK, FOR STUDENT ON SUSPENSION

Work for suspended students must be turned in the day they return from the out of school suspension in a time period equal to the suspension. For in-school suspension, the work must be completed and turned in that day.

V. HOME HOSPITAL TUTORING

AVAILABLE TO: A public school student, who due to documented medical reasons is confined to home or hospital for not less than fourteen (14) school days during the school year, is entitled to receive home/hospital educational services as described in 603 CMR 28.03(3)(c).

PROCEDURE: It is the parents' responsibility to notify the school if their child is ill and his/her physician feels that the illness is such that an extended absence may be possible. The school will provide the parents with a 28R/3 form, which is to be completed by the student's physician. All parts of the 28R/3 must be completed in order that it may be approved. If the 28R/3 form is not received by the Special Education Office properly completed and signed, no home or hospital tutoring can be offered.

It is the intent of tutoring to keep the student connected with the education that is taking place during the student's absence. Make-up work and additional instruction necessary to bring the child in line with the class will be completed by the regular education staff upon his/her return. If you have additional questions, please call: Somerset School District – Special Needs Office – 324-3103.

MEDIA CENTER

The media center is open during period 8 each school day and for homework club after school Monday-Thursday.

Student Behavior Expectations: Students should come to the media center with a purpose: to borrow a book or to do research. When students come to the media center they must have a signed pass and sign in upon entering. They should not bring food, drinks, or gum into the media center. They should plan to work their quietly. Any student who does not comply with the behavior expectations will be sent back to the classroom. Media Center passes may be obtained from classroom teachers.

Borrowing Procedures: No more than two books may be checked out at any time. Books may be kept for a maximum of two weeks.

Overdue Books: Students are expected to return books on time. Students who fail to return a book when due are not allowed to borrow another book until the overdue book is returned.

Lost or Damaged Books: Students should notify the media center teacher of all lost books immediately. Students are required to pay for all books that are not returned or books that are returned damaged.

STUDENT SURVEYS

Since 1991, all grade 6-12 students in Somerset schools have been involved in a very important survey regarding drug abuse issues. This survey is given every other year and is an important part of the school's counseling and intervention program in place to help at-risk students. This survey is strictly anonymous. The results are available to the community through the Safe & Drug Free Advisory Committee.

FAMILY LIFE POLICY

The Somerset School Committee officially adopts the following policy regarding Family Life Education in Somerset Public Schools:

Parents will be notified every year regarding the instruction of the Family Life Education units. Parents will be given the opportunity to exempt their children from any portion of said curriculum. No student shall be penalized by reason of such exemption. Each year, all principals will be informed of such policy. Program instruction materials for said curriculum shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review. The Department of Education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

FIELD TRIP /SCHOOL SPONSORED OVERNIGHT TRIP PROTOCOL

The administration at Somerset Middle School recognizes the valuable experiences derived from field trips for students when properly planned, executed, and evaluated. Field trips must be directly related to or be an extension of the classroom learning experiences or the extracurricular program. In this respect, field trips may be used as springboards or

culminating activities for units presented in the classroom or to provide “hands on” experience for students involved in the study of specific topics. In addition, field trips may introduce students to new learning experience through participation or observation of such activities as exhibits, dramatic presentations, and other timely and appropriate events. Activities which are solely recreational in nature are precluded from inclusion as field trips during instructional time.

Field trips which are an extension of a student’s educational program may be planned and carried out under the direction of a teacher or group of teachers with the consent and approval of the principal. While on a trip, all students are considered to be in school and are expected to meet the same conduct and standards as always (particularly in regard to behavior and dress code standards). Therefore, the following criteria are in place for field trip participation. Students will place themselves in jeopardy of being disqualified from participation in the field trip if they meet either criteria:

- having received one or more in or out of school suspensions
- having received more than three retentions or detentions due to chronic or unacceptable behavior.

For students who are disqualified from field trip participation, an appeal process is available. A written request from the student, including why he/she is disqualified and why he/she should be allowed to participate, must be forwarded to the Assistant Principal. It will be the responsibility of the Assistant Principal, in collaboration with the Principal and faculty, to make a final determination as to whether or not the student will be able to participate.

Students are subject to school rules and regulations while on a field trip sponsored by Somerset Middle School. Any student who violates school rules and regulations will be subject to disciplinary action as prescribed in the Student/Parent Handbook. Any student guilty of using, possessing and/or distributing drugs or alcohol, or of being in the presence of drugs and alcohol and not reporting it, will be disciplined in accordance with the Student/Parent Handbook. When the alcohol/drug policy is violated on an overnight trip (example: Washington DC grade 8 trip), parents will be notified immediately by the advisor and will be required, at their expense, and as soon as possible, to pick up their son/daughter at the site of the trip. This may be waived at the discretion of the administration if or when the distance is prohibitive. In addition, when there is reasonable suspicion, an administrator or designee may search a student’s luggage.

Students should be aware of the following:

1. Field trip participation by students is voluntary.
2. Students are responsible for making up all work missed.
3. Parental permission slips must be completed and returned to the sponsoring teacher at least two days prior to the date of the field trip.
4. A student who does not return a parental permission slip will not be allowed to participate.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be an educational as well as an entertaining experience. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, stamping of feet, whispering, whistling and outbursts are discourteous. Loud shouting is permissible during pep rallies.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly.
3. When the chairperson of the assembly asks for your attention, give it to the person immediately.

4. Be respectful and applaud in keeping with the occasion.

GUIDELINES FOR SAFETY IN THE SEPUP CLASSROOM

The Science Department at Somerset Middle School is committed to providing a safe, active, and engaging scientific learning environment for all of its students. Please read and review the following *Guidelines for Safety in the SEPUP Classroom* with your child.

Before the Investigation

- Listen carefully to your teacher's instructions, and follow any steps recommended when preparing for the activity.
- Use only those materials or chemicals needed for the investigation.
- Know the location of emergency equipment, such as a fire extinguisher, fire blanket, and eyewash station.
- Tie back or remove dangling or bulky items, such as long hair, jewelry, sleeves, jackets, and bags. Do not wear open-toed shoes in the science lab.
- Tell your teacher if you wear contact lenses, or have **allergies**, injuries, or any medical conditions that may affect your ability to perform the lab safely.
- Make sure both the work surface and floor in your work area are clear of books, backpacks, purses, or any other unnecessary materials.

During the Investigation

- Follow all written and spoken instructions.
- Read the activity procedure carefully.
- Don't eat, drink, chew gum, or apply cosmetics in the lab area.
- Wear safety goggles when using chemicals.
- Do not wear contact lenses when using chemicals. If your doctor says you must wear them, notify your teacher.
- Read all labels on chemical bottles, and be sure you are using the correct chemical.
- Keep all chemical containers closed when not in use.
- Do not touch, taste, or smell any chemical unless you are instructed to do so by your teacher.
- Mix chemicals only as directed.
- Use caution when working with hot plates, hot liquids, and electrical equipment.
- Follow all directions when working with live organisms or microbial cultures.
- Be mature and cautious, and don't engage in horseplay.
- Report any accidents to your teacher immediately.
- Not sure what to do? Ask!

After the Investigation

- Dispose of all materials as instructed by your teacher.
- Clean up your work area, wash out trays, replace bottle caps securely, and follow any special instructions.
- Return equipment to its proper place.

SEPUP. (2012). *Issues and Life Science*. Lawrence Hall of Science, University of California at Berkley. Published by Lab-Aids®, Inc., Ronkonkonma, NY

SCIENCE AND TECHNOLOGY/ENGINEERING FAIR

The Science and Technology/Engineering Fair will be conducted annually at Somerset Middle School. Somerset Middle School students will participate in the SMS STEM Fair by creating an original project to display their understandings of the Scientific Method or the Engineering Design Process. The SMS STEM Fair will follow the rules and regulations that are set forward by the *Massachusetts State Science & Engineering Fair*. The top ten students who place at the SMS STEM Fair will have the opportunity to participate at the Massachusetts Regional Science & Engineering Fair.

The SMS STEM Fair will be held on the second Wednesday of January, with a snow date of the following day. All level-one students in grades 6, 7, and 8 are required to participate in the SMS STEM Fair, while all other students are highly encouraged to participate for additional credit. An informational packet and deadline calendar will be distributed to students before the first week of October to assist them with their projects.

STUDENT BEHAVIOR CODE

The School Committee affirms that the administration, in order to implement high expectations, has the inherent and statutory responsibility and power to maintain order and discipline in the schools and to remove the privilege of school attendance temporarily from any member of the student body whose conduct is detrimental to the best interest of the whole school community. Public education is the means that has been chosen to train young people in citizenship and in the development of their talents so as to insure a productive life for themselves and a progressively better society for all; since education benefits the individual as well as society, it is to be considered a great privilege as well as an obligation to attend a free public school.

Although a public school system is responsible for the attendance of all students aged 7-16, it may legally deny membership temporarily, or in the case of students 16 or over, permanently, if said students refuse to subscribe to the regulations of the school system.

For its part, the School Committee will provide and maintain a suitable environment for learning and expects that the school administration will maintain and facilitate the education program so that the needs of the individual student will be met.

The School Committee affirms that the administration, in order to implement these expectations, has the inherent and statutory responsibility and power to maintain order and discipline in the schools and to remove the privilege of school attendance temporarily from any member of the whole student community.

The school administration has the further responsibility to recommend to the School Committee, expulsion from school for those students who are habitually and overtly in defiance of school attendance, rules and regulations. When the privilege of school attendance is to be removed or curtailed for a specific period of time, the rights of the student and his/her parents or guardian will be fully recognized in compliance with the General Laws, Chapter 71, s. 37H, s. 37H¹/₂, and s. 37H³/₄ .

The Principal may expel a student who possesses a dangerous weapon or controlled substance on school property or school related events; or assaults an educational staff member on school premises or at school sponsored or school related events. Any student committing any violation must receive a notice in writing of an opportunity for a hearing

before the Principal and can appeal to the Superintendent within ten days from the date of the expulsion. Should the Principal choose to suspend rather than expel the student, he/she must inform the School Committee in writing of the reasons.

Finally, the responsibility for attendance and proper conduct in the Somerset School District rests with the parents. The School Committee recognizes its responsibility to provide whatever services and opportunities are needed to assist the parent in meeting his/her obligation, but maintains the school cannot and should not attempt to do this alone.

Student Expectations

- Conform to reasonable standards of speech, conduct, and dress.
- Refrain from violating or impairing the civil rights of others.
- Avoid conduct that deprives other students of an orderly study atmosphere.
- Appreciate the opportunity for the education offered to them.
- Apply all school rules from arrival at the bus stop in the morning to departure from the bus stop at end of the school day, as well as any school sponsored activity or field trip.
- Demonstrate responsible behavior and citizenship.
- Respect themselves and others.
- Communicate and collaborate effectively with others.
- Arrive to school on time, when tardy, sign in at the attendance office.
- Attend school unless ill or there is an emergency.
- Arrive to class on time.
- Report to the nurse when ill.
- Don't congregate in rest rooms or corridors.
- Attend all classes.
- Students are required to come to the office when called.

Reasonable Suspicion

The student behavior code is governed by a legal standard of reasonable suspicion. When there is just reason to believe that a violation of the behavior code has occurred, and it meets the standards of reasonable suspicion, disciplinary proceedings will be implemented in accordance with the student behavior code.

Investigation

In dealing with an alleged misconduct, the administrator shall investigate the incident and hear all available accounts of it. The student shall be offered the opportunity to raise any defense he/she thinks relevant and shall be permitted to submit a written statement of the facts relating to the alleged misconduct to the administrator.

POLICY REGARDING SEARCHES AND SEIZURES

The Superintendent, Principal or other designated administrator may authorize a personal search of a student, a student's property, and a classroom, if there is a reasonable suspicion that health and safety are at risk or that a student has violated or is violating school rules or federal/state laws. Should a student decline to be searched, the student's parent/guardian will be notified and the police will be contacted.

Searches of students, their possessions or lockers will be conducted in a way conducive both to the preservation of individual rights and to an atmosphere supportive of the educational process. If, at any time during the search process, a designated administrator feels a threat is imminent to any student or other personnel, the police will be contacted.

Whenever a student search is conducted, the following shall apply:

1. No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred;
2. Searches shall be conducted by an administrator, or designated staff person in the presence of at least one other staff member;
3. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, shoes, book bags, etc.;
4. In recognition that right to privacy considerations intensify as a search becomes invasive, no school official shall ever conduct a “strip search” of a student;
5. Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents, and if necessary police, can arrive to assist, as appropriate, in the investigation. A student who fails to cooperate, lies, misleads or threatens any person during or after a search or questioning, may be subject to additional disciplinary action;
6. Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.

Nothing herein shall be construed to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

ELECTRONIC DEVICE POLICY

Introduction

Somerset Middle School supports the Mission of the Somerset School District through the use of technology as an integrated tool to enhance learning and teaching. When used in a responsible, efficient, and ethical manner technology offers unique teaching and learning opportunities that promote educational excellence.

This policy includes personal electronic devices and the appropriate use of school owned electronics such as desktop computers, laptops, tablets, e-readers, and iPads.

1. Electronic devices not permitted
 - Any item which may distract from the learning process may not be brought to school. Students are not permitted to play electronic devices for entertainment purposes. (Including but not limited to video cameras, cameras, and game playing devices)
2. Inappropriate use of electronic devices
 - Students are reminded that cyber bullying is the willful and repeated use of cell phones, computers, and other electronic communication devices that harass and/or threaten others. Instant messaging, chat rooms, e-mails, and messages posted on websites are the most common methods of this type of bullying. Students are reminded of the possible legal consequence of violating personal privacy and related laws, including federal and state bullying, harassment, and or sexual harassment regulations.
3. Students’ inappropriate use of electronic devices include, but are not limited to:
 - During a study period or class time without teacher directive
 - Ignoring or disrespectfully responding to a directive from a staff member

- Taking and/or disseminating unauthorized photos or videos
 - Using electronic devices in bathrooms, locker rooms, or other areas with an expectation of privacy
 - Creating a loud, unpleasant, or disruptive climate for other students, staff members, and/or visitors
4. Lost & Stolen Personal Devices
- Somerset Middle School is not responsible for any lost, stolen, or damaged personal belongings brought onto school grounds. If an electronic device is lost or stolen, the student should report it to the administration and may choose to file a complaint with the Somerset Police Department.
5. Cell phones
- Talking on a cell phone is prohibited during the school day. **Any and all calls, which need to be made, must be made in the main office.** Students should make arrangements for afterschool activities prior to the scheduled day. Cell phone usage is not permitted during the school hours. They should be kept out of sight (in a book bag or a locker) and in the off mode during school hours (7:30 am-2:40 pm).
Please note! If it is necessary for a Parent/Guardian to contact a student, it must be done through the Main office. **Talking on a cell phone during the school day will result in the same consequence as engaging in disruptive behavior and will include the confiscations of the cell phone.**
6. Texting
- Texting or communicating with anyone via an electronic device is prohibited during school hours. The expectation is that electronic devices are to be used solely for academic purposes.
Please note! If it is necessary for a Parent/Guardian to contact a student, it must be done through the Main office. **Students engaged in texting with anyone during the school day will result in the same consequence as engaging in disruptive behavior and will include the confiscation of the electronic device.**
7. Music
- Students are not permitted to listen to music on personal electronic devices **unless used for educational purposes with teacher approval and following teacher directive.**
8. Pictures & Video
- Students are not permitted to take pictures or videos with an electronic device, **unless used for educational purposes with teacher approval and following teacher directive.**
9. Confiscated Electronics
- **First offense-** Confiscated electronics will not be returned until the end of the school day and then only at the discretion of the administration.
 - **Second offense-** Confiscated electronics will not be returned to the student, a parent/guardian must pick up the device.
 - **Third offense and subsequent offenses-** Office detention, and confiscation of the item to be returned to parent/guardian, and possible parent/guardian conference.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 2A STUDENT USE OF TOBACCO PRODUCTS

The Somerset Middle School is a SMOKE FREE school. In accordance with G.L. c. 71, §2A, use of all tobacco products is prohibited within all school facilities, on all school grounds, and on all school buses by any individual, including students, visitors, and school

personnel. Possession of tobacco products is also prohibited. Tobacco products are defined as any product or substance containing tobacco including smoking and chewing items, including electronic or nicotine e-cigarettes.

Smoking and the possession of tobacco products are also prohibited at all school-sponsored events regardless of where they are held.

Violations of the smoking policy may result in one or more of the following: attendance at a smoking cessation program, loss of school privileges, detention, suspension, or expulsion.

Smoke detectors may be used to monitor smoking on the premises.

Programs are available to any student who would like to try to stop smoking. (see school adjustment counselor)

Drug Free School Zone

- The area within one thousand yards of the school has been declared a drug free zone by agreement between the Somerset police and the school committee. Any drug offenses in this area carry special and severe penalties.
- School owned property and buildings.
- School controlled property and building.
- Jurisdiction over a student who is on any vehicle designated by the school for transportation of student to and from school.
- Any school sponsored activity.

Please Note: When a student leaves the “school zone” the school’s obligation ends, however the school’s rights continue. For example:

- Administration has the right to investigate any incident involving a student occurring outside of the school zone.
- Administration has the right to gather information and exchange information in at least oral fashion with the police department regarding actions of school students.
- Administration has the right to make a determination whether actions of the student creates a clear danger/disruption connecting back to and upon the safe and orderly educational atmosphere of the school.

POLICY REGARDING DRUGS AND ALCOHOL

Overview: Students are expected to behave in accordance with the School District’s rules and regulations and to remove themselves from situations which involve illegal activity or the possession or use of illicit drugs or alcohol. Students who put themselves in these situations or who do not report, or remove themselves from these situations may be subject to disciplinary action including suspension or expulsion. It is the policy of Somerset School District to maintain a safe, alcohol-free and drug-free environment.

Policy: A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverages or intoxicant of any kind on school grounds at any time, or off school grounds at any school activity, function or event. Possession shall include being or remaining at a site, or in a room, building, or vehicle on school grounds or at a school activity, function or event, in which a controlled substance or alcohol is being used, consumed or possessed, including alcohol consumed or possessed by a person under the age of 21; provided, this “Presence Rule” shall not apply to activities which a student attends with his or her parent(s) or legal guardian(s) where alcohol is consumed as long as

the student does not personally consume alcohol. Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this regulation. The nurse's office must be used to hold a student's prescribed drugs for the school day for obvious reasons.

POLICY ON HANDLING DRUG AND ALCOHOL PROBLEMS IN SMS

While recognizing the fact that school personnel are in no position to make valid judgments regarding causes of student's aberrant behavior, it is obvious that wide deviations from a student's normal behavior are observable and are a cause of concern regarding the student's mental, emotional and physical health on the part of all parents or guardians and school personnel.

In keeping with this conviction and awareness of our responsibilities to the welfare of students, parents or guardians, and schools, we enforce the following policy:

I. Possible User in School

- Should a student's behavior in school be such that there is reason to be concerned for his/her well-being, the student's name should be referred to the principal or to the assistant-principal.
- The administration will ask the school nurse to examine the student for possible cause.
- After consultation with the school nurse, if the principal or designee feels the child should be excused from school in the care of his/her parent/guardian, the student's parent/guardian is to be notified by the principal or designee that the student is not well, and a conference will be held with the parent/guardian. If deemed appropriate, the principal should suggest that the student be seen by competent medical authorities.
- Should there be repetitions of the referral and consequent dismissals from school, the principal or designee shall, by phone and later in writing, invite the parent/guardian to school for a conference with the principal or designee as a precondition to the student's reentry. During this interview the principal should make the parent/guardian aware of any circumstances of which he/she has knowledge that may help to account for the exhibited behavior. It is also expected that the parent/guardian will have made efforts to determine the causes of and remedies for the problem. If the parent/guardian has no evidence of having provided the student with assistance either medically, through family doctor, or through referral to an outside agency for an evaluation, the student may be suspended until such evidence is presented. Said suspension is governed by school committee policy. In the event that an outside agency is to be notified, then the parent/guardian shall be notified prior to such referral.
- If, after the referral, there is evidence of the student refusing to receive help, and the student is a juvenile, the school will consult with the juvenile probation officer to ascertain whether the case should be brought to juvenile court for the purpose of rehabilitation rather than criminal action. The parent/guardian shall be notified of the referral prior to its being made.
- A student who is in possession of drug paraphernalia or alcohol shall be considered a possible user and the parent/guardian contacted.

II. User in School

The parent/guardian of a student who uses harmful or potentially harmful drugs or controlled substances or alcohol in school will be notified. It is also expected that the parent/guardian will have made efforts to determine the causes of and remedies for the

problem. If parent/guardian has no evidence of having provided the student with an evaluation, the school will require that a referral be made to an outside agency for an evaluation. The student is to remain out of school until such evidence is presented. If it is determined that the user is also in possession, then Section IV will also apply. Parents/guardians shall be notified prior to said referral being made.

III. Possible Possession

If the principal or designee has reason to believe that a student may be in possession of harmful drugs or a controlled substance or alcohol, the student will be called to the office and questioned concerning this matter. If, after talking to the student and further investigation, the principal or designee has reason to believe that the student is in possession of a harmful drug or alcohol or a controlled substance, the parent/guardian will be contacted for a conference, and the police will be called to the school at this time.

IV. Possession, Student Seller, or Distributor in School

The parent/guardian of any student who has a controlled substance, alcohol, or harmful drug in his/her possession will be called to the school immediately. Possession and/or distribution of drugs/alcohol on school premises, or substantiated involvement, or under the influence of, drugs and/or alcohol on school premises –Five (5) days suspension, parental referral and referral to Principal for possible further disciplinary action. (See Grounds for Expulsion)

STUDENT CONDUCT

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H

Publication of School Committee Policies Relative to the Conduct of Teachers and Students.

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

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

POLICY AGAINST USE/POSSESSION OF WEAPONS

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife, mace, or sharp spiked jewelry. Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. The administration will take disciplinary action commensurate with the violation.

School staff are required to file written reports on any incidents, regardless of whether or not they occur during school hours, involving a student's possession of a dangerous weapon on school premises. A Principal receiving such report will file copies with the local Chief of Police, the Department of Social Services, the school district's office of Student Services (or its equivalent) and the School Committee. The filing of such a report triggers an assessment of the student, referral to a counseling program, and a follow-up assessment.

Any student who is involved in a weapons "incident" whether expelled or not, is entitled to receive information on available counseling services. Such services can include counseling available within the district and provided by district personnel and/or counseling available through other agencies. Information provided to the student must include information regarding the cost to the student. The school district is required to provide counseling services at no cost to the student only if such counseling services are available on a regular basis to other students within the district.

Students transferring to a new district must provide that district with complete school records containing information on suspensions, violations of criminal acts and incident reports filed against the student.

Firearms

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of Chapter 140, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school without written authorization of the board or officer in charge of such secondary school, shall be punished by a fine not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearms" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any student who is determined to have brought a firearm to school will be disciplined in accordance with G.L. c. 71, s. 37H.

Firecrackers

Firecrackers and any other explosive devices are illegal and prohibited on school property. Discipline will be handled at the discretion of the administration.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H^{1/2}

FELONY COMPLAINT OR CONVICTION OF STUDENT; SUSPENSION; EXPULSION; RIGHT TO APPEAL

Notwithstanding the provisions of Section eighty-four and Sections sixteen and seventeen of Chapter seventy-six:

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

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

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services under an education service plan, under section 21 of chapter 76.

**MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H³/₄ SUSPENSION OR
EXPULSION ON GROUNDS OTHER THAN
THOSE SET FORTH IN SECS. 37H OR 37H¹/₂**

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H¹/₂.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequences until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the

student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster, or a designee, shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reason for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent, or a designee, shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district from a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

STUDENT DISCIPLINE AND DUE PROCESS RIGHTS

Consistent with the Massachusetts student discipline law (Chapter 222 of the Acts of 2012) and the student discipline regulations (603 CMR 53.00), Somerset School District's student discipline policy includes specific procedures related to student suspensions and

expulsions and is designed to provide students who are suspended or expelled the opportunity to make academic progress. Our goals are:

1. To keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices;
2. To promote engagement of a student and a student's parent or guardian in discussion of the student's misconduct, and the options for responding to it;
3. To assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and
4. To limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate.

Student discipline at Somerset Middle School will consist of teacher retention, detention, in-school suspension, out-of-school suspension, exclusion and revocation of class privileges. In all cases, the Principal reserves the right to apportion discipline as he/she deems to be in the best interests of the student and the overall school environment.

A. Due Process

Except in cases of emergency or when the student's continued presence poses a danger to person or property, the principal may not impose a suspension without first providing the student and the parent or guardian oral and written notice of the offense, the basis for the charge and the potential consequences, and providing the student an opportunity for a hearing on the alleged offense and the parent or guardian an opportunity to participate in the hearing. The principal shall make reasonable efforts to notify the parent or guardian orally of the opportunity to attend the hearing. A hearing may be conducted without the parent or guardian present if, after reasonable, good faith efforts to include the parent or guardian, the principal is unable to secure their participation.

This section does not apply to the suspension of a student for: (a) possession of a dangerous weapon; (b) possession of a controlled substance; (c) assault on a member of the educational staff; or (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the principal determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

i. Principal's Hearing

The principal shall determine the extent of the rights afforded to a student at a disciplinary hearing based on the anticipated consequences for the offense. Students facing a long-term suspension will be afforded greater minimum rights than students facing a short term suspension. For additional information refer to 603 CMR 53.08.

- a. **Short-term Suspension:** At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the principal should consider in determining whether other remedies or consequences (other than suspension) may be sufficient and appropriate. If present, the parent or guardian shall be provided an opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student. Following the hearing, the principal shall notify the student and parent or guardian of the determination, the reasons for the determination, and length of any suspension being imposed. The determination shall be in writing. Students shall be provided with the opportunity to make up assignments

and such other school work as needed to make academic progress during the period of removal.

- b. Long-term Suspension: At a minimum, a student facing a long-term suspension shall be afforded all of the rights afforded a student in a short-term suspension hearing. In addition, a student facing a long-term suspension shall have the following additional rights:
- In advance of hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making his/her determination;
 - The right to be represented by counsel or a lay person at the student's choice and at the student's/parent's or guardian's expense;
 - The right to produce witnesses on his or her behalf;
 - The right to cross examine witnesses presented by the school district; and
 - The right to request that the hearing be recorded.

The principal's determination shall be in writing and sent to the student and parent or guardian. If the principal decides to suspend the student, the written determination shall:

- Identify the offense, the date on which the hearing took place and the participants at the hearing;
- Set out the key facts and conclusions reached by the principal;
- Identify the length and effective date of suspension;
- Include notice of the student's opportunity to receive education services to make academic progress during the suspension;
- Inform the student of the right to appeal the decision to the superintendent (or designee). Appeal to the superintendent is only provided in those cases where the principal has imposed a long-term suspension.

In every case of misconduct for which suspension may be imposed, the principal shall exercise discretion in deciding the consequence for the offense.

ii. Superintendent's Hearing

A student placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The appeal must be filed within five (5) calendar days of the effective date of the long-term suspension. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent or guardian request an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. A good faith effort will be made to include the parent or guardian in the hearing.

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

The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parents or guardian upon request. The student shall have all of the rights afforded at the Principal's Hearing for long-term suspension.

The superintendent shall issue a written decision within five (5) calendar days of the hearing. While the superintendent may modify the principal's decision to reduce the suspension or consequence imposed on the student, under no circumstances may the superintendent impose a suspension which is greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district.

iii. Emergency Removal

Nothing in these rules and regulations shall prevent the principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the

continued presence of the student poses a danger to persons or property, or materially alters and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to notify the student and the student's parent or guardian of the emergency removal, the reason(s) for the removal and other matters set forth in 603 CMR 53.06(2);
- Provide written notice to the student and parent or guardian pursuant to 603 CMR 53.06(2);
- Provide the student with an opportunity for a hearing and the parent or guardian an opportunity to attend the hearing, before the expiration of two (2) school days, unless an extension of time for the hearing is agreed to by the principal, student and parent or guardian.
- A decision must be rendered (orally) on the same day as the hearing, and in writing no later than the following school day.

A student may not be removed from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Expulsion Although suspension is limited to no more than 90 school days in a school year under M.G.L. c. 71 s. 37H³/₄, principals continue to have discretion under M.G.L. c. 71, sections 37H and 37H¹/₂ to impose a longer suspension or expulsion on a student for one of the statutory offenses, such as possession of a dangerous weapon or a controlled substance on school grounds, or assault on school staff.

The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his or her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The following are some examples of offenses and consequences. The provided examples are not all-inclusive. The Principal or designee reserves the right to apportion consequences as he/she deems to be in the best interests of the school environment.

DETENTION:

Tardiness
 Safety Violation
 Classroom Disturbance
 Not Reporting to an Administrator
 Repeated Violations

Safety Violation
 Repeated detention violations
 Forgery or intentional deceit
 Controlled Substance Violation
 Violation of the Drug and Alcohol Policy
 Fighting; Assault and Battery
 Hazing/Harassment/Bullying
 Inappropriate use of technology
 Threatening to or using physical means to harm a staff member or student(s)
 Profanity Directed Toward a Teacher/Administrator
 Major Disturbance/Disruptive Behavior

SUSPENSION:

Insubordination
 Leaving class without permission
 Truant from assigned area
 Smoking
 Failure to report to detention

Repeated Behavior Code or Handbook Violations
Endangering Health and Safety
Stealing
Vandalism
Any extreme act or code violation that threatens the safety, health, welfare of the school population or considered to be

offensive and/or inappropriate by the principal/vice principal

EXPULSION:

Assault/Battery on a School Staff Member
Possession of a Weapon
Use, Possession, Solicitation or Distribution of Controlled Substance
Felony Charges/Conviction

Examples of consequences for students who violate the behavior code are as follows:

1. Confiscated Electronics (see Electronic Device Policy)

1st offense - Confiscated electronics will not be returned until the end of the school day and then only at the discretion of the administration.

2nd offense - Confiscated electronics will not be returned to the student, a parent/guardian must pick up the device.

3rd offense and subsequent offenses- Office detention, and confiscation of the item to be returned to parent/guardian, and possible parent/guardian conference.

2. Chewing gum, candy, or eating and drinking outside the lunchroom

Students may carry securely sealed non-glass clear water bottles in the corridors during passing time. Consumption of water during class time is contingent upon the discretion of individual teachers.

1st offense - warning

2nd offense – detention

3. Dress code policy

Students should be dressed in a manner that does not interfere with their health or safety, does not distract from the educational process, and does not interfere with the health and safety of their classmates. Proper dress by students in school helps to create good attitudes, atmosphere, and impressions. School attire should be neat, clean, and appropriate. If at any time, a student's dress or appearance does not reflect school expectations, then he or she will be requested to make any necessary changes.

Examples of what is unacceptable at SMS:

- Hats/coats worn in school (exception is fundraiser hat day)
- Tank top shirts
- Shorts and skirts that are excessively short
- Ripped or torn jeans, skirts, shirts and/or shorts
- Pajamas
- Sheer (see through) clothing
- Any item that names, displays or advocates the use of illegal drugs, alcohol, tobacco products, contains profanity, or vulgar language or images, and containing sexual messages, or messages that may have a double meaning, inferred or otherwise
- Any shoes or sandals that are not secure on feet.
- Students are not allowed to leave the office until they change clothes.

1st offense - changing or covering offending items or call home for change of clothes

2nd and subsequent offense -parent notification, changing or covering offending items or call home for change of clothes

4. Assault and Battery

One to five (1-5) day(s) suspension, possible parental conference, possible police referral and possible referral to Superintendent of Schools

5. Involvement in Bomb Scare, False Alarm or Setting Fires

One to ten (1-10) days suspension, parental conference, police referral and referral to Superintendent of Schools.

6. Disturbing a School Assembly

One to ten (1-10) day(s) suspension, possible police referral and possible referral to Superintendent of schools.

7. Being Present in School Building or on School Grounds During Time of “Suspension” or “Absence”

One (1) day suspension.

8. Vandalism/Destroying or defacing school property

One to five (1-5) day(s) suspension plus payment in full for all damages or restoration of the vandalized area by student; parental conference, possible police referral and possible referral to Superintendent of schools.

***Students suspended from school will be suspended from all extracurricular activities for a period to be determined by the administration.**

We have attempted to list all the behaviors that warrant discipline. However, the list is not exhaustive. The administration reserves the right to suspend for other behaviors not specifically listed, but which materially interfere with the educational process or which endanger the health or safety of any person in the school. Additionally, at the discretion of the administration, all penalties for violating the behavior code may be increased or decreased depending on the severity of the violation.

GROUND FORS FOR EXPULSION (BY PRINCIPAL)

- Possession of a dangerous weapon or a controlled substance and/or under the influence of alcohol/controlled substance on school premises or school-related events.
- Assaulting a staff member.
- Conviction of a felony or felony delinquency, or guilty plea to a felony

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 370

SCHOOL BULLING PROHIBITED; BULLYING PREVENTION PLANS

Bullying shall be prohibited:

- (i) On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school, and
- (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians.

The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The plan shall be publicized and widely available for members of the school community.

HARASSMENT

Somerset Middle School recognizes the right of all students to attend school in a safe and comfortable environment that is free of harassment. Verbal, physical and social harassment of others will not be tolerated. Students who harass others may be subject to disciplinary measures that may include suspension from school.

It is the policy of the Somerset Public Schools to provide a working and educational environment free from sexual harassment. The Somerset Public Schools are committed to courteous and considerate treatment of its employees and students at all times as an accepted standard of behavior. Consequently, the Somerset School Committee endorses an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial or sexual conduct or comments.

The Somerset Public Schools prohibits sexual harassment by any of its employees, officers, agents or students and has set forth a process by which allegations of sexual harassment may be filed, investigated, and resolved. Any employee or student who has been found in violation of this Sexual Harassment Policy will be subject to the Somerset Public Schools established disciplinary process for employees and students, up to and including dismissal for employees, and up to and including expulsion for students. Collectively bargained employees shall be subject to the applicable contractual disciplinary procedure.

BULLYING

DEFINITIONS (M.G.L. c. 71, § 37O)

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target's property;
- (ii) places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, as defined in M.G.L. c. 71, § 37O, means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

PROHIBITION AGAINST BULLYING AND RETALIATION

Per M.G.L. c. 71, § 37O, the Somerset Public Schools and Somerset Berkley Regional School District prohibit acts of bullying, which include cyberbullying,

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

STUDENT AT RISK FOR HARM TO SELF OR OTHERS RISK PROTOCOL POLICY

Students at risk for harm to self or others are defined as any student who indicates through actions, speech, or writings, that he or she may be at risk of harming himself/herself; or through these same behaviors indicates a threat towards another person. Upon observation of these behaviors, the student will meet with school personnel and a parent/guardian will be contacted. If necessary, particularly in the case of risk of harm to others, disciplinary action may be taken.

Parent(s)/guardian(s) will be contacted. Parent(s)/guardian(s) will have option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. (School is not responsible for student transportation to required location or cost of assessment.)

1. A written assessment must indicate that student is not harmful to others before readmission can be considered.
2. A readmission conference with the Parent/guardian and student with the administration and crisis counselor will occur before a student can return to a regular school day. Plan for readmission will be reviewed and agreed upon.
3. The Somerset School District will take the appropriate and necessary steps relative to the student's right to educational services.
4. For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

DISCIPLINE CODE RELATIVE TO STUDENTS MAKING VERBAL/WRITTEN THREATS TO SCHOOL

Any student who poses a threat to the school through verbal or written means can be suspended for up to ten (10) consecutive days. Attention shall be paid to past disciplining issues as they may relate to the current incident. The principal can request in writing that the student not return to school until a licensed psychiatrist evaluate the student. Findings by these medical experts will determine the next step. Suspension or expulsion hearing might be considered if the medical clearance is not obtained.

POLICY ON HAZING (M.G.L. CH. 269, SECTIONS 17-19)

Massachusetts anti-hazing law provides that whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine or 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.

The term “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 whopping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any 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. Consent shall not be available as a defense to any prosecution under this action. MGL c. 269 s. 17.

Additionally, Massachusetts law provides that whoever knows that another person is the victim of hazing 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. MGL c. 269 s. 18. At least annually, every student group, student team or student organization which is a recognized part of the Somerset School Community shall receive a copy of M.G.L. c. 269, sections 17-19 and each organization shall deliver annually to the school administration an attested acknowledgement stating that all members of the group, team or organization received copies of these sections of the law and that they understand and agree to comply with them.

Whoever is a principal organizer or participant in the crime of hazing will be suspended from school by the principal for five (5) days. A hearing by the superintendent will be held to determine if sufficient facts warrant forwarding the case to the School Committee for disposition and/or the Police Department for prosecution. At the hearing by the superintendent and/or the School Committee, the student(s) will be afforded all rights afforded under MGL c. 76, s. 17.

DETENTION

Students are assigned detention for various offenses. Detention may be held Monday - Thursday after school. Late bus transportation is **not** available to students. Students assigned to detention are to report promptly at 2:40 with their books and materials. The time assigned is for corrective purposes. The postponement of detention does not excuse the student’s assigned detention, but must be made up at the next scheduled session. Parents will be informed when a student is detained. Failure to return the signed slip may result in an additional office detention. Failure to attend assigned detention may result in an additional detention. **Student’s assigned detention or retention are ineligible to attend or participate in school social or athletic events for that week.**

SUSPENSION FOR SCHOOL-RELATED CONDUCT

The school administration at Somerset Middle School shall investigate a student's alleged school-related conduct and shall take disciplinary action when necessary to maintain an environment conducive to a successful educational setting.

The Principal of Somerset Middle School may suspend a student for up to five (5) days for conduct inappropriate to the school setting. The Principal may also suspend a student for additional periods of time if it is determined that the student's presence is not conducive to the educational setting at Somerset Middle School. The Principal of the school shall determine the disciplinary action and the action and the penalty for all school offenses.

A student under suspension may not enter Somerset Middle School or be present on school grounds of any school in the Somerset School District pursuant to Massachusetts law.

POLICY ON THE DISCIPLINING OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. However, students eligible for special education are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 SMR 28.00) and 20 USC 1401 et. Seq. (the IDEA") and its implementing regulations (34 CFR 300 et. Seq.)

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten school days in a school year, this constitutes a "change of placement" and invokes certain procedural rights including but not limited to a review by the IEP Team of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to a Manifestation Determination.

If the behavior is a manifestation of the student's disability the student's Team will conduct a functional behavior assessment and develop of behavior intervention plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a behavior intervention plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to his/her education placement unless the parent and the school agree otherwise.

If the behavior is not a manifestation of the student's disability, then the student may be removed from his educational placement to the same extent that a regular education student would be removed, provided that the special education student continues to receive educational services to enable the child to continue to receive his/her special education services in order to participate in the general education curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior intervention plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency;
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability.

If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students, see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at www.doe.mass.edu/sped/prb. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at www.doe.mass.edu/bsea, or can be requested from the Director of Student Services/Director of Special Education at (508)324-3103.

DISCIPLINE OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent of the student expressed concern in writing to supervisory or Administrative personnel for the student's school or to a teacher of the student, that the student is in need of special education and related services;
- The parent requested an evaluation of the student; or
- District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

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

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation, in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the district which can include suspension or expulsion without educational services. If after the evaluation, the student is determined to be eligible, the district must provide special education and related services in accordance with the IDEA.

DISCIPLINE OF STUDENTS ON 504 PLANS

School personnel may not suspend a student on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students. Please contact the Director of Student Services/Director of Special Education for more information.

STATEMENT OF CIVIL RIGHTS POLICY

The Somerset Public School District recognizes the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. The Somerset Public School District extends its policy of non-discrimination to students, staff, the general public, and individuals with whom it does business. No person shall be excluded or discriminated against on the basis of race, color, national origin, sex, age, domicile, native language, disability, sexual orientation, or religion. Anyone aggrieved by or complaining of discrimination because of race, color, national origin, sex, age, domicile, native language, disability, sexual orientation, or religion may register a complaint with the Civil Rights Compliance Coordinator at the Office of the Superintendent, 580 Whetstone Hill Road, Somerset, MA 02726 (508-324-3100). The Title VI and IX Coordinator is the Superintendent of Schools, Jeffrey Schoonover and the Section 504 Coordinator is the Director of Special Education.

GRIEVANCE PROCEDURE

Once the Civil Rights Compliance Coordinator, principal or supervisor is notified, an immediate investigation of the allegation(s) will be conducted and necessary corrective action shall be taken through the grievance process. No employee or student shall be subjected to adverse treatment because the employee or student made a complaint. All appropriate confidences shall be maintained.

Students and employees are encouraged but not required to directly object to acts or behavior felt to be discriminatory. If (s)he feels uncomfortable in doing so, or if the issue is unresolved after direct discussion, (s)he should inform the school principal and/or Civil Rights Compliance Coordinator.

The Civil Rights Compliance Coordinator may advise the aggrieved of various options:

- Formal or informal implementation of the grievance process;
- Filing a complaint with the Massachusetts Department of Education
- Filing a complaint with the Massachusetts Commission Against Discrimination
- Filing a complaint with the U.S. Department of Education Office of Civil Rights
- Filing a private lawsuit

INFORMAL PROCESS

Once the grievance is brought to the attention of the Civil Rights Compliance Coordinator, (s)he shall attempt to resolve the matter through fact finding.

If the Civil Rights Compliance Coordinator is unable to resolve the complaint, the complainant may move to the formal grievance procedure. The Civil Rights Compliance Coordinator then becomes a resource to all parties.

FORMAL PROCESS

1. For any employee who is covered by a collective bargaining agreement, they would access the formal grievance process that is outlined in their respective collective bargaining agreements.
2. For students, parents, employees not covered by a collective bargaining agreement and any other aggrieved party the following formal procedure will be followed:
3. The complainant may file a formal grievance with the principal or supervisor within 30(thirty) working days (school days for students and school year employees) of the date that the complaint was made to the Civil Rights Compliance Coordinator. If all of the parties involved in the complaint process desire to extend the formal process, the 30-day requirement may be waived. If the complainant does not file a written complaint to the principal or supervisor, the principal or supervisor will record the complaint in writing. If the complaint process begins with the principal, then the formal process ensues.
4. Within fourteen (14) days (school days for students or school year employees) from receipt of the complaint, the principal/supervisor must investigate and respond in writing with her/his review of the incident and of any action taken or decision made. The principal/supervisor may notify the parent/guardian in accordance with established school policy if a student under 18 (eighteen) years of age is involved. The investigation may include but is not limited to the following:
 - meeting with the person charged to obtain a response to the complaint;
 - conducting interviews of possible witnesses to any alleged events;
 - report the matter to local police if criminal activity is involved (see Massachusetts general Laws, Chapter 265 section 43, which prohibits stalking, and chapter 269 section 17 which prohibits hazing) and/or suspected child abuse to the Department of Social Services as required by Massachusetts General Laws chapter 119 section 51A;
 - subject to the requirements of due process, take disciplinary action against the person charged pursuant to any collective bargaining agreement, student handbook, and state and federal law, including without limitation, a letter of reprimand or warning or a suspension of 1(one) to 10 (ten) days;
 - Superintendent and/or his/her designee may impose further disciplinary action.
5. The written report must contain the following information:
 - All facts and circumstances of the incident;
 - Verification of parent or guardian notification if a student under 18 (eighteen) years of age is involved;

- A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the person charged, and if either is under the age of 18 (eighteen), their parent(s)/guardian(s), witnesses, and anyone who may have been the victim of similar conduct.
- 6. If the complainant is dissatisfied with the response of the principal or supervisor, he/she may submit a written request for review to the Superintendent of Schools within 30 (thirty) days (school days for students and school year employees). The Superintendent of Schools or designee must respond, in writing, within 14 (fourteen) working days.
- 7. An employee, student or parent/guardian acting on behalf of a student may at any time file a grievance with the following agencies:

United States Department of Education
 Region 1, John W. McCormack Building
 C.H. Room 222
 Boston, MA 02109-4557
 (617) 223-9317

Massachusetts Human Rights Commission
 51 Inman St. Second Floor
 Cambridge, MA 02139
 (617) 349-4396

**NOTIFICATION OF SECTION 504 AND TITLE IX
 COMPLIANCE OFFICERS**

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of the Somerset Public Schools are expected to adhere to School Committee policy which prohibits discrimination on the basis of disability. Any employee or parent who feels that he/she or his/her child has been discriminated against on the basis of a disability should file a written complaint with the school department's compliance officer. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The school department's compliance officer for Section 504 of the Rehabilitation Act and the address is as follows:

Director of Special Education
 Somerset Public Schools
 580 Whetstone Hill Road
 Somerset, MA 02726
 (508) 324-3100

It is the policy of the Somerset Public School District to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The Title IX Compliance Officer for the Somerset Public Schools and the address is as follows:

Superintendent
 Somerset Public Schools
 580 Whetstone Hill Road
 Somerset, MA 02726
 (508) 324-3100

SOMERSET PUBLIC SCHOOLS
PHYSICAL RESTRAINT OF STUDENTS

File: JKAA

PURPOSE AND AUTHORITY:

Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

DEFINITIONS:

The following definitions appear at 603 CMR 46.02:

1. **Physical Restraint:** Direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort
2. **Physical Escort:** A temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location
3. **Time-out:** A behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.
4. **Seclusion:** The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02 **Seclusion is prohibited under 603 CMR 46.03.**

Full Physical Restraint of Students Policy is located on the district website.

NON-DISCRIMINATION STATEMENT

The Somerset Public School District does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Right Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of age, in accordance with the Age Discrimination in Employment Act of 1975 (Age Discrimination Act); on the basis of domicile in accordance Title VIIB of the McKinney-Vento Homeless Assistance Act of 2001; on the basis of native language in accordance with the No Child Left Behind Act of 2001, on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of sexual orientation or religion in accordance with *Mass. Gen. Laws, Chapter 71 and 151B*.

To file a complaint alleging discrimination or harassment by Somerset Public Schools on the basis of race, color, national origin, sex, age, domicile, native language, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title VII, Title IX, the Age Discrimination Act, and their respective implementing regulations, please contact:

Superintendent
SOMERSET PUBLIC SCHOOLS
580 Whetstone Hill Road
Somerset, MA 02726
Telephone: (508) 324-3100

To file a complaint alleging discrimination or harassment by Somerset Public Schools on the basis of disability or to make inquiry concerning the application of Section 504 and the ADA and their respective implementing regulations, please contact:

Director of Special Education
Somerset Public Schools
580 Whetstone Hill Road
Somerset, MA 02726
Telephone: (508) 324-3100

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Somerset Public Schools may also be referred to the U.S. Department of Education, Office of Civil Rights (OCR), 33 Arch Street, Ninth Floor, Boston, MA 02110, telephone number (617) 289-0111, Fax (617) 289-0150

SOMERSET PUBLIC SCHOOLS MEMORANDUM OF AGREEMENT

GENERAL PRINCIPLES

This policy shall be applicable to all students in the Somerset School System. A reasonably cooperative effort will be maintained between the school administration and the law enforcement agencies. Law enforcement officials should be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They should also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators, with the position of at least vice-principal and with the advice of the school committee attorney, have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The Somerset School System's Administrators shall at all times act in a manner which protects and guarantees the rights of students.

OBJECTIVES

I. Investigation Conducted In the Educational Environment

A. Initiated by School Administrators

1. Conducted by Administrators

Principals or assistant-principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules. Such investigations shall be conducted in a way which does not unduly interfere with school activities.

2. Conducted by Administrators

- a. Under normal conditions, police officers will contact the principal or his designee upon entering a school building.
- b. The principal, following consultation with the school committee attorney, shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior.
- c. The principal, following consultation with the school committee attorney, may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. The principal shall contact the student's parents, guardian or representative prior to questioning of student by police is to be conducted at the police station when the parents are available. Students are not to be released to police authorities unless the police are ready to make an arrest. Such contacts or attempted contacts with parent, guardian, during any questioning of such students, the principal or other designated certified school staff person shall be present. The principal or designee shall document what generally occurred during the interview.
- d. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedure for taking students into custody by the police set forth in Section II shall be followed.

B. Initiated by Law Enforcement Officers

Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officers to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. When law enforcement officers can show a need to do so, and upon the advise and approval of the school committee attorney, they will be permitted to conduct such an investigation during school hours. These circumstances should ordinarily be limited to those in which delay might result in danger to any person, flight from the jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. The administrator shall document the circumstances of such investigations as soon as practicable. Alleged criminal behavior related to the school environment brought to the principal's or designee's attention by law enforcement officers shall be dealt with under the provisions of Section I.A.2.

C Questioning of Students During Investigation

1. Violations of School Rules

In instances where school rules have allegedly been violated, the principal or designee may contact the suspected rule violator or potential witness to the infraction.

- The suspect student should be advised orally of the nature of the alleged offense and of the evidence, if any, against the student. Students shall be informed of their right to remain silent and that anything they say could be used against them in a disciplinary proceeding.
- In questioning a potential student witness to an alleged disciplinary infraction, care should be taken by the administrator to ensure that there is a reasonable cause in hope of gathering information as to school misconduct.

- Probable witnesses should be told the nature of the alleged misconduct and the reason for the belief that they were a witness. Such students should be given the opportunity to give their consent before answering questions of school officials.

2. Violations of Criminal Law

- a. During the investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the principal, with the advise of the school committee attorney, will ascertain whether there is sufficient justification to believe that a criminal offense was committed that
- b. Where a suspected violation of criminal law has occurred on the school grounds involving the operation of the school or during a school sponsored activity, law enforcement officials shall be notified, and their presence shall be requested for the questioning of suspected students. Unless circumstances dictate otherwise, questioning of the student shall not begin or continue until law enforcement officers arrive. Reasonable attempts should be made to contact a student's parents, guardian, or representative who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student's consent; a student should not be questioned by law enforcement officers unless 17 or over and with their consent after they have been read their rights. The law officers may wish to advise the student of his legal rights. If the parent and the student consent to questioning, the investigation can continue. If the parent or student refuses consent to the questioning, the law enforcement officers will determine the course of action to be pursued.

II. Taking a Student Into Custody

1. Students may not be released to the law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless the parent, guardian, or representative, and the student agree to the release. Administrators shall make reasonable objections to law enforcement authorities that attempt to remove students from school without placing them under arrest or without the acquiescence of the parent, guardian, or representative and the student. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to contact the student's parents, guardian, or representative immediately. Such efforts shall be documented. Whenever a student is removed from school without an arrest being made or without acquiescence of the parent, guardian or representative and the student, the administrator shall immediately contact a superior of the law enforcement officers involved and make objection to the removal of the student. The superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.
2. The principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or take students into custody on school premises.
 1. Where it is necessary to take a student into custody on school premises, the law enforcement officer shall contact the school principal and relate the circumstances necessitating such action. When possible, the principal shall

have the student summoned to the principal's office where he/she may be taken into custody.

2. When an emergency exists, the school principal shall summon law enforcement officials to the school to take a student into custody.
3. Parents, guardian, or representative of the student shall be notified by the principal or other school Administrator before the student is taken into custody by law enforcement officers or as quickly thereafter as can be accomplished. The administrator shall document such notification or attempted notification.

III. Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel and which has the potential of causing harm to students and other persons or to property. Such potential of possible harm includes members of the general public who exhibit undesirable or illegal conduct on school premises or at a school event held on school property and who have been requested to leave by an administrator but have refused or failed to do so.

IV. Guidelines for the Reporting of Drug, Alcohol Abuse and Criminal Behavior Cases Arising in the Schools to the Police

A. No reporting to the Police

Behavior: A student voluntarily confides to a teacher or other school official that he or she has a drug, controlled substance, or alcohol abuse problem.

Response: The school should act so as to encourage other students also to come forward voluntarily about their drug, controlled substance, or alcohol abuse. To this end, contacting a parent and/or referral to treatment or counseling agencies may be appropriate, but the police should not be involved.

B. Discretionary Reporting to the Police

Behavior: The student's behavior creates a reasonable suspicion that the student is under the influence of alcohol, drugs, or a controlled substance, but no contraband is found on the student.

Response: The decision whether to notify the police in such cases should be left to the discretion of school authorities, with advice of school committee attorney, and in accordance with school policy. Since no contraband is uncovered, school authorities have not actually witnessed the student committing an arrestable offense. However, depending on the particulars of their suspicion and their general knowledge of the student, school officials may deem it appropriate to inform police about the matter. In consultation with school authorities, the officer should then determine whether further police involvement or investigation is warranted.

C Recommended Reporting to the Police

Behavior: A student is found in illegal possession of alcohol, drugs or a controlled substance, or performs other criminally chargeable acts on school grounds or during a school function.

Response: School authorities should immediately report the case to the police. Police should make arrangements to pick up any evidence of crime obtained by the school, and school authorities should forward to the police as soon as possible a full written report of the incident.

Behavior: A student is found selling or distributing alcohol or a controlled substance on or near school grounds or during a school function.

Response: School authorities in all cases should immediately report the matter to the police; should arrange to pick up any evidence of crime obtained by the school, and school authorities should forward to police as soon as possible a full written report of the incident. A criminal complaint will be sought, and the police should assume responsibility for doing so.

*Note: The official Somerset School Committee policy relating to drug/alcohol/controlled substance abuse is part of this manual.

V. Coordination of Policies By Enforcement Officials

School administrators shall meet at least annually with local law enforcement officials to discuss the school system's policy and rules regarding law enforcement contract with the school system. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policy and rules.

STUDENT RECORDS

A Summary of Regulations Pertaining to Student Records:

The State Board of Education has adopted Regulations Pertaining to Student Records. State laws enacted in 1972 and 1974 mandated the development of these regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools, which have state approval to provide special education services under MGL c 766, the Special Education Act.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of school records.

The regulations apply to all information kept by the school committee on a student in such a manner that he or she may be individually identified. The regulations divide the record into two sections: the transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the students leave the school systems.

The temporary record contains the majority of information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluations, and comments by teachers, counselors and others. The temporary record is destroyed within five years after the student leaves the school systems.

The following is a summary of the major parent and students rights regarding their student records, as provided by the Regulations Pertaining to Student Records:

Inspection of Record

A parent or student who has entered the ninth grade or is at least 14 years old has the right to inspect all portions of the student record upon request. The record must be made available

to the parent or student no later than two school days after the request is made unless the parent or student consents to the delay.

Confidentiality of the Record

With a few exceptions, no individuals or organization but the parent, the student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Amendment of the Record

The parent and the student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and the student have the right to request the information in the record be amended or deleted. The parent and student have the right to a conference with the school principal to make their objections known. Within a week after the conference, the principal will render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed after a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time which the student is enrolled in the school system. Before such information may be destroyed, the parent and the student must be notified and have an opportunity to receive a copy of any information before its destruction. The above is only a summary of some of the most important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be obtained from your school. For further help, you may contact:

**The Bureau of Student Services
Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023**

BULLYING PREVENTION AND INTERVENTION

INTRODUCTION

The Somerset Public Schools and Somerset Berkley Regional School District (“District”) are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying. The Principal is responsible for the implementation and oversight of the Bullying Prevention and Intervention Plan within his or her school. The full policy is located on the district website.

SECTION 504 ELIGIBILITY GUIDELINES AND PROCEDURES

The Somerset Public Schools and Somerset Berkley Regional School District is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

The full policy is located on the district website.

Complaints

Somerset Public Schools and Somerset Berkley Regional School District does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1975 (Superintendent's Circular, Equity, No. 4).

Any student, parents, and/or guardian who believes s/he has been the victim of discrimination or harassment based upon disability or who believes s/he has been denied a free appropriate public education to which s/he as a student with a disability is entitled, may file a complaint to the Section 504 Compliance Officer.

The District's Section 504 Coordinator is:

Lisa Martiesian
Section 504 Coordinator
Somerset Public Schools and Somerset Berkley Regional
School District 580 Whetstone Hill Road
Somerset, Massachusetts 02726
Phone: 508.324.3100 ext. 217
E-mail: martiesianl@sbrregional.org

In addition to the district's complaint procedure, alleged violations for Section 504 may be referred to the United States Department of Education, Office for Civil Rights. That office is responsible for investigating complaints, monitoring compliance and conducting compliance reviews to ensure that local school systems are following the regulations and requirements cited above. Inquiries regarding the applicability of Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination Act, and their respective implementing regulations to Somerset Public Schools and Somerset Berkley Regional School District may be directed to:

U.S. Department of Education
Office for Civil Rights (OCR)
5 Post Office Square
8th Floor
Boston, Massachusetts, 02109
(617) 289-0111

Role of the District Section 504 Coordinator

The District Section 504 Coordinator is responsible for overseeing allegations of discrimination or harassment based on disability, as outlined in the Section 504 Grievance Procedures (See Attachment).

Section 504 Referral Procedure

All Principals and other Administrative Heads are responsible for ensuring that students with disabilities within their jurisdiction have educational opportunities and benefits equal to those provided to students without disabilities. If a parent or school staff member believes a child may have a disability and may be entitled to accommodations and/or services under Section 504, the procedures are outlined in the 504 policy located on our district website.

PARENT/STUDENT

SIGNATURE FORM

This is to certify that I have received the Somerset Middle School Student/Parent Handbook/Agenda which includes school rules and regulations for students.

I am aware that violations of certain procedures will result in punishment listed within this booklet.

Name of Student (please print)

Student's Signature

Date

Signature of Parent or Guardian

Signed form must remain in school Agenda throughout the school year



**SOMERSET MIDDLE SCHOOL - FACULTY LIST
2017-2018**

Principal.....	Dr. Pauline F. Camara
Assistant Principal.....	Mr. Edward Callahan
Guidance - Gr. 6.....	Mrs. Elaine Sabra
Guidance - Gr. 7 & 8.....	Mrs. Lori Dutra
Adjustment Councilor.....	Ms. Brianna Bedard
Psychologist.....	Mrs. Joy Mitchell
Speech/Language Pathologist.....	Mr. Cormac Murphy
Registered Nurse.....	Mrs. Tammi Lawrence, R.N.
Registered Nurse.....	Mrs. Kelly Andrade, R.N.
English Language Arts, Gr. 6.....	Mrs. Donna Keeney
English Language Arts, Gr. 6.....	Mr. Philip Reis
English Language Arts, Gr. 6 & 7.....	Mrs. Joan Tripp
English Language Arts, Gr. 6 & 7.....	Mrs. Andrea Ross
English Language Arts - Gr. 7.....	Mrs. Melinda Coppellotti
English Language Arts, Gr. 7.....	Mrs. Jessica Fletcher
English Language Arts, Gr. 7 & 8.....	Mrs. Kathleen Byers
English Language Arts, Gr. 8.....	Mrs. Amy Manchester
English Language Arts, Gr. 8.....	Mrs. Jill Dyl
Reading Specialist/ELA Gr. 8.....	Ms. Melissa Andresen
Social Studies, Gr. 6.....	Mrs. Kathy Bergeron
Social Studies, Gr. 6.....	Mr. Matthew Farinha
Social Studies, Gr. 7.....	Mrs. Erin Maia
Social Studies, Gr. 7.....	Mr. Andrew Redfearn
Social Studies, Gr. 8.....	Mrs. Suzette Cruz-Augusto
Social Studies, Gr. 8.....	Mrs. Susan Schumann
Mathematics, Gr. 6.....	Mrs. Sylienne Crisafulli
Mathematics, Gr. 6.....	Mrs. Melissa Lorusso
Mathematics, Gr. 6 & 7.....	Mrs. Brianna Wehner
Mathematics, Gr. 6 & 7.....	Ms. Samantha Kaplan
Mathematics, Gr. 6 & 7.....	Ms. Therese Tourigny
Mathematics, Gr. 7.....	Ms. Gloria Megna
Mathematics, Gr. 7.....	Mrs. Andrea Teixeira
Mathematics, Gr. 7 & 8.....	Mr. Joseph Silva
Mathematics, Gr. 8.....	Ms. Ashley Amado
Mathematics, Gr. 8.....	Mrs. Diane Diogo

Mathematics, Gr. 8.....	Mr. Matthew Forrest
Science, Gr. 6	Mrs. Jessica Joynt
Science, Gr. 6	Mrs. Susanna Silva
Science, Gr. 6 & 7.....	Mr. Alec Dorsey
Science, Gr. 7	Mrs. Susan Banalewicz
Science, Gr. 7	Mrs. Nicole Mello
Science, Gr. 8	Mr. Keith Bradley
Science, Gr. 8	Mrs. Nicole Pacheco
Science, Gr. 8	Ms. KerryBeth Leatherwood
Instructional Technologist/Media	Ms. KerryBeth Leatherwood
Technology & Engineering	Mr. Mark Falcon
Technology & Engineering	Mr. John Medeiros
Spanish.....	Mrs. Jennifer Brakefield
Music.....	Mr. Richard Brejcha
Music.....	Mr. Robert Tomassone
Music (grade 6 band)	Mrs. Christina Rausch
Music (grade 7 & 8 band, Jazz band).....	Ms. Justine MacKechnie
Music (strings).....	Mr. Ira Schaefer
Art.....	Mr. David Ashley
Art.....	Mrs. LuAnn Pratas
Physical Education	Mr. Michael Johnson
Physical Education	Mrs. Jo-Ellen Paterno
Health.....	Mr. Thomas Flammini
Special Needs Coordinator	Ms. Cheryl DeFarias
Special Needs	Mrs. Margaret Cardozo
Special Needs	Mrs. Kaleigh Force
Special Needs	Mr. James Lamonde
Special Needs	Ms. Lindsey Monson
Special Needs	Mrs. Jessica Rawnsley
Special Needs	Mrs. Elizabeth McPherson
Special Needs	Mrs. Cassey Monte
Fine & Performing Arts Curr. Coord.	TBA
Secretary	Mrs. Linda Hilliard
Secretary	Mrs. Audrey Lariviere
Secretary	Mrs. Deborah Muse
Paraprofessional	Ms. Kristin DeChellis
Paraprofessional	Ms. Amy Gallant
Paraprofessional	Ms. Chelsea Gouveia

Paraprofessional	Ms. Melissa Lucas
Paraprofessional	Ms. Nancy Pacheco
Paraprofessional	Mrs. Kathy Rego
Paraprofessional	Mrs. Louise Riley
Paraprofessional	Mrs. Lynne Shea
Paraprofessional	Ms. Kayleigh Holt
Paraprofessional	Mrs. Joy Windle
Head Custodian	Mr. Stephen Conroy
Custodian.....	Mr. Jason Birge
Custodian.....	Mr. Timothy Dorgan
Custodian.....	Mrs. Carole Gracia
Custodian.....	Mr. Marc Greene
Grounds.....	Mr. Kevin Wood
Cafeteria Manager.....	Mrs. Susan Amaral-Gouveia
Cafeteria Worker.....	Mr. Roland Dube
Cafeteria Worker.....	Mrs. Sharon Kalif
Cafeteria Worker.....	Ms. Susan Page
Cafeteria Worker.....	Ms. Ashley Cardoza
Cafeteria Worker.....	Ms. Alexis Swauger

As of 06/2017



Somerset Public Schools 2017-2018 School Calendar

September 2017						
S	M	T	W	T	F	S
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Professional Development Days - No Students	
August 30-31, 2017	
November 7, 2017	

First Days for Students	
Sep 05	Grades 1-8
Sep 07	Kindergarten
Sep 11	Preschool

Vacation Days and No School Days	
Sep 04	Labor Day
Oct 09	Columbus Day
Oct 27	No School for Middle School Students
Nov 10	Veterans' Day Observed
Nov 23-24	Thanksgiving Recess
Dec 15	No School for Elementary School Students
Dec 25-Jan 1	Holiday Recess
Jan 15	Martin Luther King, Jr. Day
Feb 19-23	February Vacation
Mar 30	Good Friday
Apr 16-20	April Vacation
May 28	Memorial Day

End of Terms	
Nov 09	End of 1st Quarter
Dec 01	End of First Trimester
Jan 25	End of 2nd Quarter
Mar 15	End of Second Trimester
Apr 05	End of 3rd Quarter
Jun 18	180th Day
Jun 19-25	Snow Days

Early Release Days	
Sep 15	Elementary and Middle Schools
Sep 29	Students Only
Oct 20	Students Only
Nov 22	
Dec 22	
Jan 12	Students Only
Mar 16	Students Only
Apr 09	Students Only
Jun 14-18	Elementary and Middle Schools

Parent Teacher Conferences	
Sep 13	Elementary Back to School Night
Sep 14	Middle School Back to School Night
Oct. 18, 26	Middle School
Dec 11,14	Elementary

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	SNOW DAYS				23
24	SN	26	27	28	29	30

September 5, 2017
Tuesday – Students 1st Day
Day “C”

Math

ELA

Science

Social Studies

Related Arts

September 6, 2017
Wednesday
Day “D”

Math

ELA

Science

Social Studies

Related Arts

September 7, 2017
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

September 8, 2017
Friday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

September 11, 2017

**Monday
Day "A"**

Math

ELA

Science

Social Studies

Related Arts

September 12, 2017

**Tuesday
Day "B"**

Math

ELA

Science

Social Studies

Related Arts

September 13, 2017
Wednesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

September 14, 2017
Thursday – Back to School Night
Day "D"

Math

ELA

Science

Social Studies

Related Arts

September 15, 2017
Friday – Early Release
Day “E”

Math

ELA

Science

Social Studies

Related Arts

September 18, 2017
Monday
Day “F”

Math

ELA

Science

Social Studies

Related Arts

September 19, 2017
Tuesday (Picture Day)
Day "A"

Math

ELA

Science

Social Studies

Related Arts

September 20, 2017
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

September 21, 2017
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

September 22, 2017
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

September 25, 2017

**Monday
Day "E"**

Math

ELA

Science

Social Studies

Related Arts

September 26, 2017

**Tuesday
Day "F"**

Math

ELA

Science

Social Studies

Related Arts

September 27, 2017
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

September 28, 2017
Thursday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

September 29, 2017
Friday – Early Release
Day “C”

October 2, 2017
Monday
Day “D”

Math

Math

ELA

ELA

Science

Science

Social Studies

Social Studies

Related Arts

Related Arts

October 3, 2017
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

October 4, 2017
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

October 5, 2017
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

October 6, 2017
Friday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

October 9, 2017
Monday
Columbus Day – No School

Math

ELA

Science

Social Studies

Related Arts

October 10, 2017
Tuesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

October 11, 2017
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

October 12, 2017
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

October 13, 2017
Friday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

October 16, 2017
Monday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

October 17, 2017
Tuesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

October 18, 2017
Wednesday – Evening Parent/Teacher
Conferences
Day "C"

Math

ELA

Science

Social Studies

Related Arts

October 19, 2017
Thursday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

October 20, 2017
Friday – Early Release
Day "E"

Math

ELA

Science

Social Studies

Related Arts

October 23, 2017
Monday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

October 24, 2017
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

October 27, 2017
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

October 26, 2017
Thursday – Evening Parent/Teacher
Conferences
Day "C"

Math

ELA

Science

Social Studies

Related Arts

October 27, 2017
Friday – No School

Math

ELA

Science

Social Studies

Related Arts

October 30, 2017
Monday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

October 31, 2017
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

November 1, 2017
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

November 2, 2017
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

November 3, 2017
Friday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

November 6, 2017
Monday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

November 7, 2017
Tuesday – Teacher Professional Day
No School

Math

ELA

Science

Social Studies

Related Arts

November 8, 2017
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

November 9, 2017
Thursday – Term 1 Ends
Day "E"

Math

ELA

Science

Social Studies

Related Arts

November 10, 2017
Friday – Veterans Day
No School

Math

ELA

Science

Social Studies

Related Arts

November 13, 2017
Monday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

November 14, 2017
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

November 15, 2017
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

November 16, 2017
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

November 17, 2017
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

November 20, 2017
Monday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

November 21, 2017
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

November 22, 2017
Wednesday – Early Release
Day "A"

Math

ELA

Science

Social Studies

Related Arts

November 23, 2016
Thanksgiving Day
NO SCHOOL

Math

ELA

Science

Social Studies

Related Arts

November 24, 2017
Friday
NO SCHOOL

Math

ELA

Science

Social Studies

Related Arts

November 27, 2017
Monday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

November 28, 2017
Tuesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

November 29, 2017
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

November 30, 2017
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

December 1, 2017
Friday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

December 4, 2017
Monday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

December 5, 2017
Tuesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

December 6, 2017
Wednesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

December 7, 2017
Thursday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

December 8, 2017
Friday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

December 11, 2017
Monday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

December 12, 2017
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

December 13, 2017
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

December 14, 2017
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

December 15, 2017
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

December 18, 2017
Monday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

December 19, 2017
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

December 20, 2017
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

December 21, 2017
Thursday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

December 22, 2017
Friday – Early Release
Day “C”

Math

ELA

Science

Social Studies

Related Arts

December 25 - January 1,
2018
Holiday Recess

Math

ELA

Science

Social Studies

Related Arts

January 2, 2018
Tuesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

January 3, 2018
Wednesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

January 4, 2018
Thursday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

January 5, 2018
Friday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

January 8, 2018
Monday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

January 9, 2018
Tuesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

January 10, 2018
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

January 11, 2018
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

January 12, 2018
Friday – Early Release
Day “F”

Math

ELA

Science

Social Studies

Related Arts

January 15, 2018
Monday – Martin Luther King Day
NO SCHOOL

Math

ELA

Science

Social Studies

Related Arts

January 16, 2018
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

January 17, 2018
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

January 18, 2018
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

January 19, 2018
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

January 22, 2018
Monday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

January 23, 2018
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

January 24, 2018
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

January 25, 2018
Thursday – Term 2 Ends
Day "B"

Math

ELA

Science

Social Studies

Related Arts

January 26, 2018
Friday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

January 29, 2018
Monday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

January 30, 2018
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

January 31, 2018
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

February 1, 2018
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

February 2, 2018
Friday
Day "B"

Math--

ELA

Science

Social Studies

Related Arts

February 5, 2018
Monday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

February 6, 2018
Tuesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

February 7, 2018
Wednesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

February 8, 2018
Thursday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

February 9, 2018
Friday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

February 12, 2018
Monday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

February 13, 2018
Tuesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

February 14, 2018
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

February 15, 2018
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

February 16, 2017
Friday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

February 19 - 23, 2018
February Vacation

Math

ELA

Science

Social Studies

Related Arts

February 26, 2018
Monday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

February 27, 2018
Tuesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

February 28, 2018
Wednesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

March 1, 2018
Thursday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

March 2, 2018
Friday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

March 5, 2018
Monday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

March 6, 2018
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

March 7, 2018
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

March 8, 2018
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

March 9, 2018
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

March 12, 2018
Monday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

March 13, 2018
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

March 14, 2018
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

March 15, 2018
Thursday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

March 16, 2018
Friday – Early Release PD
Day "C"

Math

ELA

Science

Social Studies

Related Arts

March 19, 2018
Monday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

March 20, 2018
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

March 21, 2018
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

March 22, 2018
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

March 23, 2018
Friday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

March 26, 2018
Monday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

March 27, 2018
Tuesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

March 28, 2018
Wednesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

March 29, 2018
Thursday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

March 30, 2018
Friday – Good Friday

Math

ELA

Science

Social Studies

Related Arts

April 2, 2018
Monday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

April 3, 2018
Tuesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

April 4, 2018
Wednesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

April 5, 2018
Thursday – End of Term 3
Day "D"

Math

ELA

Science

Social Studies

Related Arts

April 6, 2018
Friday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

April 9, 2018
Monday – Early Release
Day "F"

Math

ELA

Science

Social Studies

Related Arts

April 10, 2018
Tuesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

April 11, 2018
Wednesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

April 12, 2018
Thursday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

April 13, 2018
Friday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

April 15 - 20, 2018
April Vacation
NO SCHOOL

Math

ELA

Science

Social Studies

Related Arts

April 23, 2018
Monday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

April 24, 2018
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

April 25, 2018
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

April 26, 2018
Thursday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

April 27, 2018
Friday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

April 30, 2018
Monday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

May 1, 2018
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

May 2, 2018
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

May 3, 2018
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

May 4, 2018
Friday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

May 7, 2018
Monday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

May 8, 2018
Tuesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

May 9, 2018
Wednesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

May 10, 2018
Thursday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

May 11, 2018
Friday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

May 14, 2018
Monday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

May 15, 2018
Tuesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

May 16, 2018
Wednesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

May 17, 2018
Thursday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

May 18, 2018
Friday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

May 21, 2018
Monday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

May 22, 2018
Tuesday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

May 23, 2018
Wednesday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

May 24, 2018
Thursday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

May 25, 2018
Friday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

May 28, 2018
Monday – Memorial Day
No School

Math

ELA

Science

Social Studies

Related Arts

May 29, 2018
Tuesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

May 30, 2018
Wednesday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

May 31, 2018
Thursday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

June 1, 2018
Friday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

June 4, 2018
Monday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

June 5, 2018
Tuesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

June 6, 2018
Wednesday
Day "F"

Math

ELA

Science

Social Studies

Related Arts

June 7, 2018
Thursday
Day "A"

Math

ELA

Science

Social Studies

Related Arts

June 8, 2018
Friday
Day "B"

Math

ELA

Science

Social Studies

Related Arts

June 11, 2018
Monday
Day "C"

Math

ELA

Science

Social Studies

Related Arts

June 12, 2018
Tuesday
Day "D"

Math

ELA

Science

Social Studies

Related Arts

June 13, 2018
Wednesday
Day "E"

Math

ELA

Science

Social Studies

Related Arts

June 14, 2018
Thursday – Early Release
Day "F"

Math

ELA

Science

Social Studies

Related Arts

June 15, 2018
Friday – Early Release
Day “A”

Math

ELA

Science

Social Studies

Related Arts

June 18, 2018
Monday – Early Release
Day “B” – 180th

Math

ELA

Science

Social Studies

Related Arts

June 19, 2018

Tuesday – SNOW DAY- If needed
Day "C"

Math

ELA

Science

Social Studies

Related Arts

June 20, 2018

Wednesday - SNOW DAY- If needed
Day "D"

Math

ELA

Science

Social Studies

Related Arts

June 21, 2018
Thursday
Day "E"
SNOW DAY- If needed

Math

ELA

Science

Social Studies

Related Arts

June 22, 2018
Friday
Day "F"
SNOW DAY- If needed

Math

ELA

Science

Social Studies

Related Arts

June 25, 2018
Monday
Day "A"
SNOW DAY- If needed

Math

ELA

Science

Social Studies

Related Arts

June 26, 2018
Tuesday
Day "B"
SNOW DAY – If needed

Math

ELA

Science

Social Studies

Related Arts

DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						

DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						

DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						

DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
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	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
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DATE	DESTINATION (CIRCLE ONE)							EXIT		RETURN	
	Restroom	Office	Nurse	Locker	Media Center	From Classroom #	To Classroom #	TIME	SIGNATURE	TIME	SIGNATURE
	RR	O	N	L	MC						
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	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						
	RR	O	N	L	MC						

SOMERSET MIDDLE SCHOOL

