

MARSHALL SIMONDS MIDDLE SCHOOL

SCHOOL CALENDAR

2009-2010

August 31	1st Day for Teachers	
September 1	Professional Development	
September 2	1st Day of School for Students	Full Day
September 7	Labor Day	No School
September 21	Professional Development Day	No School
October 12	Columbus Day	No School
November 3	Professional Development Day	No School
November 11	Veterans Day	No School
November 20	Parent Conferences	No School
November 25 26, 27	Thanksgiving Recess	Early Release No School
December 7	Professional Development Day	No School
December 24 - 31	Winter Vacation	No School
January 1	New Year's Day	No School
January 18	Martin Luther King Day	No School
February 15	Presidents' Day	No School
February 16 -19	Winter Vacation	No School
March 8	Professional Development Day	No School
April 2	Good Friday	No School
April 19	Patriots' Day	No School
April 20 - 23	Spring Vacation	No School
May 31	Memorial Day	No School
June 22	Last day for students If no snow days used	

SCHOOL COMMITTEE

Thomas F. Murphy Jr., Chairman
Christine Monaco, Vice Chair
Michael DeSimone
Stephen A. Nelson
John Vanella

CENTRAL OFFICE ADMINISTRATION

Dr. Eric ContiSuperintendent of Schools
Craig F. Robinson.....Director of Finance & Operations
Dr. Cathleen EstepDirector of Pupil Services

PRINCIPAL

Richard J. Connors

TEAM LEADER

Noreen Abati

SUPPORT COORDINATOR

Neil Lusas

GUIDANCE COUNSELORS

Cindy Dubois
Patricia Gibbons
Jennifer Delaney

MARSHALL SIMONDS MIDDLE SCHOOL
BURLINGTON, MASSACHUSETTS

NAME _____

HOMEROOM _____

HOMEROOM
TEACHER _____

TEAM
LEADER _____

GUIDANCE COUNSELOR _____

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.

MESSAGE FROM THE PRINCIPAL

Welcome to Marshall Simonds Middle School! Today you begin a new chapter in your school life. I know you will find the Middle School exciting and interesting. Your teachers and I are planning to make Marshall Simonds a very “special” place. You will have the opportunity to participate in many new activities. Your teachers, counselors, team leaders, and administrators will be involved in making learning enjoyable and challenging.

Every one of you has unique talents, strengths, and interests. At M.S.M.S. we want you to have the opportunity to expand and develop. You may wish to become involved in our media club, to sing in the chorus, or to participate in such activities as student council, the band, or to work on the school newspaper.

You, the students of Marshall Simonds Middle School, can become involved in making these middle school years the best time of your school life. Be proud of your school! Take good care of all school property. Be courteous and honest with your teachers. Always be understanding of your classmates and other students in the school.

Everyone in this school will be on a “team” during their years at Marshall Simonds. Remember, a team is only as strong as its weakest member. You can be a good team member by working together with all students and teachers to make Marshall Simonds Middle School a place that will make you and your parents proud.

Richard J. Connors
Principal

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/Study Skills
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/Study Skills
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
Mathematics
Physical Science
World History
World Language
(French, Italian, Latin, Spanish)

Art
Developmental Reading
Family & Consumer Science
Health
Physical Education
Technology Education
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.

TEAM AREAS & BLOCK SCHEDULES

You can always tell when you are in a real middle school building. Real middle schools don't have any self-contained classrooms or "departments" like math or science. They have team areas, where the teachers and the students on the team spend most of their time every day.

Time is organized differently in the middle school. Not one big block of time controlled by each teacher. Not seven or eight "periods" controlled only by bells from the office. The middle school day is divided into several large blocks of time controlled jointly by the teachers and the office, so it is often called a "block" schedule.

ROLE OF GUIDANCE COUNSELORS

Every middle school child is assigned to a guidance counselor. This person is a member of your team and will see you daily in the classrooms and corridors of M.S.M.S. Your counselor joins you in the lunch room, accompanies you on field trips, and talks to you about important adolescent issues in groups or, if you wish, individually. Your counselor is a good friend who is always available to ensure that your school years at M.S.M.S. are happy and profitable.

GROUPING

Students in grades 6, 7, and 8 will be placed in teams according to teacher recommendations, input from counselors and Team Leaders, performance on standardized tests, and world language selection. At the conclusion of each year a student's performance will be evaluated prior to the next year's placement. Parent communication regarding team placement is welcome, but final decisions will be made according to academic and social factors. Algebra in grade 8 will have ability grouping.

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, ABSENCE, TARDINESS AND DISMISSAL PROCEDURES

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.

Suspensions will not be “open-ended;” therefore, the total number of suspension days will not exceed the maximum listed in the handbook. The administration will always apply standards of behavior without regard for the actual students involved. Marshall Simonds Middle School is committed to the philosophy of being fair, consistent, and even-handed in the administration of this discipline policy

DISCIPLINE AND STUDENTS WITH DISABILITIES

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. Students who have been found to have a disability that impacts upon a major life activity, as defined under §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 ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. 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 shall 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) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern or removal constituting a “change of placement,” building administrators, the parent(s)/guardian(s), and relevant members of the student’s IEP or 504 Team will meet to determine the relationship between the student’s disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive the services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

- (3) If building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (4) If building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement 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. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. This applies only to students on IEP's. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) days.

CLUBS, INTRAMURAL ATHLETICS AND SPECIAL ACTIVITIES EXPLORATORY PROGRAMS

Exploratory programs are regularly scheduled experiences in which students investigate areas of knowledge, usually nonacademic or non-achievement oriented, for the purpose of expanding their base of experience. Mini courses often fill this role, capitalizing on the young adolescent's tendency to have high interest in a particular area of activity for a relatively short period of time.

You will find a number of extracurricular activities available to you. Some of these (band, chorus, newspaper, student council, and activity block) will take place during the regular school day.

During the course of the school year here at Marshall Simonds, various intramural athletic programs are offered for both boys and girls in grades 6-8.

Parents must provide transportation for the Intramural Sports Program. Late buses will not be provided.

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 school nurse is available to all students. No student, however, is permitted to go to the nurse's office without a pass unless it is an emergency. If she is not in her office, please report to the school office.

Aspirin is not given to students.

School personnel are not to give medications to anyone except in unusual situations and only if all the following conditions are met.

1. The medication has been prescribed by a duly authorized physician.
2. The medication is an oral or topical one, i.e. eye drops.
3. The student is under current and continuous medical supervision.
4. The medication is one that absolutely must be taken during school hours; that is, the time of administration cannot be changed to before and/or after school.
5. The student is unable to remain in school unless medication is given during school hours.
6. The regulations have been followed.

The nurse will provide the parent or guardian with a form to be signed by the doctor and parent/guardian. The form (original copy of physician's order) will be kept on file in the nurse's office. All medicines should be transported to school by a parent. Medical containers must have the original label which includes the name of the student, name of medication, dosage, and time of administration. The family doctor or parent is to inform the nurse when medication has been discontinued. The policy also includes regulations for life threatening situations of severe allergic reaction such as anaphylactic shock from stinging insects or food allergies.

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.

HOW TO OPEN YOUR LOCK

1. Turn right two or more whole turns and stop at _____.
2. Then turn left one whole turn past above number and stop at _____.
3. Now turn right and stop at _____.
4. Lift locker handle.

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, 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 536 OF THE ACTS OF 1985 AN ACT PROHIBITING THE PRACTICE OF HAZING

Pursuant to Chapter 536, it is now a crime to participated in or organize hazing, or for a person at the scene of such a crime to fail to report the incident. "Hazing" as defined here shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student, or other person, or which subjects such student or other person, to extreme mental stress including extended deprivation of sleep or rest or extended isolation.

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 or 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.

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:

- Unwelcome touching
- Verbal or written sexual epithets, jokes, pictures, cartoons, gossip, discussion of an individuals' 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.

*MARSHALL SIMONDS MIDDLE SCHOOL
BURLINGTON, MASSACHUSETTS*

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 _____

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.

**POLICIES AND STATE LAW RELATING TO ILLEGAL DRUGS, WEAPONS,
ASSAULT, CONTROLLED SUBSTANCES, AND EDUCATIONAL RIGHTS
M.G.L. c. 71 §37H**

- (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 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 any provisions of this section.

- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. c.71 §37H1/2

Chapter 71, Section 37 ½ : Suspension/Expulsion for a Felony Charge or Conviction

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance 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 reasons 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.

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.

WEAPONS

AN ACT RELATED TO WEAPONS CARRIED ON SCHOOL GROUNDS CHAPTER 269, SECTION 10

(J). Whoever, not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

Included in this regulation, and not limited to, are knives and sabers of any kind. Violators for any offense will be suspended from school for ten days with recommendation of expulsion by the principal and arrest by the Police. Furthermore, any student found to be in possession of a fake pistol, gun, revolver, etc., and having the intent to use same to frighten or intimidate fellow

students for whatever reason, shall be suspended from school for three days with notification to parents and police. Said weapon shall be confiscated and turned over to the Burlington Police Department.

BURLINGTON PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY

Use of the Burlington Public School District electronic communication system is a privilege which will be withdrawn from irresponsible users. Users must accept the responsibility to use school-provided Internet service in a manner which is consistent with state and national regulations and the educational goals of the Burlington Public Schools. Irresponsible users are ones who do not adhere to the following strict guidelines for Internet user conduct.

Personal Safety (Restrictions are for students only)

- ◇ Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, etc.
- ◇ Users will not agree to meet with someone they have met on-line without their parent's approval and participation.
- ◇ Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- ◇ Users will not attempt to gain unauthorized access to the District system or to any other computer system through this local area network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's hardware and files. These actions are illegal, even if only for the purposes of "browsing."
- ◇ Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- ◇ Users will not use the District network to engage in any other illegal act.

System Security

- ◇ Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- ◇ Users will immediately notify the Coordinator of Computer/Media Services or another staff member if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- ◇ Users will not upload, create, or spread computer viruses.

Language

- ◇ Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

- ◇ Users will not use inappropriate language.
- ◇ Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- ◇ Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person.
- ◇ If a user is told by a person to stop sending them messages, they must stop.
- ◇ Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respecting Resource Limits

- ◇ Users will use the system only for educational and professional or career development activities.
- ◇ Users will not download large files without the permission and direction of the network supervisor.
- ◇ Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- ◇ Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

Plagiarism and Copyright Infringement

- ◇ Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- ◇ Users will respect copyright.

Inappropriate Access to Material

- ◇ Users will not use the District network to access material which is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. Exceptions may be made if the purpose of such access is to conduct research approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- ◇ If a user inadvertently accesses such information, they will immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

SCHOOL RECORDS

In accordance with student record regulations, the Burlington Public Schools will be forwarding the student name, address, date of birth, school, and grade of each child enrolled to the Town Clerk’s Office. The purpose of this initiative is to assist the Town Clerk in verifying the accuracy of the town census. Parents and eligible students have the right to request that this information not be released without prior consent. If you need any further information, call the Office of Pupil Services @ 781-270-1822.

NOTICE OF NON-DISCRIMINATION

The Burlington Public Schools provides Equal Education Opportunity without regard to race, religion, color, national origin, sex, marital status, disability, age, or sexual orientation.

The School District complies with all applicable Federal and State Laws, including but not limited to, Title VI and VII (race, color, national origin discrimination), Title IX (gender discrimination), the Americans with Disabilities Act (ADA) (disability discrimination), Section 504 of the Rehabilitation Act of 1973 (disability discrimination), and Massachusetts General Laws, c.151B, and c.151C (race, color, religion, national origin, ancestry, sex discrimination), c.76, 5 (race, color, sex, national orientation, religion, and sexual orientation discrimination), and c.71B (disability discrimination). Dr. Cathleen Estep is the Title IX and Section 504 Coordinator.

The School District has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding your school, students should contact: Richard Connors' office at the Marshall Simonds Middle School, 114 Winn Street, Burlington, Massachusetts 01803, at (781) 270-1781. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with the appropriate officer. You may also contact Dr. Conti's Office, Superintendent of the Burlington Public Schools at (781) 270-1801.

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