Translation Services

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**Spanish**
Si usted necesita asistencia en la lectura de este documento o de otras publicaciones de la escuela, por favor póngase en contacto con el director de la escuela para obtener servicios de traducción.

**Chinese**
如果您在阅读本文或其它学校出版物的时候需要翻译，请与校长联系。

**Gujarati**
"જો તમે આ દસ્તાવેજ અથવા અન્ય પ્રકાશની વાંચવા સહાયતા જોઈ રહ્યો હોય તો, અનુવાદ સેવાઓ મેળવવા માટે માથ મુખ્ય સાંપકક કરો।"

**Portuguese**
Se você precisar de assistência a leitura deste documento, ou outras publicações escolares, entre em contato com o edifício principal na obtenção de serviços de tradução.

**Hindi**
"यदि आपको यह दस्तावेज या स्कूल के अन्य प्रकाशन पढ़ने में सहायता चाहिए हो, तो कृपया अनुवाद सेवा प्राप्त करने के लिए स्कूल प्रिंसिपल से संपर्क करें।"

**Korean**
이 문서나 기타 학교 인쇄물을 읽는데 도움이 필요하신다면, 건물 책임자에게 부탁하여 번역 도움을 받으십시오.

**Japanese**
もしこの文書、あるいはその他の学校刊行物を読む際に分からない部分があれば校長に連絡して翻訳サービスを頼んでください。

**Russian**
Если вам нужна помощь для ознакомления с настоящим документом или другими школьными документами, пожалуйста, обратитесь к директору школы для получения услуг письменного перевода.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Classroom set-up</td>
</tr>
<tr>
<td>Aug. 30, 31 &amp; Sep 1</td>
<td>Professional Development District Wide</td>
</tr>
<tr>
<td>September 2</td>
<td>No School</td>
</tr>
<tr>
<td>September 5</td>
<td>No School Labor Day</td>
</tr>
<tr>
<td>September 6</td>
<td>Teacher and Student first day of school</td>
</tr>
<tr>
<td>September 12</td>
<td>Preschool/Kindergarten classes begin</td>
</tr>
<tr>
<td>October 5</td>
<td>Prof. Dev. Mtg. Pine Glen, Fox Hill, Francis Wyman &amp; Memorial*</td>
</tr>
<tr>
<td>October 10</td>
<td>Columbus Day, no school</td>
</tr>
<tr>
<td>October 12</td>
<td>Professional Development meetings, BHS and MSMS*</td>
</tr>
<tr>
<td>November 8</td>
<td>Presidential Election Day, no school students and teaching staff.</td>
</tr>
<tr>
<td>November 10</td>
<td>Parent Conferences BHS &amp; MSMS</td>
</tr>
<tr>
<td>November 10</td>
<td>Professional Dev. Elementary, no school PreK-12</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day - No School</td>
</tr>
<tr>
<td>November 23</td>
<td>Half Day/ Early Release</td>
</tr>
<tr>
<td>November 24 &amp; 25</td>
<td>Thanksgiving recess, No School</td>
</tr>
<tr>
<td>December 1</td>
<td>Parent Conf. Elem., Prof. Dev. BHS &amp; MSMS, no school PreK-12</td>
</tr>
<tr>
<td>December 7</td>
<td>Prof. Dev. Mtgs. Pine Glen, Fox Hill, Francis Wyman &amp; Memorial*</td>
</tr>
<tr>
<td>December 26- 30</td>
<td>Mid-Winter Vacation – No School</td>
</tr>
<tr>
<td>January 2</td>
<td>New Years Day Celebrated, No School</td>
</tr>
<tr>
<td>January 4</td>
<td>Professional Dev. meetings BHS and MSMS*</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King Day - No School</td>
</tr>
<tr>
<td>January 25</td>
<td>Professional Development meetings Pine Glen &amp; Fox Hill*</td>
</tr>
<tr>
<td>January 25</td>
<td>Professional Dev. meetings Memorial &amp; Francis Wyman*</td>
</tr>
<tr>
<td>February 8</td>
<td>Professional Development meetings BHS and MSMS*</td>
</tr>
<tr>
<td>February 20</td>
<td>Presidents Day - No School</td>
</tr>
<tr>
<td>February 21-24</td>
<td>Winter Vacation</td>
</tr>
<tr>
<td>March 1</td>
<td>Prof. Dev. Mtgs. Pine Glen, Fox Hill, Francis Wyman &amp; Memorial*</td>
</tr>
<tr>
<td>March 8</td>
<td>Professional Development meetings BHS and MSMS*</td>
</tr>
<tr>
<td>April 5</td>
<td>Prof. Dev. Mtgs. Pine Glen, Fox Hill, Francis Wyman &amp; Memorial*</td>
</tr>
<tr>
<td>April 14</td>
<td>Good Friday, no school</td>
</tr>
<tr>
<td>April 17</td>
<td>Patriots Day – No School</td>
</tr>
<tr>
<td>April 18-21</td>
<td>Spring Vacation – No School</td>
</tr>
<tr>
<td>May 10</td>
<td>Professional Dev. Meetings after school BHS and MSMS*</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>June 20</td>
<td>Last day for students &amp; teachers if no snow days used</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day for teachers &amp; students if we have 5 snow days</td>
</tr>
</tbody>
</table>
SCHOOL COMMITTEE

Stephen Nelson, Chairman
Thomas Murphy Jr. Vice Chairman
Christine Monaco
Martha Simon
Kristin Russo

CENTRAL OFFICE ADMINISTRATION

Dr. Eric Conti .................................................................Superintendent of Schools
Patrick Larkin ..............................................................Assistant Superintendent of Schools
Craig F. Robinson .........................................................Director of Finance & Operations
Louise D’Amato ..............................................................Director of Pupil Services

PRINCIPAL
Richard J. Connors

TEAM LEADERS
Noreen Abati
Neil Lusas
VISION

Our middle school is an educational response to the needs and characteristics of children during early adolescence and, as such, deals with a full range of intellectual and developmental needs. Marshall Simonds Middle School attempts to adapt school programs and practices to the individual differences in the intellectual, biological, and social maturation of students. Our school is flexible, diverse in culture and ideas, respectful, and caring. Our common goal is to create a school in which improving student learning is central. All students are held to high expectations, risk taking is valued, and the process of learning as a life-long experience is encouraged.

In our middle school, a genuine concern is present for the importance of each person’s role, whether student, staff, or parent. Children and adults learn from each other in an environment where mutual respect and the value of every individual is recognized. A sense of humor prevails, while enthusiasm for learning and the sharing of ideas is nurtured.
WHAT IS A MIDDLE SCHOOL?

Marshall Simonds is exactly what the name suggests, a school between the elementary and high school. The program has been designed to meet the needs of the students who are changing rapidly in all aspects of physical, social, and academic growth. We stress the development of basic skills while giving you many opportunities to explore new and varied interests.

SCHOOL ORGANIZATION

Marshall Simonds is a 6-8 middle school. Students are placed on an interdisciplinary team when they enter grade 6. Each team has a Team Leader and a Guidance Counselor along with the academic teachers. At the end of the sixth and seventh grade, a child’s academic and social progress is evaluated and he/she is assigned to a new team for the next academic year.

CURRICULUM

The middle school curriculum is divided into two areas, namely, academic and exploratory. The focus of the curriculum is on the acquisition of basic skills. The scope and sequence of each course has been determined by the teaching staff and the school administration. Each year the curriculum is evaluated in order to maintain a high degree of coordination and continuity. The subject offerings by grade are as follows:

GRADE 6

- World Geography
- Earth Science
- Health
- Language Arts
- Mathematics
- Reading
- Computer Education
- Art
- Family & Consumer Science
- Music
- Physical Education
- Technology Education
- World Language
  (French, Italian, Latin, Spanish)

GRADE 7

- Language Arts
- Life Science
- Mathematics
- Reading
- World History
- World Language
  (French, Italian, Latin, Spanish)
- Art
- Developmental Reading
- Family & Consumer Science
- Health
- Music
- Physical Education
- Technology Education
- Computer Education
GRADE 8

Language Arts  Art
Mathematics  Developmental Reading
Physical Science  Family & Consumer Science
World History  Health
World Language  Physical Education
(French, Italian, Latin, Spanish)  Technology Education
Reading  Computer Education

Participation in a World Language in Grade 7 and 8 does not guarantee that the World Language will be offered at Burlington High School.

INTERDISCIPLINARY TEAM

The interdisciplinary team refers to a team of teachers from several content areas who share the responsibility for planning the instructional program for a group of students. A typical team includes mathematics, English, social studies, and science teachers who plan instructional units involving as many of these disciplines as possible. Your team will be located in a particular area of the building. The team will be the foundation for your education at M.S.M.S.

HOMEWORK

The homework policy at Marshall Simonds Middle School directs itself to the unique needs, interests, and abilities of early adolescents. Homework should be an extension of the problem solving activities begun in school. It should be a means of reinforcing and supplementing material learned during a lesson. The middle school provides homework that is carefully evaluated by the teacher. To be effective, homework should be coordinated among teachers and related to the goals of the curriculum. It should require thought, reasonable intellectual effort, the competent demonstration of learned skills, and the acquisition of new knowledge.

Five specific purposes of homework given at Marshall Simonds Middle School are the following:

1. Homework teaches students self-discipline, independence, responsibility, and time-management skills.
2. Homework provides students with opportunities to apply recent learnings and to reinforce newly acquired skills.
3. Homework gives students the opportunity to obtain background information so they are prepared for the following day’s lesson.
4. Homework gives parents insights into a school’s philosophy, curriculum, and objectives.
5. Homework provides practice drill in specific skill areas.

Assignments vary according to the specific objectives of the instructor. Drill, supplementary reading, study skills, unit projects, test preparation, and a variety of written assignments are some of the vehicles used by teachers to supplement their curriculums. Homework is assigned regularly in grades six, seven, and eight in order to reinforce instruction and to give parents the opportunity to participate directly in the education of their children.

Teachers in all three grades will assign homework on a daily basis to supplement class work. Although each teacher gives a variety of homework assignments, students in grade six average one hour of homework each night while seventh and eighth grade assignments usually can be completed in less than two hours nightly.

Every student will be assigned a study buddy on their team who can be contacted when students are absent. The office will not provide homework assignments until children are absent for three or more consecutive days.

**B.E.A.M.**

Burlington’s Extended Academic Model is designed to stimulate and reward students whose high academic potential and achievement make it possible for them to keep up with regular classwork while spending a portion of each week in B.E.A.M.’s accelerated enrichment program. Critical and creative thinking skills are encouraged through a variety of activities ranging from theater trips, brain teasers, and creative writing to videotaping, nature study, inventions, and debate and occasionally even such unpredictable projects as lobbying to create bike trails in Burlington. Selection for B.E.A.M. is based on standardized testing and teacher recommendations.

**MANNER OF DRESS AND GROOMING**

Students in the middle school should wear appropriate clothing that corresponds with the academic climate that is prevalent to Marshall Simonds Middle School.

Safety and appropriateness are two characteristics that highlight the standard of dress that is encouraged at M.S.M.S. Students are reminded that inappropriate attire such as items that promote drugs, alcohol, intolerance, or are sexually explicit will not be permitted.

**ATTENDANCE PROCEDURES**

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

The administration and faculty believe that attendance by students at school is vitally important to a successful education. It is the responsibility of parents to insure that students attend school of daily. Vacations and dismissals from school other than an emergency are not in the best interest of the student. Schoolwork missed for these reasons will be made up upon return to class. Students are responsible for arranging for makeup. Teachers will not be required to provide homework or assignments in advance.

For absences up to and including two days duration, students must follow the procedures established by each classroom teacher. Those procedures are listed in the teacher’s expectations handouts distributed at the start of each course.

Examples of absences or tardiness that will be excused include:

- Documented illness, injury or medical appointment
- Bereavement/family funeral
- Major religious observances
- Legal appearance
- Extraordinary family circumstances (excused at the discretion of the principal)

Examples of absences or tardiness that are unexcused include, but are not limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situation

On the day following an absence from school, pupils are required to bring to the homeroom teacher a written excuse which specifies the date(s) of absence, reason for absence, and which contains the signature of parent or guardian. Even when the home has been called, a student must bring a note to the homeroom teacher upon his/her return to school. Parents are also reminded that they are to telephone the school office (270-1781) prior to 8:00 a.m. to report a student absence of any kind. The attendance officer will contact the home on a daily basis if student absence is not reported.

Pupils are tardy to school after the late bell has rung and are expected to report to the office as soon as they enter the building. Tardy pupils should bring with them a
note explaining the tardiness. The student will receive a tardy slip which is given to his/her teacher.

Students who are to be dismissed from school should bring a note signed by a parent or guardian to the office prior to the start of school. It must be approved by someone in the office and the student will be given a dismissal slip. All students must be picked up, in the office, by a parent or guardian. Written parental/guardian permission is required if anyone other than a parent or guardian wishes to dismiss a student.

If a student arrives at school after 10:50 a.m. or is dismissed for the day prior to 10:50 a.m., the student is considered absent for that day.

**BIKE RIDERS AND WALKERS**

Bicycle racks will be provided. Bicycles are to be left in the racks throughout the entire day. It is the responsibility of the student to see that his or her bicycle is locked at all times. The school recommends that any bicycles brought to school have a lock. The school is not responsible for lost or stolen bicycles.

Any pupil who walks, rides a bicycle, or is transported to school by a parent should NOT arrive prior to 20 minutes before the start of school.

Students who bring bicycles to school must complete a bicycle registration form in the school office. This form will list the specific guidelines that students must follow if they are to ride their bicycles to school. If students do not adhere to these safety regulations their bicycle privileges will be terminated.

**BOOKS**

Every textbook must be covered when given out. Before being passed out the teacher will number the book inside the front cover. All students must fill out the book label which has the date, condition, student’s name and homeroom on it. If you lose a book you must pay for it. A charge will be made according to the following scale:

a. If charged out new.......................... full price
b. If charged out in good condition ........ 75% of cost
c. If charged out in fair condition .......... 50% of cost
d. If charged out in poor condition ........ $1.00
e. If the book needs rebinding it will cost $4.00
BUSES

Bus transportation is provided for youngsters who live in various parts of the town. Pupils are to take their assigned bus. When you arrive at the school in the morning you should immediately enter the building and report directly to your homeroom.

1. Children are to stand at a safe distance away from where the bus stops. They are to stay there until the bus comes to a complete stop.

2. Directions from the driver are to be obeyed.

3. Standing on the bus is forbidden.

4. Smoking on the bus is forbidden.

5. Obscene language is forbidden.

6. Parents are responsible for their children’s behavior on the bus.

7. No actions are to be taken that may harm the other students.

8. No baseball bats or hockey sticks are allowed on buses.

9. Students may not ride any other bus except their assigned bus unless permission is granted from a member of the school administration.

10. Students should be at their bus stop at least 5 minutes before the scheduled pick-up time.

PROCEDURE FOR DISCIPLINARY ACTION INVOLVING BUS PROBLEMS

Bus drivers will report to the principal of the school or his designee any child who fails to comply with the rules and regulations governing behavior on the school bus, as established by the School Committee.

Disciplinary Steps to be Utilized:

1. The operator shall maintain order among school children within the school bus. The bus driver gives initial warning to child involved in first offense.
2. If disruption continues, bus driver notifies principal of the school or designee on appropriate forms in writing.

3. Principal or his designee discusses offense with the child and a warning form is sent to the parent.

4. If further action is needed, parent is requested to appear at the school to discuss the problem with the principal or his designee. The principal will be empowered to suspend children from bus transportation for a period not to exceed two (2) school weeks. The Superintendent of Schools will be notified in writing of any bus suspension executed by the principal.

5. The principal will bring to the attention of the Superintendent of Schools any repeated offenses which led to previous suspensions with recommendations. Parents will be so notified of the offense by the principal and an appointment will be made with the Superintendent of Schools for further action.

6. The Superintendent of Schools is empowered to impose indefinite suspensions on chronic bus offenders. The School Committee will be kept informed of such actions by the Superintendent of Schools.

7. Consideration of any disciplinary action against a student for violation of the policy shall be in accordance with M.G.L. c. 71 (B), the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973.

LATE BUSES
The School Department provides two late buses for middle school students on Monday and Wednesday. These buses are intended to service students who have remained after school for extra help. The buses leave from the Peach Orchard side of the school at 3:00 p.m. A schedule of late bus stops will be posted in front of the school office.

DISCIPLINE POLICY
A discipline code is necessary to ensure that students learn to respect the rights and property of others. All cases of student behavior will be treated individually and no student shall be subject to disciplinary action on the basis of race, color, national origin, religion, sex, disability, or sexual orientation. Marshall Simonds Middle School’s main objective is to provide a good educational background to students and, consistent with this objective, a student’s behavior may require the following administrative action in certain cases.

1. Defacing or damaging school or personal property.
   
a. Administration will meet with the student and determine the circumstances that surround act of vandalism.
b. Conference with parent, child, and administration will be held and arrangements will be made for restitution of damaged property.

c. Students may receive a suspension of 1-5 days depending on the circumstances.

2. Fighting and Bullying

a. Meeting will take place between student and member of administrative team

b. Parent will be notified of the circumstances involved in the incidence of fighting

c. Student may be suspended from 1-5 days depending on the circumstances

3. Attendance at all regularly scheduled classes

a. Administrator-student conference to determine reason for attendance problem

b. Parent notification to share concerns of the school

c. Parent-administrator-student conference to resolve specific attendance issues

4. Loitering in and around corridors, bathrooms, cafeteria, and public telephones

a. Students will be directed to class by members of administrative team

b. Meeting will be held between student and administrator

c. Parent will be notified of offense and home cooperation will be secured

d. If student continues to be absent from regularly scheduled classes a school suspension of up to three days may be implemented

5. Smoking

a. Administrator-student conference will be held to review policy - parent will be notified
b. Student may receive a 1-5 day out-of-school suspension for first smoking offense

c. Student may receive a five-day school suspension for subsequent infractions of the smoking policy

6. Leaving the school grounds without permission or authority

a. Parent will be notified that student has left the school grounds

b. Student may be suspended for 3 days or more

7. Disrespectful or insubordinate behavior

a. Conference between student and member of administrative team

b. Parent will be notified of student misbehavior, and need for a suspension of up to five days

c. Parent-student-administrator conference will be scheduled

8. Possession, and/or use of incendiary devices, fireworks, and/or other hazardous items

a. Student-administrator meeting to determine circumstances surrounding the specific incident

b. Parent notification of offense and meeting scheduled among parent-student and administrator, and notification to Superintendent of Schools

c. Student may receive a suspension of up to five days and police and/or fire department will be notified

9. Truancy

a. Attendance officer will communicate with parents of suspected truants.

b. Student-parent-administrator meeting will be held following any case of student truancy

c. Students will report after school with academic team teachers until all work missed through truancy is completed

10. Possession and/or use of illegal drugs or alcohol
a. Students may be subject to long term suspension and or possible expulsion depending upon the circumstances and the nature of the disciplinary violation

11. Intent to sell illegal drugs or alcohol

a. Students may be subject to long term suspension and or possible expulsion depending upon the circumstances and the nature of the disciplinary violation

12. Disruptive behavior in the cafeteria, auditorium, gymnasium, or other large group area

a. Student will meet with administrative team member to discuss incident

b. Parent will be notified of discipline offense

c. Student may be suspended from one - five days depending on the circumstances

13. Intentionally pulling a school fire alarm, making a bomb scare or any threat to the safety of the school community.

a. Student will meet with school administrative team member

b. Parent will be notified of school infraction

c. Student may receive a 1-5 day out-of-school suspension

d. Fire department will be notified and invited to participate in meeting with parent and student

Students attending school functions, field trips, and other school-sponsored activities are bound by the Discipline Policy and are subject to the authority of the chaperones.

A school suspension is determined by a member of the administration. Each out-of-school suspension shall be preceded by a formal conference between the student and administrator, and the teacher or supervisor who referred the student to the administrator. At this conference the student shall be informed of the reason for disciplinary action and shall be given the opportunity to present his/her version of the incident. No students shall be suspended for more than ten (10) consecutive school days without a formal Hearing. At this Hearing the student shall have the right to be
represented by an attorney (at private expense) and to examine witnesses and evidence against him/her

When a student is suspended, the parent(s) or guardian(s) will be provided with (1) written statement of the cause, (2) the length of the suspension and (3) the necessity of a personal conference with an administrator of the school before the student will be readmitted.

**Care of Personal/School Property**

Students may not bring any item to class that interferes with an optimal learning environment. School officials are not responsible for loss or damage of such equipment. The use of cell phones is not allowed during school hours at any time. Cell phones must be turned off while in school. If cell phones are used during the school day, they will be taken by school personnel and delivered to the school administration. Parents will be asked to come to school to pick up their child’s cell phone.

Students are reminded that the following items are not allowed at M.S.M.S.: ipod, Bandanas, Hats, Tape Cassettes, Radios/Walkman Radios, CD Players, Game Boys, Sharp-edged Jewelry, Chains, Inappropriate Attire and Accessories, Beepers/Pagers, Skateboards, Rollerblades, and Laser Pointers. A three-day suspension may be administered to students who violate these discipline guidelines.

**Cheating/ Plagiarism**

Students are expected to do their own schoolwork at all times. Students are considered cheating when:
1. A student turns in another student’s work as his or her own.
2. A student copies the work of another student on an assignment or test.
3. A student allows another student to copy his or her work on an assignment or test.
4. A student uses a book or notes without permission during a test.
5. A student copies directly from a book, the Internet, a digital file belonging to another or other reference source without giving credit to that author.

In addition, students may not forge signatures on any school-related work or documents. If a student is caught cheating, he or she will receive a zero for the work done. In addition, the teacher will notify his or her parents.

**ACTIVITY BLOCK PROGRAM**

The Activity Block Program will consist of non-graded mini-courses. Each course will last approximately five weeks and will meet on Tuesday and Thursday afternoons.
The enrollment in each course will vary, depending upon the particular offering and the location of the course.

**REPORT CARDS**

Report cards are issued to students four times a year (November, February, April, and June).

They will be marked with letter grades (A, B, C, D, and F) for each subject with an effort and conduct mark (H.S.U.).

Report cards are to be signed by the parent or guardian and returned to the homeroom teacher. Any time during a marking period, when the work of a pupil is below what might be expected, a conference should take place between the teacher and parents. Home-School communication is encouraged to ensure positive academic experiences for students. In addition to report cards, all students at M.S.M.S. will receive midterm reports halfway through the quarter to inform parents of student progress.

**SCHOOL OFFICE**

Unrestricted travel to the school office is not permitted. No pupil should be in the office without permission from the teacher to whom he or she is assigned. Before classes a teacher may issue a permit to go to the office. The teacher will do so only if the student has definite business to accomplish.

**TELEPHONES**

Any calls which students make on the public telephone will be made before or after school. No calls will be made by students, during the school day, without permission from a teacher and the office. Students will be allowed to use the school phones only for emergencies.

**NURSE’S OFFICE**

The nurse is available to all students. Any student who is ill or injured should go to the Nurse’s Office. The Nurse will contact a parent/guardian to arrange for transportation to the student’s home. If the Nurse is not in her office, please report to the school office.

A pink emergency information card will be distributed to students during the first week of school. These are to be taken home, accurately completed on BOTH sides, signed by parent/guardian and returned to the homeroom teacher as soon as possible. Every student MUST have an emergency card on file in the Nurse’s Office.
A medication permission form, signed by a Physician and parent/guardian, must be on file before the Nurse can administer any medication (including non-prescription medications). No medications are available to students, unless the ordered medication has been brought to the Nurse.

MEDICATION CONTAINERS MUST HAVE THE ORIGINAL PHARMACY LABEL THAT INCLUDES THE NAME OF THE STUDENT, NAME OF MEDICATION, DOSAGE, AND TIME OF ADMINISTRATION. The medication container is to be kept in the Nurse’s Office unless otherwise stated by the Physician. On the back of the pink emergency card, there is a place to sign if the parent/guardian wishes the Nurse to administer acetaminophen or ibuprofen. Such medications will not be administered without a parent/guardian signature.

Massachusetts State Law mandates that students show proof of being up-to-date on all immunizations and that a current health record be kept on file in the Nurse’s Office. Any student whose immunizations and physical are overdue faces the risk of exclusion from school. Parents will be updated regarding any changes in state immunization requirements as they occur.

Students are required by the Massachusetts State Law to have a periodical physical examination by his/her Physician. Forms are mailed in the spring of 6th grade to be completed by entrance into 7th Grade. These forms are due at the Nurse’s office by September 15 of the year entering 7th grade.

LOCKERS
You will be assigned a hallway locker near your homeroom at the beginning of the school year. This locker is designed only as a place to deposit coats, hats, boots, books, and lunches. You should use a school combination lock for which there is a $5.00 fee. This deposit will be reimbursed to you when you leave Marshall Simonds. If you have lost the lock then you forfeit $5.00.

All locks must be school issued. All school lockers will remain the property of the school department (with no expectation of privacy) and are subject to unannounced inspection by an administrator or his appointee.

SEARCH AND SEIZURE
A student’s person, personal possessions, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.
RECOGNITION

We utilize a number of methods to give recognition to worthy students at Marshall Simonds. At the end of each marking term students in grades 6 and 7 who achieve a grade average higher than 90% receive letters of commendation from the Principal. Grade 8 students who achieve a quarterly average of 90% or better are honored by their teachers with certificates and awards at a “Scholar’s Brunch.” “Students of the Month” receive recognition at each grade level in the subject areas of art, physical education, foreign language, science, and writing. Medals are presented to honor students in all subject areas at grade level assemblies in June.

NO SCHOOL ANNOUNCEMENT

Announcement will be made on radio stations WBZ, WHDH, and WRKO. An announcement will also be posted on Burlington Cable Access television.

PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE POLICE OR FIRE DEPARTMENTS FOR THIS INFORMATION.

FIRE DRILL

The fire drill is a continuous ringing of a school bell. During a fire drill students must pass quickly and silently to the nearest exit as directed by the teacher and remain in class groups. Directions for this procedure will be found in each classroom. After the fire drill, students will return to their classes at the direction of the teacher.

CODE BLUE

*Code Blue* is the term used to describe an emergency building lockdown. Teachers will secure their area and all classroom doors will be locked. This drill requires that all students and staff remain in a secure area until directed to resume their normal activity. Regular *Code Blue* drills will be held periodically during the school year.

CODE RED

- CODE RED will be announced over the loud speaker system and the fire alarm will be pulled in order to alert students that a Code Red Procedure has begun.
- The Burlington Police Department will be contacted immediately.
- Students will retrieve coats if time and the circumstances permit.
- All students and staff evacuate the building in response to the fire alarm.
- Teachers will supervise students and remain with students.
- Teachers will take attendance to determine if any students are missing.
• Teachers will report missing students to an administrator. Grade books should be held up to contact a Team Leader.
• Students who become separated from their classes report to the nearest teacher. Teachers add the names of separated students to their attendance list and send this information to an administrator.
• Once outside of the building students and teachers will wait for further instructions.
• A Team Leader will direct students to the evacuation area.
• Students and staff will remain in designated areas.
• During good weather our evacuation site will be the soccer field at the rear of M.S.M.S.
• During inclement weather our evacuation site will be the Memorial School.
• Connect-Ed will be utilized to contact parents if students are to be evacuated from school grounds.

MIDDLE SCHOOL PHYSICAL EDUCATION GUIDELINES

As part of the curriculum in Burlington, Physical Education attempts to broaden the educational environment of the student through an emphasis on the development of the body.

The importance of physical development is stressed through the offering of a varied program including many lifelong activities.

PHYSICAL EDUCATION DRESS
All students are required to wear some type of appropriate gym attire.

Guidelines

1. Clothing must be non-restricting.
2. Shorts, sweatpants (no dungarees).
3. T-shirts, jerseys, or sweatshirts.
4. Sneakers and socks are mandatory.
5. Clothing worn to school must not be worn for gym.
6. All clothing must be appropriate within the safety confines of the specific activity as designated by the instructor.
MIDDLE SCHOOL PHYSICAL EDUCATION GRADING POLICY

The Physical Education grading system is based on points in the following areas:

1. Attendance/dressing for class
2. Attitude
3. Participation/Effort
4. Skill

STATE REQUIREMENTS

The physical education program referred to can be found in Chapter 71, Section 1 of the GENERAL LAWS RELATING TO EDUCATION IN THE COMMONWEALTH OF MASSACHUSETTS.

VOCATIONAL EDUCATION

Each eighth grade student has the right to vocational education in the subject area of their choice. The deadline for applications is April 1.

TITLE IX AND CHAPTER 622, EQUAL OPPORTUNITY AMENDMENTS POLICY

Burlington Public Schools Non-Discrimination Policy

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officers Craig Robinson and Louise D’Amato at (781) 270-1800.

Revised: 10/25/16

PROFESSIONAL AND SUPPORT STAFF, PARENTS, AND STUDENTS

The Burlington Public Schools insure equal employment/educational opportunities/affirmative action regardless of race, color, creed, national origin, gender, or sexual orientation in compliance with Title VI and Title IX, Chapter 622; or handicap, in compliance with section 504.

The Superintendent of Schools shall recommend a Title IX Coordinator to the School Committee to be the person responsible for coordinating and monitoring compliance with the federal and state regulations concerning discrimination. Inquiries about alleged discrimination may be referred to the Coordinator.

The grievance procedure providing for an equitable resolution of student or employee complaints charging violation of Title IX and Chapter 622 shall be as follows:

1. Students, parents, and certified employees shall be required to bring any allegations of discrimination to the attention of the principal within ten (10) days of the allegation. Non-certified employees may bring allegations to their supervisor within ten (10) days of allegation.

2. If, at the end of fourteen (14) days, the matter remains unresolved in the opinion of the complainant, the student, parent, or employee has the right to appeal to the Title IX Coordinator. All allegations of discrimination are to be communicated to the Title IX Coordinator in writing. A copy will be shared with the Superintendent of Schools for information purposes.
3. The Coordinator of Title IX shall investigate the complaint and respond in writing to the complaint within fourteen (14) days after having received the complaint.

4. If the matter remains unresolved it may be appealed to the Superintendent of Schools within fourteen (14) days.

5. If, at the end of fourteen (14) days after being investigated, it is still unresolved, it should be forwarded to the School Committee for disposition.

6. Then, if still unresolved after fourteen (14) more days, the complaint procedure as outlined for Chapter 622 of the Acts of 1971.

**CHAPTER 766 OF THE MASSACHUSETTS GENERAL LAW**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the District knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student’s removal for more than 10 consecutive school days or for a total of ten (10) days where there is a pattern of removal. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student’s individual needs.
2. The Principal of designee will notify the Special Education Office if a student with a disability commits an offense that warrants suspension or removal from the program described in the student’s IEP according to the discipline code, and a record shall be kept of such notice.
3. Students with disabilities may be excluded from their programs for up to ten (10) school days per year. In general, before a student with a disability can be excluded from his/her program for more than ten (10) school days in a given school year, the student’s Team must meet to develop a functional behavioral assessment (FBA) plan and determine the relationship between the student’s disability and behavior (Manifestation Determination). In most instances, during any days of removal exceeding ten (10) days in a single school year, the student shall have the right to receive services necessary to provide him/her with a free appropriate public education.
(4) If the Team determines that the student’s behavior was not related to the student’s disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but must continue to provide services to those students with IEPs.

(5) If the Team determines that the behavior was related to the student’s disability, the student may not be subjected to further removal or exclusion from the student’s current educational program (except in cases of weapons or drugs) until the Team develops and the parent(s) consent to the new IEP, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student’s placement.

(6) If a student with a disability possesses or uses illegal drugs, solicits the sale of a controlled substance, or possesses a weapon on school grounds or at a school function, the District may place the student in an interim alternative setting for up to forty-five (45) calendar days if the District can present substantial evidence that the student presents a substantial likelihood of injury to self or others in the current setting.

M.G.L. Chapter 269: Section 17 Hazing defined

Section 17. Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of 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.

Not with standing any other provisions of this section to the contrary, consent shall be as a defense to any prosecution under this action.

M.G.L. Chapter 269: Section 18 Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or
others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

HARASSMENT

The Burlington Public Schools is committed to the principle of diversity and to maintaining an environment in which all people can thrive. Students, staff, administration, parents, and other members of the community have the responsibility to treat each other with respect, tolerance, and sensitivity. It is essential that all individuals recognize certain guidelines for appropriate behavior – that which allows each person the freedom to learn and work without fear of intimidation or humiliation. Behavior that disregards the rights of others and/or violates the District’s Non-Discrimination Policy is unacceptable and will result in disciplinary action.

An individual who believes he/she has been harassed or who has witnessed or learned of the harassment of another person in violation of the District’s Non-Discrimination Policy, should inform the school principal or other administrator as soon as possible. If the individual does not wish to speak to the principal or if the principal or the administrator does not address the problem in an effective manner, the individual should inform the Director of Special Education (781-270-1817) or the Superintendent (781-270-1801) of the Burlington Public Schools.

The Burlington Public Schools will promptly investigate complaints of harassment. Confidentiality will be maintained to the extent possible with the school district’s obligations under law and under applicable collective bargaining agreements. The school district will comply with legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

SEXUAL HARASSMENT POLICY

The Burlington Public Schools is committed to providing an educational and working environment that is free from sexual harassment.

It shall be a violation of this policy for any student or staff member of the Burlington Public Schools to harass another student or staff member through conduct of a sexual nature as defined below. Retaliating against an individual who reports, complains, or assists in the investigation of sexual harassment is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the schools staff to a student or other staff member, or when made by a student to another student or a staff member when:
a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s educational or employment environment;
b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment decisions affecting that individual; or
c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, humiliating, or sexually offensive educational or employment environment.

Examples of sexual harassment include, but are not limited to, the following:
- Verbal or written sexual epithets, jokes, pictures, cartoons, gossip, discussion of an individual’s sexual experiences or activities;
- Suggesting or demanding sexual involvement accompanied by an implied or explicit threat concerning an individual’s grades or job.

The Principal is designated by the Superintendent as the complaint officer and is responsible for receiving, investigating, and responding to allegations of sexual harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect negatively upon an individual’s status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district’s legal obligations and with the District’s responsibility to investigate allegations of sexual harassment and take corrective action when appropriate.

If a student or staff member believes that she/he: (1) has been subjected to or witnessed sexual harassment; or (2) has been subjected to or witnessed the retaliation of an individual associated with a complaint of sexual harassment, the student, staff member, parent, or school personnel shall report the incident promptly to a teacher, counselor, or administrator. The teacher, counselor, or administrator shall thereafter report the complaint directly to the Principal.

Sexual Harassment Complaint Procedures

I. A complaint may be presented orally or in writing to the building Principal. If the complaint is submitted in writing it should include the specific date(s) and the nature of the harassment, as well as the name, address, and phone number of the complainant. The Principal shall arrange a meeting with complainant to discuss the allegations within ten (10) school days following receipt of the complaint.

II. The Principal shall investigate the complaint, notify the individual(s) accused of harassment, and permit a response to the allegation. The Principal shall provide a
written response to the complaint within fifteen (15) school days following receipt of the complaint.

III. If the complainant is not satisfied with the Principal’s response, the complainant may submit the complaint to the Superintendent. The Superintendent shall arrange separate meetings with the complainant, and with the accused in order to discuss the allegations within ten (10) school days following the Superintendent’s receipt of the complaint.

A substantiated allegation of sexual harassment against a staff member shall subject the staff member to disciplinary action, which may include discharge. A substantiated charge against a student shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with the District’s discipline code.

In all cases of sexual harassment, the following referral services will be made upon request:

1. Notification of student’s teachers and counselor to monitor classroom and campus environment.
2. Referral to the counselor.
3. Referral to school psychologist.
4. Referral to school nurse.
5. Referral to community agencies.

Bullying Prevention and Intervention Policy

The Burlington Public Schools will endeavor to maintain a learning and working environment free of bullying, including without limitation, cyberbullying. The Burlington School Committee and all of the Burlington Public Schools shall not tolerate bullying.

The Burlington Public Schools adopted the Department of Elementary and Secondary Education’s (Department) Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, § 37O. This plan applies to students and members of the 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.

Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The
Burlington Public Schools has made available to all members of the school community an Incident Reporting Form, Appendix A of the District Policy on Bullying Prevention and Intervention.

For more information on the district's bullying prevention and intervention efforts, contact your school’s Principal. The complete district policy can also be accessed utilizing the link below:

Complete District Policy on Bullying Prevention and Intervention
Report Form for Complaints of Bullying, Sexual Harassment, or Civil Rights

1. The date(s) of the alleged incident _____________________________________________

2. Date when school was first notified of alleged incident ____________________________

3. Name of student or staff submitting complaint _________________________________

4. Name(s) of alleged offender(s) _______________________________________________

5. Statement of alleged complaint (Describe the incident as clearly as possible including such things as physical harm, verbal threats, or other concerns). ________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

6. Location of alleged offense ____________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

7. List any potential witnesses __________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature ___________________________ Date ________________

BULLYING IN SCHOOLS

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in a school setting. The Burlington Public Schools will endeavor to maintain learning and working environment free of bullying. The Burlington School Committee and all of the Burlington Public Schools shall not tolerate bullying.

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

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

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

The school district 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.

The school district 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 consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim’s needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same
protection regardless of their status under the law.

The school district plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook. The plan shall be posted on the website of each school district.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, the school district or school informed of the bullying or retaliation shall contact law enforcement.

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child’s disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.
RESPECT FOR INDIVIDUAL RIGHTS

The Burlington School System recognizes and supports the respect for the dignity of all individuals. Any defamatory or derogatory statement aimed at any racial, religious, ethnic, or minority group by students and/or staff members is totally unacceptable. Individuals guilty of this behavior will be subject to verbal reprimand and disciplinary action, which may include suspension.

RESIDENCY REQUIREMENTS

In accordance with Chapter 76 of the General Laws of the Commonwealth of Massachusetts, students shall attend the public school of the town where they actually reside. Students who are not residents of Burlington may only attend the Burlington Schools with the proper approval of the Superintendent of Schools.

Students living with other than natural parents: when a pupil has established his legal residence within the system by means of an approved affidavit signifying that his parents have given up parental control to a Burlington resident, and when it can be established that said pupil is living within the system on a permanent basis, he may attend the Burlington Schools. Attendance in such cases may be refused if the pupil is unable to provide reasons for living within the system other than solely for the purpose of attending its schools.

VISITORS

Students may not bring visitors to school without the approval of one of the administrators.

This approval must be requested at least one day in advance. During the last week of school, no student visitors will be allowed. All visitors must be brought to the school office and registered before going through the building.

All visitors must enter the school by the Peach Orchard Rd. doors leading to the main office. All exterior doors will be locked. Visitors to Marshall Simonds Middle School may not travel outside of the main office until they have secured an official visitors pass. This pass must be returned to the office when visitors are leaving the building.

Cell Phone Policy

Students at Marshall Simonds will be permitted to have cell phones with them under very specific guidelines. It is essential that the children follow these
requirements. If any student does not comply they will lose their privilege to have cell phone at school.

This policy regarding cell phones reflects our desire to better assist parents and children in communication and safety matters.

1. The use of cell phones is not allowed within the building at any time. Cell phones must be turned off while in school.
2. The student must be responsible for the safe-keeping of their personal phone.
3. If cell phones are used during the school day, they will be taken by school personnel and delivered to the school administration.
4. Parents will be asked to come to school to pick up their child’s cell phone.

At the beginning of the school year a letter will be sent home for the student and parent to sign to assure compliance with this policy.