

**Marie Philip School
Secondary
Parent-Student Handbook
2021-2022**



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THE MISSION OF THE LEARNING CENTER FOR THE DEAF

The mission of The Learning Center for the Deaf is to ensure that all deaf and hard of hearing children and adults thrive by having the knowledge, opportunity and power to design the future of their choice.

NONDISCRIMINATION STATEMENT

The Marie Philip School at The Learning Center for the Deaf strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in their school. The Marie Philip School prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights and equal enjoyment of the opportunities, advantages, and privileges.

Public schools in Massachusetts are required to amend their nondiscrimination statute to include gender identity in its policy. As a progressive and an inclusive school, we want to demonstrate our steadfast belief in the above statement.

ACADEMICS

MIDDLE SCHOOL DAILY SCHEDULE

| Time/Day | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------|---|---------|---------|---------|---------|---------|---------|
| 7:58-8:02 | Middle School Homeroom in Cafeteria | | | | | | |
| 8:04-9:04 | Block H (Physical Education, Art, ASL, Current Events and Health) | | | | | | |
| 9:06-10:06 | Block B | Block A | Block A | Block C | Block D | Block A | Block B |
| 10:08-10:58 | Block C | Block D | Block E | Block D | Block C | Block B | Block G |
| 11:00-11:40 | Middle School Recess & Lunch | | | | | | |
| 11:42-12:50 | Block D | Block G | Block F | Block E | Block G | Block E | Block F |
| 12:52-1:42 | Block E | Block F | Block G | Block F | Block F | Block G | Block E |
| 1:44-2:30 | Block A | Block C | Block B | Block A | Block B | Block D | Block C |

HIGH SCHOOL DAILY SCHEDULE

| Time/Day | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------|---|---------|---------|---------|---------|---------|---------|
| 7:58-8:02 | High School Homeroom in Classrooms | | | | | | |
| 8:04-9:04 | Block A | Block C | Block B | Block A | Block B | Block D | Block C |
| 9:06-10:06 | Block B | Block A | Block A | Block C | Block D | Block A | Block B |
| 10:08-11:08 | Block C | Block D | Block E | Block D | Block C | Block B | Block G |
| 11:10-12:20 | Block D | Block G | Block F | Block E | Block G | Block E | Block F |
| 12:20-12:50 | High School Lunch | | | | | | |
| 12:52-1:42 | Block E | Block F | Block G | Block F | Block F | Block G | Block E |
| 1:44-2:30 | Block H (Advisory or Physical Education) | | | | | | |

SECONDARY DEPARTMENT GUIDELINES & PROCEDURES

ACADEMIC PROBATION

Extracurricular activities (student organizations, clubs, athletics) are under the supervision of the MPS school staff. These are a part of MPS's comprehensive and educational program. Participation in such activities is an important part of a student's overall school experience.

A student's eligibility to participate in extracurricular activities will be based upon grades or final semester grades as explained in the chart below.

| Eligibility | Mid-Quarter Reports | End of Quarter |
|-------------|---------------------|----------------|
| 1st Quarter | October 8 | November 12 |
| 2nd Quarter | December 17 | January 28 |
| 3rd Quarter | March 18 | April 29 |
| 4th Quarter | June 3 | July 28 |

A student that has an overall GPA of 1.9 or below or one F grade will be placed on Academic Probation status. Students who are on Academic Probation should work with their following teacher to make a plan for improving their grades. If a student or family has a question about their grades, they are encouraged to discuss with their teachers and/or reach out to a Secondary administrator.

ARRIVAL & DEPARTURE TIMES

Students may enter the academic building at 7:45 am. The academic day ends at 2:30 p.m. If a student wants to stay after school on a Tuesday or Thursday for Homework Support, they should submit a signed Homework Support contract and arrange transportation. Arrival and departure times for After School Programs are coordinated by the Athletic Director. Residential students' participation in Homework Support or After School Programs are coordinated by the residential program.

ATTENDANCE POLICY

Attendance Responsibilities: Student

- Be aware of their attendance status, make responsible decisions about attending all classes on a regular basis, and miss no more than five (5) classes during a quarter.
- Monitor their own attendance and speak with their teachers if there are any questions about attendance records.
- Obtain and complete any class work missed due to absences. It is the student's responsibility to work with their teachers to make up any missed work or assessments.

Attendance Responsibilities: Parent/Guardian

- Monitor their child's attendance.
- Discuss the importance of good attendance with their children.
- Notify the Secondary Department of absences in advance, or the day of the absence by 11:30 am. Notifications may be made by phone at 774-999-0926 or email at secondary@tlcdeaf.org. When informing the office of an absence, please include the following information:
 - Student's name
 - Reason for absence
 - Return telephone number

Attendance Responsibilities: Faculty, Staff, and Administration

- Make adjustments to a student's record as needed.
- Maintain accurate records in the event disputes arise related to a student's attendance.

Absences: Excused

The following absences are considered excused and do not count towards the maximum five (5) allowed absences; however, documentation must be provided.

| <u>Reasons</u> | <u>Required Documentation</u> |
|---|----------------------------------|
| Religious holiday | Parent note |
| Mandatory court visits | Court documents |
| Testing | Evaluator note |
| Field Trips/School sponsored activities | None required |
| Absence due to illness 1-2 days | Notification to Secondary office |
| Extended illness (3 or more consecutive days) | Doctor/Nurse Practitioner Note |
| Family funerals/emergencies | Parent note |
| Health professional visits | Doctor/Nurse Practitioner Note |
| College visit (3 maximum) | Parent or College note |

Absences: Unexcused

When in school, students are expected to attend all classes unless excused by an administrator or the nurse.

Unexcused absences include but are not limited to:

- If a student is in school and does not attend a class
- If a parent/guardian does not notify the office about the absence

Parents/guardians and LEAs will be notified when students reach five, eight, and ten absences in one quarter.

Post-Secondary Visits

Students are encouraged to schedule visits to post-secondary facilities (i.e. colleges, job sites) during non-school hours. A student will be excused from school for post-secondary visits that cannot reasonably be scheduled outside of school time.

Dismissals

Once a student has arrived at school, the student may be dismissed via a parent/guardian phone call or written note **prior to the dismissal**. In the event of illness while the student is in school, the school nurse will arrange dismissal.

If the student returns to school for a portion of the day, they should get a pass from the Secondary office prior going to class.

Excused Late School Arrivals

If a student has a professional health appointment or other obligation that requires a late arrival to school, a note should be submitted to the Secondary Office (see above section with Required Documentation). A student who arrives late should go to the Secondary Office for a pass prior to going to class. It is the student's responsibility to follow up with teachers regarding missed work. Regardless of reason, late school arrivals after 11:30 am are considered absent.

Extracurricular Activity Participation

To participate in any extracurricular activity offered by the school, students must be in school on the day of the activity for at least 3.5 hours. Attendance on the final school day before a weekend or school vacation will determine a student's eligibility for an extracurricular activity during the weekend or vacation. A Secondary administrator will review special circumstances.

Extracurricular Activities = Any interscholastic athletic or school sanctioned activity.

Family Trips

Massachusetts law requires that students attend school. Family vacations/personal trips interrupt the educational process, and we strongly discourage family vacations while school is in session. Completion of make-up work does not compensate for the impact of lost instructional time and classroom experience, regardless of the course or course level. For family vacations/personal trips that are planned for a period longer than two (2) days, written notification must be submitted to the principal two (2) weeks in advance to order to afford the student to obtain make-up work from their teachers. It is the student's responsibility to initiate a meeting with teachers to arrange for make-up work. Teachers are not required to provide make-up work, unless the two-week notification of the trip has been given. School days missed due to family vacations/personal trips are considered unexcused absences.

Grade Reductions

- High school students will not receive course credit if they fail both quarters in one semester.

Incompletes

Students who are absent for an extended period of time due to illness and are unable to make up the work may receive an Incomplete (INC) for the quarter. All work must be made up within two (2) weeks after the end of the quarter. Teachers must change the Incomplete to a grade within two (2) weeks after the end of the quarter.

July Session

As discussed during each child's annual IEP meeting, school days during July are considered a part of the regular school year and all policies and procedures above still apply. The only exceptions are for students who have arranged alternate educational experiences such as a job or an educational camp. In these situations, parents/guardians and students must provide written notice and documentation from the employer (if the student has a job) to a Secondary administrator in advance. In this case, absences will be excused, and there will be no reduction in grade. Students who miss school in July for family vacations or other reasons will be documented as unexcused, and grade reductions may occur.

Make-Up Work after Excused Absences

Students are responsible for make-up work associated with excused absences. Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count toward this allowance). Teachers will establish times when they are available to assist students with make-up work. It is the student's responsibility to contact the teacher for assistance with make-up work. If a student is excused for an extended period, the teacher may use discretion to determine a reasonable time period for the completion of make-up work. Teachers will make reasonable efforts to help students

make up missed work. However, students and parents must understand that time lost from class is irretrievable.

Medical Exemption

A doctor or a nurse practitioner's note will excuse absences for an ongoing, chronic, or long-term illness (long-term illness is defined as four or more consecutive days of absence) provided that the note is written on the medical provider's stationery, showing the name of the student and stating that the student was under medical care for the given time interval. If the illness impacts the quarterly grade, a Secondary administrator will work with the teacher and family to determine how to proceed.

Truancy

MPS shares responsibility with parents in ensuring that students attend school regularly in accordance with Massachusetts General Law. All students are expected to attend school during all 11 months that school is in session, including attending all classes, advisory periods and studies. Parents are responsible for ensuring that their child attends school regularly and punctually. MPS is responsible for notifying parents and the LEA consistent with Ch. 76 §1A (i.e., MA State Law) if their child is absent from school.

CAFETERIA

During breakfast and lunch, students should be seated in the cafeteria or in the area immediately outside of the cafeteria. No students are allowed in the kitchen without staff supervision. Students are expected to help wash the cafeteria tables at the end of lunch on a rotating basis. Students may leave the cafeteria with a pass to meet with teachers, coaches, nurses, or other staff. Appropriate language and behavior is expected in the cafeteria.

Information about the meal prices and accessing the free & reduced meal application is available in the Parent Portal section on the TLC website.

COMMUNICATION WITH FAMILIES

Each Secondary student has a Following Teacher that is the primary contact person between the school and the family. The following teacher is responsible for maintaining contact with students and their families. The counseling department works closely with students, staff, and families on an as needed basis. For questions about specific classes, families are encouraged to contact their child's teachers. For general questions, families may contact their child's following teacher. Secondary administrators are also available for parent calls and/or meetings.

COMPUTER/CHROMEBOOK & INTERNET USE

Students have access to computers (Chromebooks) during the academic day. State law requires staff supervision for all Internet use; in addition, students are expected to take individual responsibility for ethical and appropriate use of the Internet. If a student is using computers for personal reasons or for other classes without the current teacher's expressed approval, that student may lose computer privileges. An **Acceptable Use Policy** form must be signed and returned to school at the beginning of the school year.

Students who violate this computer and Internet use policy may lose computer privileges at staff and administrator discretion. For repeated offenses, a meeting may be held with parent/guardian, staff and students. Any time a student is prohibited from using a computer at school, equivalent work will be provided so that the student can continue with their coursework.

DRESS CODE

MPS believes that appropriate dress contributes to a productive learning environment and that this responsibility belongs primarily to the student and his/her parents/guardians. Students are expected to wear clothes that are suitable for the school activities in which they participate. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent.

- Students must wear clothing that covers the chest, torso, and lower extremities.
- Tank tops with less than 1" width straps, spaghetti straps, tube tops, and crop tops are not permitted.
- Clothing must cover undergarments.
- Clothing must not be see-through.
- Hats and other head coverings are not permitted inside school buildings except as prescribed by the student's physician, as an expression of religious belief, or when the principal determines that extreme cold weather warrants it.
- Clothing must be suitable for all scheduled and expected classroom activities, including physical education, science labs, shop classes, and other activities where specialized attire or safety gear is required.

ELECTRONIC DEVICES DURING SCHOOL HOURS

In the Middle School, cell phones and any other electronic devices must be left in a student's backpack or locker during school hours (7:58-2:30).

High school students are only allowed to use their electronic devices during their lunch period (12:20-12:50). Teachers in the high school may request students to use their electronic devices with permission for academic reasons.

Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Additionally, the use of any electronic device to record inappropriate behavior is prohibited and is subject to possible disciplinary action, to include but is not limited to suspension and expulsion. Gaming apps are **not** to be used during school hours, except for high school lunch period.

Students are expected to follow the department policy and classroom agreements about the use of their phones/electronic devices. Students who do not follow the policy will be asked to put their device away. After the second offense, they may be asked to surrender their device until the end of the school day. After the third offense, they may be asked to surrender their device to an administrator until a parent/guardian is able to come to pick it up. Upon further offenses, the student may be provided with restricted access to device(s) during the school day (e.g. held in the Secondary office during the school day).

Additional consequences may be warranted due to violation of other policies (such as bullying or sexual harassment) as a result of inappropriate use of those devices.

MPS is not responsible for lost or stolen property.

EXAMS

Students must take their semester exams (midterms or finals) at the designated time. Any exception to the designated schedule must be approved by the administration. A student who does not take an exam as regularly scheduled and fails to make prior approved arrangements may receive a zero for the exam grade.

Graduating seniors are waived from taking final exams before graduation only if they have met all of the criteria below:

- A) An average of B+ or higher in that class up until the final exam date;
- B) No more than 10/20 absences per semester/year;
- C) No cuts in that class.

FIELD TRIPS

The Secondary department offers a variety of field trips throughout the year. Students are expected to follow school rules while on field trips. Students may be asked to bring money to cover the cost of a field trip. Teachers responsible for the field trip will communicate with parents. MPS will provide financial support for field trip expenses as needed. *All emergency and health forms must be up to date in order for students to attend field trips.*

FOOD IN CLASSROOMS

Students in the Secondary program may eat a snack mid-morning, but the snack must follow acceptable state and federal nutritional guidelines. Students must have permission from staff in order to bring food from the cafeteria (breakfast or lunch) into the school.

HEALTH AND SEXUAL EDUCATION

Students in Secondary take Health during grades 6, 7, 8 and 11. Our curriculum covers a variety of topics that include cyber skills, sexually transmitted infections and disease prevention, pregnancy and the stages of life, relationships and refusal skills, and physical activity and nutrition.

One objective of this course is to help students feel more knowledgeable about their bodies, confident in their ability to make decisions about relationships and sexual behavior, and responsible to themselves, their families, and their partners to make good choices. It is important for students to discuss relationships and boundaries at home with their families. During our discussions in class, teachers will answer students' questions, discuss their concerns, and help them to think critically about the choices they can make and the messages they see and hear.

If you would like your child to be exempted (opt-out) from taking this course, or if you have any questions or concerns throughout the year, please contact a Secondary administrator.

HOMEWORK

Homework represents a meaningful extension of the daily classroom activities. Homework needs to be completed on time and with effort. If homework is consistently late or incomplete, further consequences will be determined after meeting with parents, residential staff, teachers and the student.

Middle school students are expected to use the school-provided agenda book to keep track of their assignments. High school students are encouraged to keep track of their assignments through an agenda book, a mobile or online app, or a digital agenda through

Google Drive. Parents/guardians have access to their child's grades and missing homework assignments through the school online gradebook. Some teachers use an additional online system (e.g. Google Classroom, Schoology, Class Dojo) to post homework assignments.

Students generally have homework on a regular basis. Each teacher has a homework policy which is part of his/her course syllabus. Teachers will review this information with his/her classes at the beginning of the academic year. It is the responsibility of the student to follow the homework policy in each of his/her classes. Parents are welcome to contact teachers for questions, concerns, or information about homework at any time.

HONOR ROLL AND NATIONAL HONOR SOCIETY

The honor roll, a sign of excellence, recognizes students who have demonstrated outstanding achievements. To be included on the academic honor roll, in addition to earning the GPA stated below, students must not have earned an Incomplete (INC) or an F grade in any of their classes.

The honor roll has three categories:

- High Honors: 3.7 - 4.25
- Honors: 3.49 - 3.69
- Merit: 3.0 – 3.48

MPS provides high school students with recognition for academic excellence by offering the opportunity to apply for membership into the National Honor Society (NHS). Students who meet the eligibility criteria for application into the NHS must demonstrate excellence in academics, community service, leadership, and character. NHS members are expected to provide service to the MPS and greater community and maintain high academic standards. For students who are interested in NHS membership, please contact a Secondary administrator.

INCLEMENT WEATHER

MPS school closings will be listed on local TV stations under "The Learning Center for the Deaf" if there is no school. MPS school closings will also be posted on the TLC and MPS Facebook pages. Students are occasionally dismissed early due to inclement weather, with parent permission and if the student's cab company is able to arrive early. Parents of residential students can determine if they want their child sent home the day before an anticipated snowstorm to ensure their safety.

LOCKERS

The use of lockers is a privilege offered to students. The lockers are the property of the school rather than any individual student and as such, are subject to inspection at any time. Students are permitted to use a combination lock for their locker, but they must give the combination to a Secondary administrator. The school is not responsible for any theft. Students are responsible for keeping their lockers clean and damage-free.

PLAGIARISM, CHEATING AND FORGERY

Plagiarism is the improper use of, or failure to give credit to another person's writings, visual representation, or ideas. It can be accidentally neglecting to use quotation marks or references or knowingly copying an entire paper, parts of a paper, or sentences, and claiming it as your own work. Plagiarism and cheating are not permitted at MPS.

Consequences and Penalties

If a teacher believes that plagiarism or cheating has occurred, they will inform the Principal or Vice Principal. After meeting with the student, if the Principal or Vice Principal determines that the student has committed an offense:

- The student receives a zero for the assignment. The teacher and administrator will decide whether the student deserves a chance to redo the work.
- The Vice Principal or Principal keeps a student record for each offense. The Vice Principal or Principal may choose to suspend a student for a first offense.

If a student has committed a second offense:

- The student receives a zero for the assignment with no opportunity to redo the assignment.
- The student serves a one-day suspension. Suspension automatically results in a formal letter to the student's family, town LEA, and student records.

Further offenses may result in more serious disciplinary action.

PUBLIC DISPLAY OF AFFECTION

A greeting hug and/or hand holding outside of the classroom are acceptable in the high school. Overt displays of sexual intimacy are not accepted as appropriate school behavior. For a first offense, the students may be asked to refrain from the behavior and return to class. For a second offense, a meeting may be held with the teacher and an administrator,

and parents will be notified. For third and subsequent offenses, a team meeting may be called to discuss further action.

SCHOOL IDS

Students are asked to carry their school IDs at all times on campus. These IDs help them gain access to buildings and provide them with additional identification on campus.

Students are given an ID card upon their entry to middle school or when they transfer to MPS. Entrance to buildings on campus, including the Cafeteria, require the use of IDs. The first replacement ID is free, and subsequent replacements can be purchased for \$10. IDs may be obtained at the Secondary Office.

Students who do not have their IDs with them the first time will be given a reminder to carry their IDs with them. Students who repeatedly forget to carry their IDs will lose privileges (i.e. recess).

SCHOOL SUPPLIES

In addition to general school supplies, students may be asked to purchase novels each year as part of their Reading/Literature class. Students may need a calculator for their math class, and safety goggles for high school science and CTE classes. Teachers may order books or other needed materials and collect money from students, to simplify the process and reduce costs. Students are also responsible to pay for any school-provided materials that become damaged or lost during their use. MPS will provide materials for any students who need assistance.

SCHOOL TRANSPORTATION (CABS)

Students are responsible for entering and exiting their cabs promptly. Students should not continue socializing while their cabs are waiting. Students and parents should notify their following teacher and cab company when a transportation change occurs. It is the responsibility of the parents to contact the transportation company regarding any and all changes. **Please note that most transportation companies do not allow other students to join their cab due to liability issues.**

STUDENT RECORDS

All student records are stored within compliance of Department of Elementary and Secondary Education (DESE) regulations. Temporary records and transcripts are parts of a student record.

A temporary record is comprised of all information in the student record that is not contained in the transcript and is of clear importance to the educational process. The only copy of temporary record must be destroyed no later than seven (7) years after the student leaves the school system.

A student's transcript must be retained for at least sixty (60) years after the student leaves the school system. A transcript is a collection of administrative records that reflect the student's educational progress, including the following information:

- student's name, address, telephone number, and birth date
- names, address(es), and telephone number(s) of the student's parents/guardians
- titles of courses taken by the student, the student's grades or equivalent when grades were not applicable, and the associated course credit
- grade levels completed by the student and the years in which they were completed.

Written notifications of an approximate date of destruction will be sent to student and student's parents/guardian. A copy of the record in part or whole may be requested at any time. Student records inquiries should be sent to secondary@tlcdeaf.org

TARDIES

Students who arrive after 8:00 am (with the exception of a student who is late due to a cab delay) are considered tardy and should go directly to the Secondary Office, where they will be given a pass for class.

STUDENT VEHICLES

Students must request permission to bring their personal car to MPS in advance. In order to drive a personal vehicle to school, students must have parental/guardian and administrator permission, a pre-designated parking space, and a signed contract (a blank contract is at the end of this handbook). When permission is granted, students must arrive to school on time. If a student is late five or more times, they may lose driving privileges for two weeks. Failure to park in the appropriate lot may result in loss of driving privileges. If the problem persists, the student may lose driving privileges permanently.

With prior approval of the Superintendent of MPS, residential students with a Massachusetts Driver's License, a current automobile registration, and written parental permission may bring their car to school. The car should be used only for arrival on Mondays and departure after school on Fridays. Upon arrival on Monday morning, residents should give their car keys to the Residential Supervisor. Residents should park their vehicles in designated areas only.

Residential students are not allowed to use their cars during the week unless special arrangements have been made in advance. Students are not permitted to transport other students.

VISITORS

If a student would like to have a friend or relative visit, they must receive permission from a Secondary administrator at least 24 hours in advance of the visit. Visitors may visit for a maximum of one day.

All visitors must report to the main office and sign in before entering the academic buildings. A visitor's badge must be worn at all times. If a student wishes to visit another student for an overnight stay, both sets of parents must send in a note or email and arrange transportation. The school is not responsible for notifying cab companies of changes in transportation. *Please note that most transportation companies will not allow other students to join their cab due to liability issues.*

STUDENT BEHAVIOR

Marie Philip School enforces a positive approach to expectations of appropriate behavior. There will be times that conflict will arise which the Secondary program staff can support students with strategies and tools to effectively deal with conflict. The skills that students learn as part of developing these necessary life skills include learning how to negotiate, compromise, and how to effectively express his/her feelings without forcing them on others.

The school does have two Secondary counselors on staff. Please refer to the 2018-2019 MPS Secondary Course Guide for details on the Counseling Services provided.

The Learning Center for the Deaf does have policies regarding to *Behavior Support* for children when positive reinforcement techniques are ineffective and when safety is a critical issue. Please refer to behavior support and restraint policies which are on file in the main office or contact TLC Superintendent Glennis Matthews (gmatthews@tlcdeaf.org) for a copy.

In helping ensure that the school climate remains positive and supportive, teaching staff maintain internal documentation of potentially repetitive unsafe or disrespectful conduct. This allows the teaching staff and administrators to address such concerns before escalation.

ALCOHOL AND DRUGS

The use of alcohol by minors, and drugs on The Learning Center campus or at MPS sponsored events is a criminal offense. When a student is found with or using drugs or alcohol, parents and police will be notified immediately and the student will be suspended. Parents, LEA and the Department of Elementary and Secondary Education will be notified of the suspension. There will be a TEAM meeting to determine the student's future educational programming. To minimize confusion, non-alcoholic beer and wine are not permitted in school at any time.

The following steps will be taken in response to student use of alcohol and illegal/restricted (i.e. cannabis) drugs.

1. If a student voluntarily confides a drug or alcohol problem to any staff member, the staff member will consult immediately with the educational administration team. In such instances, the school will work with the student and his/her family to address the student's drug problem.

2. If a school administrator has reasonable grounds to suspect, through direct observation, that a student is under the influence of drugs or alcohol, but no contraband is found, an investigation will ensue. The student may be removed from class and parental contact will occur immediately. With the explicit approval of the parent, this investigation may involve a drug test. When a student is determined to be under the influence of drugs or alcohol, but no contraband is found, the educational administration team or designee will immediately inform parents, LEA and the Department of Elementary and Secondary Education. A meeting will be held with the student, parents and LEA prior to the student returning to school. The student may be required to attend an approved alcohol or drug recovery program. In addition, the student will be subject to a maximum of ten days of suspension.
3. If a student is found to be in possession of drugs or alcohol, the educational administration team or designee will immediately inform parents and a meeting will be held with the student and parent. The student may be required to attend meetings at an approved alcohol or drug recovery program and will receive a maximum of ten days suspension from school. There will be formal notification to the police by the school, and appropriate action will be taken. In the case of a second offense, the educational administration team will consider expulsion.
4. If a student is found to be selling, distributing, or in possession of a quantity of drugs or alcohol sufficient to be charged with the intent to distribute, the educational administration team or designee will immediately inform parents, LEA and the Department of Elementary and Secondary Education and the police for mandatory removal of the student(s). There will be an out of school suspension and discussion of a possible expulsion from MPS. The police will be notified and will take appropriate action under the law regarding the sale of drugs in proximity to school buildings.

OTHER BEHAVIORAL INFRACTIONS

Students who are disrespectful to staff/students or behave inappropriately, will meet with staff and the Vice Principal or Principal to resolve the issue and determine consequences for the first offense. A second offense may include a one-day “in-house” suspension. Students will be supervised by staff and will be expected to complete their academic work. Notification of the incident will be made to parents. Subsequent offenses will include a TEAM meeting and a home suspension may be required.

Students who are involved in a physical altercation will be separated and asked to leave the area with staff supervision. After a meeting with the student, a critical incident report will be filed and the student's parents, LEA and the Department of Elementary and Secondary Education will be notified. He/she will receive a home suspension. A TEAM meeting may be held before the student can re-enter school.

GRIEVANCE PROCEDURES FOR STUDENTS

What to Do if You Have A Concern

All staff are here to guide, support and instruct each student. If a student is unhappy with the school's services, or believes a staff person has ignored or mistreated them, please report it immediately. A student can file a report with the Principal. If a student thinks an academic or residential policy is not fair, please discuss it with staff or the Vice Principal/Principal. A student may also request a meeting to discuss policies and procedures with other students and to suggest changes to improve services.

How MPS Will Respond

When a complaint is received, the Vice Principal/Principal will meet with that staff person alone, or the student can join the meeting. A meeting may also be held with other staff or students who were present.

Informing You of Decisions and Actions

After the meetings, the Vice Principal/Principal will meet with the student again share what has been learned and what we will do next. If the student is not satisfied, they may schedule an appointment to share their concerns with the Superintendent of MPS.

GRIEVANCE PROCEDURES FOR PARENTS/GUARDIANS

Expressing a Concern

If you feel that your child is not getting the care, supervision and instruction he/she deserves, we want to know immediately. Please contact the Vice Principal/Principal with your concerns.

How MPS Will Respond

Upon receipt of a complaint, MPS will conduct an internal investigation, the specifics of which will be shared with you. Depending upon the nature of the complaint, the investigation may include, but not be limited to:

- A review of relevant written reports and/or logs
- An interview, or series of interviews, with staff involved

- With parental approval , an interview with your son/daughter

Informing You of Results and Decisions

Following the investigation, MPS will report back to you with our findings and plan of action. If you are not satisfied with the response or feel further action is necessary, you may contact the Superintendent of MPS.

HARASSMENT & BULLYING BEHAVIORS

Students at Marie Philip School are expected to treat one another with respect. MPS takes reports of bullying and harassment very seriously. MPS has voluntarily filed a plan with DESE and the basic elements of this plan include on-going student workshops, curriculum for students, ongoing staff development and a reporting system. This plan can be found on TLC's website. The bullying forms can be found at the end of this handbook.

Harassment and bullying of any kind will not be tolerated. Consequences for such behaviors will be determined on an individual basis. However, the Code of Conduct offers a list of examples of behaviors and consequences. It is NOT all-inclusive. Repeated offenses in one category could increase the level of consequences considered.

When an incident of harassment or bullying is reported:

- Staff will complete an incident report form.
- The Vice Principal or Principal will contact the parents of students involved.
- The Vice Principal and Principal will determine the consequences based on the guidelines described in the Code of Conduct in this Handbook.

HAZING

The consequences for hazing are extremely serious. Secondary students are informed of this law in the beginning of the school year. If a student is caught participating in the crime of hazing or has knowledge of an incident of hazing, the police will immediately be notified. Also, the student could be suspended or expelled from school. A TEAM meeting will be called to discuss the consequences of the student's behavior and future school placement.

Massachusetts General Law

Chapter 269

Crimes Against Public Peace

CH.269,S.17 CRIME OF HAZING: DEFINITION AND PENALTY

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. 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 will fully or recklessly endanger 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by ST. 1985, c.536; amended at St. 1987, c.665.

CH.269, S.18 DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH.269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

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

SUSPENSION POLICY

Discipline situations sometimes arise that require removing a student from regular school activities for a period of time. These incidents may involve assaults, harassment, possession of weapons, possession of illegal drugs or alcohol, possession of restricted or prescription drugs, and/or malicious destruction of property. Suspension is a serious and infrequent consequence used only for the most serious offenses. Suspension time will be served and may provide a time apart for the purposes of classroom reorganization, an opportunity for discussion and/or counseling, ensuring safety and/or self-reflection.

In-School Suspension

MPS may utilize in-school suspension. An in-school suspension involves a supervised isolation of a student in a separate classroom or office. In-school suspension involves the student being given meaningful work to perform. At no time is the student deprived of food or snacks. A meeting time with the student is always scheduled to discuss the incident. Parents are notified of in-school suspension, which is typically only used at MPS as a one-day disciplinary measure.

Suspension from School

Out-of-school suspension is used only for extremely serious offenses. This may be deemed necessary to ensure the safety of self or others. A decision to suspend a student from school may be needed for the following reasons:

- Possession of a weapon, such as a knife, gun, club, or any harmful instrument,
- Possession of fireworks,
- Possession of illegal drugs or alcohol,
- Possession of prescription or restricted drugs,
- Malicious destruction of property,
- Assault,
- Harassment/Bullying
- A critical incident report will be filed and sent to the parents, the LEA and the Department of Elementary and Secondary Education (DESE). This report includes a summary of the incident as well as a follow up plan for the student.

USE OF TOBACCO PRODUCTS

Due to the overwhelming medical evidence that tobacco use is unhealthy and life threatening, MPS does not allow its use on campus. Because tobacco use is a health issue, parents will be notified if a student is caught smoking. The coaches will also be notified if the student is involved in sports.

Students who are caught smoking will receive an in-house suspension during lunch for three days and will work on a project outlining the health hazards of smoking. Parents, staff and coaches will be notified. For a second infraction, the in-house lunch suspension will be increased to five days and the TEAM will be notified. For a third infraction, a TEAM meeting may be called and the student will serve a full day in-house suspension.

WEAPONS

Weapons include knives of any kind, slingshots, clubs, guns, martial arts paraphernalia, straight edge razors, etc. The decision as to whether an item is a weapon or not is up to the discretion of the Vice Principal, Principal, school staff, or residential staff. Weapons will be confiscated and will not be returned, regardless of value. If a student is found with a weapon, he/she will be suspended from school and will not be reinstated until a meeting is set up with the Team. The Department of Elementary and Secondary Education will be notified about the circumstances of the suspension. When necessary, the police will be involved.

CODE OF CONDUCT

Students at Marie Philip School have the right and responsibility to represent themselves, their peers, and their community to the best of their ability. Behaviors are to be enforced in a positive, caring, and respectful way towards every member of the community. Students have the ***Right to a Safe, Peaceful Environment***, the ***Right to One’s Identity and Beliefs***, and the ***Right to Learn***.

| Right to a Safe, Peaceful Environment | Right to One’s Identity and Beliefs | Right to Learn |
|--|--|--|
| <ul style="list-style-type: none"> ● Following safety rules in school, including school trips and school sponsored activities ● Using appropriate language ● Interacting respectfully and kindly with others ● Showing self-control and respect for your own behaviors ● Respecting others’ personal space and materials ● Making good choices to solve problems | <ul style="list-style-type: none"> ● Respecting the opinions of others ● Respecting cultural differences ● Respecting differences in appearances, preferences, and identities ● Respecting the learning styles of others | <ul style="list-style-type: none"> ● Following the school’s dress code ● Being a good listener ● Participating in class ● Learning from your mistakes ● Respecting how others learn ● Working cooperatively with others ● Arriving on time for class ● Being prepared for class ● Caring for your materials |
| <p>Example behaviors that would violate this Right:</p> <ul style="list-style-type: none"> ● Demeaning physical acts ● Physical contact, whether or not it causes bodily harm ● Inappropriate comments/signs ● Name calling, taunting, mocking, threatening, and other actions to intimidate, hurt, or embarrass | <p>Example behaviors that would violate this Right:</p> <ul style="list-style-type: none"> ● Use of slurs ● Excessive or persistent questioning about personal opinions, identity, and beliefs. | <p>Example behaviors that would violate this Right:</p> <ul style="list-style-type: none"> ● Publicly humiliating others ● Social rejection/ actively excluding from a group or activities ● Disrupting class time which interferes with other peer students’ time on learning ● Intentionally gossiping, spreading |

| | | |
|---|--|---|
| <ul style="list-style-type: none"> • Encouraging others to join in on teasing • Verbal or physical threats of aggression • Destruction of property | | <ul style="list-style-type: none"> • rumors, or inappropriate negative talk about others • Violating computer or electronic devices policies • Excessive public displays of affection • Plagiarism and cheating |
|---|--|---|

| Actions Resulting from Misbehavior | | |
|---|--|--|
| Student Action | Staff Action | Administrator Action |
| <input type="checkbox"/> Request for private time | <input type="checkbox"/> Conference <i>Conference between student, teaching staff, following teacher, and/or clinical support staff</i> | <input type="checkbox"/> Conference <i>Administrator conference including student, teaching staff, and/or clinical support staff</i> <i>In-School Suspension</i> <i>Out-of-School Suspension</i> |
| <input type="checkbox"/> Request for a conference | <input type="checkbox"/> Parent Contact <i>Email/phone call/letter</i> | <input type="checkbox"/> Team Contact <i>Email/phone call/letter</i> <i>Conference including administrator and student, teaching staff, following teacher, and/or clinical support staff</i> <i>Team meeting including LEA</i> |
| <input type="checkbox"/> Mediation session with peer(s) | <input type="checkbox"/> Loss of Privileges <i>Loss of incentive</i> <i>Loss of specific privileges</i> <i>Loss of lunch with peers</i> | <input type="checkbox"/> Loss of Privileges <i>Loss of incentive</i> <i>Loss of specific privileges</i> <i>Loss of lunch with peers</i> <i>Search and seizure</i> <i>Inspection of school locker</i> <i>Temporary removal from program</i> |

| | | |
|--|---|---|
| <input type="checkbox"/> Mediation session with teaching staff | <input type="checkbox"/> Grades Affected <i>Zero for homework or classwork</i> <i>Daily grade lowered</i> | <input type="checkbox"/> Grades Affected <i>Failure to pass course</i> |
| | | <input type="checkbox"/> Remedial Supports <i>Additional support services</i> <i>Regular check-in plan</i> <i>Contract</i> <i>Revised academic schedule</i> |

Notes:

1. The administration reserves the right to make discretionary decisions on student discipline based on specific situations.
2. A Corrective Action Form is available for staff to document misbehaviors and is shared with administrators.
3. The administration reserves the right to establish a special contract for individuals where the standard actions are deemed ineffective.
4. The administration will involve local law enforcement authorities or courts when necessary.

HEALTH SERVICES

The Health Services Department is available 7:30 am to 8:30 pm and provides basic, preventive and emergency services to students. The Health Services Department adheres to guidelines set forth by the following regulatory agencies: The Department of Public Health School Health Unit, The Department of Public Health at the state and local level, The Board of Nursing, The Department of Elementary and Secondary Education and The Department of Early Education and Care.

The school nurses can be reached at (508) 879-5110 x 520
 After 4 pm and on Weekends: 508-879-5423
 Dedicated Fax: (508) 872-7191

Please contact the nurses any time you have concerns and specifically for the following reasons:

- A new medical diagnosis or change in your child's health status
- A newly prescribed medication
- A change in current medication
- A serious illness, injury or hospitalization
- A contagious disease such as chicken pox, flu, strep throat, whooping cough, ringworm, scabies, impetigo, conjunctivitis or MRSA infection
- If your child is absent for an extended period of time

To allow your child sufficient time to recover from an illness or injury, and to minimize the spread of an infectious illness, your child should be kept home from school if he/she has:

- A communicable disease that may include an upper respiratory illness with significant coughing and/or nasal discharge, or a sore throat, cough and chest congestion with a fever
- A fever greater than 100 degrees - your child should not return to school until fever free for 24 hours without the use of fever reducing medications, and until he/she is feeling well and able to participate in the classroom
- Vomiting and or diarrhea in the last 24 hours

PHYSICAL EXAMINATION AND REQUIRED IMMUNIZATIONS

Your child is required to have on file an annual physical exam and updated immunizations that have been reviewed by the nurse.

Medical immunization exemptions require a certificate from your child's physician.

Religious immunization exemptions require a statement by the parent or legal guardian that gives the reason for the exemption and a note from the physician stating that the individual is in good health and able to attend school.

MEDICATION POLICY

The following statements highlight the main points of the medication policy, which is in compliance with state guidelines:

- We encourage parents to administer medication before or after school hours, when possible.
- All prescription and over the counter medications require a written physician's order and a completed parental consent form. Medications will not be administered without this documentation.

- Medications must be in a correctly labeled pharmacy container that is delivered to the nurse by a parent/ guardian or responsible adult. Students are not permitted to carry medication to or in school.
- All medication orders are good for one year unless otherwise stated by the doctor. Medication orders, parental consent forms and correctly labeled pharmacy containers are required before medications can be given at school. Also, whenever a medication order changes.
- On a field trip, prescribed medication may be administered by a teacher/staff trained by a nurse to administer medication, with the parent/guardian's written permission.

GUIDELINES FOR MANAGEMENT OF LIFE THREATENING ALLERGIES IN SCHOOL

Parents should notify the Health Services Department and the classroom teacher and Principal of their child's allergy and schedule a phone or on site visit with the nurse to discuss the specifics of the allergy and develop an allergy action plan.

EMERGENCY PROCEDURES

In an emergency, 911 and the nurse will be called and parents will be notified at the time of the emergency. Your child will be transported by ambulance to the nearest emergency room at the MetroWest Medical Center, Lincoln Street, Framingham, MA. (508) 383-1100, and will be accompanied by a teacher or teacher assistant. During an offsite emergency, such as a field trip, 911 will be called and your child will be transported to the nearest hospital and will be accompanied by a teacher or assistant.

REQUIRED SCREENINGS

Hearing, vision, BMI and postural (scoliosis) screenings are provided annually to students depending on age. A Health Emergency packet is completed by parents yearly and returned by the date provided to ensure that your child's safety, health and wellbeing, are met and that sufficient time is provided to properly review the forms and for administrative handling of the forms. Forms, consents and medical documents that arrive past the due date may prevent your child from attending activities such as field trips, until the late arriving forms have been reviewed and processed.

Any student who spends more than two periods at the nurse's office is not allowed to participate in sports that day.

RESIDENTIAL PROGRAM

Overview

The Marie Philip School's Residential Program is available to both males and females in middle school and high school, up to their 22nd birthday. MPS's Residential Program provides a "home-like" atmosphere for residents as they develop their independent living skills with staff support. This program follows the academic calendar and runs from Monday, after school, through Friday morning as students attend school at MPS during the day. Male and female residents join each other for activities and meals and reside in separate residences on campus, with constant staff supervision. The school nurse is also on campus most of the day for daily medical needs or situations.

The program teaches independent living skills and functional life skills through a structured rotation of household responsibilities, which includes but is not limited to: cleaning, food shopping, basic meal planning, and banking.

The Residential Program has adopted the philosophy of SPICE (Social, Physical, Intellectual, Cultural, and Emotional). The SPICE philosophy is integrated into all aspects of our program and helps students develop well-rounded skills and provides the foundation of a successful transition to adult life.

With the SPICE philosophy, residential counselors will collaborate with academic staff members from MPS' Secondary Department to review and execute a plan. This plan, an individualized service plan, is used to develop the ability of each student to lead productive and independent lives in their communities by focusing on four primary areas: daily living skills, personal social skills, positive role modeling, and transitional preparation.

Residents may also have part-time jobs or internships in the community. There are also required study and tutoring hours. Students who are on academic probation (AP) will have additional structured and extra study time. Daily communication between Middle School, High School and residential staff ensures the coordination and individualization of each student's program.

Residents share daily chores, and participate in weekly meetings to discuss concerns, make plans and resolve issues that might arise in the residence.

With a predominantly Deaf staff, including the overnight residential counselors, coaches, tutors, counselors and administration, the themes of identity, safety, communication and culture are interwoven throughout the residential program. This high quality residential program ensures no obstacles in how staff members strive to develop each residential student's capacity to his/her fullest.

The general criteria of residential placement ultimately begins with the IEP TEAM and their consensus on recommending a MPS student to be considered for such placement. The prospective residential student must have demonstrated a level of independence (i.e. daily activity skills) and the ability to self-regulate their daily emotional functioning. The residential team also considers the prospective student's interest in improving his/her involvement in after school activities and self-initiation of independent skill development. Finally, the nursing department makes the concluding determination of the prospective student's level of daily management of health needs.

RESIDENTIAL GUIDELINES

AFTER SCHOOL SPORTS/HOMEWORK SUPPORT ACTIVITIES

All residents are strongly encouraged to participate in after-school/sports/Homework Support or other extracurricular activity after school between 2:45 pm and 5:30 pm.

STUDY/TUTORING HOURS

Structured hours for the Middle School residents are scheduled from 7:00pm – 8:30pm, at least once a week. As for high school residents, they are allowed to structure their own study time (1.5 hour nightly). Homework Support in the school setting are scheduled between 2:30 pm to 3:45 pm on Tuesdays and Thursdays. Residents will use the library and the residences to do their homework with or without assistance from the Residential Counselors in the evenings.

There will be times when study schedules are changed during residential hours because of field trips or community events. If a resident is on academic probation, s/he will have structured time and the Residential Counselors will check for homework completion. Extra hours of study time will be added to the resident's daily schedule. The goal of the study time is to ensure that all residents complete their assignments in a timely and thorough manner. During sports season, the coach will set up study hall for team members. All players will then be required to do their homework during that time.

ACADEMIC PROBATION IN THE RESIDENTIAL PROGRAM

Residential students who are on Academic Probation must follow the Academic Probation

policy as outlined in this Handbook. The residential student may attend tutoring during study hours. For those who are on Academic Probation (AP) are required to attend Homework Support. For those on AP who are participating in athletics team, they are allowed to attend practice, but cannot participate in games.

SIGN IN/OUT PROCEDURES

On Campus:

Residents need to follow an agreed upon procedure of communicating whereabouts to staff when they leave the residence. No one may walk alone on campus after dark, unless a student is 18 years of age or over **and** shows compliance of rules and is respectful towards staff. All other students must be accompanied by another residential student or staff.

Off Campus:

Residents **must** have the approval of the Residential Counselor and/or Residential Supervisor to go off campus to the nearby stores. Once permission is given, groups of three (3) or more residential students may go off campus. Residents are required to comply with the communication procedure indicating the time of departure and the time of return to campus. Residential Counselor will record the off-campus trip in the residence logbook. At times a residential counselor may accompany residents off-campus. Staff supervision will depend on maturity and age of resident. No one may walk off-campus after dark unless accompanied by staff.

COMMUNICATION WITH FAMILIES

Parent and Residential Staff communication is important for the continued support of residential students. Parents/guardians will receive a letter from the Residential Supervisor before the student enters the residence. This letter will provide information and answers regarding aligning the parents/guardians communication preferences during the residential hours.

HEALTH SERVICE

All residential staff are certified in medication administration for permitted 'residence' medications as determined by the Health Services office. If a residential student becomes sick after 8:30pm when the nurse's office is closed, the residential staff will contact parents/guardians immediately to determine next steps. The parents/ guardians will have the option of sending their child to the Emergency Room at the MetroWest Medical

Center, in Framingham, accompanied by a residential staff person or the parent to pick up their child and bring home. If at any time the residential staff sees a situation that needs immediate medical attention, emergency services will be contacted. Please see the Health Services section of this Handbook for more information.

STUDENT MEDICATION

Residential students with medication should have medicine given directly to staff (i.e. Aide, Teacher, Staff). Under no circumstances should a student be carrying medication on campus. Prescribed medication may be administered by a staff trained by a nurse to administer medication, with the parent/guardian's written permission. Medication administered in a residence setting should be stored in a medical cabinet as directed by the MPS nursing department.

INCLEMENT WEATHER

In most circumstances, the decision to close or delay is made by Administration by 5:30 am or earlier. As indicated in this Handbook, parents of residential students can determine whether they would like their child to go home prior to an anticipated snowstorm. The residences can be open while the Marie Philip School is closed, depending on the circumstances. All parents/guardians will receive a message from the Superintendent of Marie Philip School and post the decision on www.tlcdeaf.org and on the school's Facebook page. The residential supervisor and the residential staff will communicate with the parents if there are any changes that may impact the transportation. As always, it remains the parent's responsibility to coordinate any transportation changes.

EARLY RELEASE/FIELD TRIPS

The residence program participates in field trips throughout the year, particularly on early release days, which happens once every month. Students are expected to follow residence rules while on field trips. Frequently, students will be asked to bring money to cover the cost of a field trip. The residential staff will communicate with the parent(s) about field trips. If families are financially unable to support their child's field trip expenses, a request may be made to the Residential Supervisor for financial assistance. Please ensure that your child's emergency and health forms are up to date as this will impact the child's ability to participate on trips..

VIDEOPHONES & COMPUTER LAB

Residents may videophone students, family members, and friends on and off campus. A videophone is available in the computer lab for students to use. For each student's safety and privacy, no video or FaceTime dialogue will be permitted in student bedrooms.

Residents may use the computers located in the lab room of their building. The priority of using a computer is for completion of academic assignments. If a student is using other web applications for personal reasons that do not comply with the school's current policy, the residential staff reserve the right to determine the appropriateness of such applications or websites. As indicated during residence hours, an **Internet Acceptable Use Policy** form must be signed prior to use of school computers.

ROOM INSPECTION

The goal is for residential students to have a clean and safe room. MPS encourages students to develop accountability for the property around them and to make the environment a fun and safe place to live. These guidelines are intended to help the students know what is expected.

1. Resident's responsibility prior to moving into the residence:
 - Check the room and report any marks or damages
 - Staff will double-check the room and confirm any marks and damages to be written down in red ink
 - Sign the checklist before moving into residence
 - Record to be kept on file for the school year

2. Resident's responsibility during the school year:
 - Keep the room clean, orderly and safe.
 - Make sure the bed has bed sheets on, not a sleeping bag.
 - Respect property and environment
 - Report any damage or problems in room to staff immediately.

3. Resident's responsibility when school is over:
 - Review the inspection checklist.
 - Go through the room and respond to the checklist.
 - Any marks or damage will become the responsibility of the resident(s).
 - Staff will double-check the room checklist and both resident & staff will sign the checklist before moving out.

During the school year, staff will check each room on a periodic basis (weekly/monthly/quarterly). Resident(s) will be responsible for any damage(s) if found. Bills for any repairs, replacements, labor and such will be sent to the resident and parents

for payment. Intentional destruction of property may result in disciplinary action that may include “In-house” suspension or home suspension.

DECORATIONS

- Room decorations such as posters, pictures, and wall hangings need to be approved by the Residential Supervisor.
- Alcoholic beverage containers (bottles and cans) cannot be kept or displayed in the residences.
- When decorating a room with appropriate, staff-approved, pictures, posters and such, to please use only appropriate hanging materials.
- Inappropriate slogans and curse words are not permitted.
- Bulletin boards will be available to use in each bedroom.

SUITCASES

On Monday mornings, residents should leave packed suitcase(s) in the shed next to the Warren Schwab Athletic Center (Cafeteria area). Residents will then bring their suitcases to their rooms at the end of the school day. At the residence, all students are to place their luggage underneath their bed.

Residents should also bring their suitcases to the shed next to the Warren Schwab Athletic Center (Cafeteria area) on Friday mornings so that they will be ready to depart for the weekend at 2:30pm. Residents are not allowed to return to their residence halls after school on Friday.

COMMON LIVING AREAS

Residents are expected to keep their kitchen and/or common living area neat and clean. Food and drinks are permitted only in the common areas of each residence hall and cafeteria. Residents may bring or keep food that belongs to them in the refrigerator with their name on it.

Prior to school breaks, the food items must be cleared out for safety and hygienic purposes.

CHORES

Residents are required to perform chores and household responsibilities to include bedrooms, living rooms, bathrooms, dining rooms, kitchens, laundry rooms, game rooms

or other duties as assigned by the Residential Counselors. This provides an opportunity for instruction and feedback in developing independent living skills. Chores are typically assigned for each student to perform each week.

BEDTIME

In the beginning of the academic year, staff and students will develop an agreement on bedtime. A bedtime agreement will be shared with parents and guardians. No student should sleep later than 11 pm.

All Middle School residents will be in their bedroom by 10:00 pm and lights out at 10:30 pm. All High School residents will be in their bedroom by 11:00 pm and lights out at 11:30 pm. An exception for certain individuals are based on complying with the rules and in accordance with parents' requests. Residential staff will also monitor students' demeanor to help students self-assess their self-care needs regarding sleep habits.

Personal devices are not recommended in place of bed alarms which are available to residential students. All Middle School students must hand over their electronic devices before bed which will be safely stored in the staff office until breakfast time.

MEALS

Residents are provided with breakfast and dinner during the week. The breakfast schedule runs from 7:00 until 7:45 in the morning. Residents are not allowed in the cafeteria building until after 7:00 am from Tuesday through Friday. The Residences are closed daily at 7:15 in the morning.

Dinner is served in the cafeteria for the residents Monday through Thursday. Lunch is provided in the cafeteria during the school day.

Electronic devices are not to be used during meal time in order to help students improve and maintain their social skills by interacting with others.

There will be opportunities for students to cook their own snacks or meals. During these opportunities, each student must be supervised when using the kitchen area.

ELECTRICAL HAZARDS

Hair dryers, irons and curling irons are to be unplugged when not in use. No electrical

heaters are allowed at any time.

PERSONAL HYGIENE

All residents are required to take care of their personal hygiene needs and any expenses attached to it. When and if needed, staff will assist residents with developing appropriate personal hygiene habits.

LAUNDRY

Each resident is responsible for his/her own laundry. This includes sheets and pillowcases. Residents may use our laundry machines. Students are also able to bring home their clothes to wash. Prior to school breaks, students are required to wash their bed sheets which can be done at the residence or in their own home.

FINANCES

Residents should not leave more than \$20.00 in the residence unless it is for field trips or school activities. Residents are encouraged to open an account at any local bank (preferably one that is also near their neighborhood) or to give the money to the Residential Counselor (RC) for safekeeping in the staff office. The residential counselor will use these opportunities to practice personal finance transactions to familiarize the students with banking functions. If money is not securely placed in the residential staff office, MPS is not responsible for theft.

If residents have cash, a debit or credit card, parents are responsible to communicate with residential staff so that residential staff can assist residents in tracking, maintaining, and managing their money when they purchase items during residential hours.

DRESS CODE

Please see the Handbook in regards to the Secondary Dress Code. Pertaining specifically to the residences, using slippers or flip flops are encouraged for safety, in case of a fire drill. Pajamas are required while sleeping. If a student is deemed dressed unsuitably, a residential staff will address the matter.

PERSONAL POSSESSIONS AND ELECTRONIC DEVICES

Personal possessions and care for electronic devices all day and night are the resident's responsibility. If any personal items are lost, staff will assist in searching for them. MPS will not be held accountable for lost, stolen items or damaged electronic devices, unless it is stolen while in our possession. If an electronic device has been missing or stolen, MPS will follow the procedure for recovering lost property.

Middle school students will have their electronic devices including telephones, stored in the staff office overnight.

Electronic devices are to be turned off at an agreed upon time every night, as decided in the beginning of the academic year by residential students. Students who are 18+, as part of independent living skills building, are responsible for time management regarding telephone usage, with staff support.

VISITING PRIVILEGES

Parents are *welcome* to visit their child in the residence at any time. We encourage residents to spend quality time (on or off campus) with their parents/family members as often as possible. The parents/guardians will need to submit written notice at least 24 hours in advance to our Residential Counselors to ensure that the resident is on campus at the time of the visit. Email is acceptable as well as verbal agreement (via videophone or video relay service) in order for the Residential Counselor to witness the agreement of the parents in advance.

Only parents/guardians or responsible adult designees (at least 21 years old) are permitted to take a resident off campus in a vehicle. The parent/guardian or responsible adult designee is responsible for the resident's safety while they are off MPS campus. Boyfriends, girlfriends and significant others cannot take a resident off campus without parental permission. If a parent plans to take their child and another resident off campus, both parents/guardians need to provide written/e-mail permission 24 hours prior to the visit.

Unsupervised visitors (friends) are not permitted during residential hours except for school/sporting events. The Residential Supervisor and the Director of Student Services must approve all requests for visitors.

PARENTAL PERMISSION

Rollerblading/Skateboards. Residents may roller blade or skateboard (off campus only) if

they have a helmet, wrist, elbow, and kneepads along with the parental permission and staff supervision. Residents are not allowed to use skateboards/rollerblades on campus.

Bicycles. Residents are allowed to bring their bicycles on campus. Helmets are required. Bicycle locks are required. Off campus bicycle privileges will require parental permission. There is a designated storage space on campus for residents' personal bicycles.

Ear/Nose Piercing. Residents are not allowed to do any piercing and/or have piercing done in a professional salon during residential time.

Haircuts. Residents are not allowed to cut their own or others' hair on campus. Haircuts are permitted with parental permission off campus at a professional salon. Residents are not allowed to dye their hair on or off campus during residential hours.

“R” and “NR” Movies/Videos/Internet are not allowed at any time. **“M” (Mature) and “A” (Adult) Videogames** are also not allowed at any time.

SCHOOL VEHICLES

Residents will respect the procedures and rules of MPS school vehicles.

- Residents are not permitted to move when the vehicle is in motion at any time.
- Residents are not be involved in any rough physical activity.
- Residents are required to wear seatbelts.
- Residents will be expected to clean out trash from the vehicles if they eat or drink in the vehicles.
- Communicate with staff before exiting the vehicle for safety purposes.

VOLUNTEER/EMPLOYMENT OPPORTUNITIES

Residents are provided the opportunity to seek part-time employment on or off campus. Continuation of work is dependent upon their ability to fulfill residential responsibilities and to maintain satisfactory progress in school. Residents are also provided the opportunity to get an internship through the Transition Office and to volunteer for community service hours.

RESIDENTIAL INFRACTIONS

Residents are responsible for knowing the rules of the Residential Program, understanding their importance and abiding by them throughout the school year. The Residential

Supervisor or the Superintendent of Marie Philip School will be involved with determining consequences for any residential students who violate rules and policies. Result of infractions may impact the participation of student's involvement in other programs under Student Life.

Any incident that occurs within the Residential Program, which includes smoking, alcohol & drugs, and weapons, will be referred to the MPS' Code of Conduct.

Depending on the matter, the consequence will vary. The supervisor reserves the right to take away electronic devices, not limited to telephone, video games, and his/her personal laptop. The supervisor will communicate with parents/guardian and discuss the consequences in further detail. Regardless if the parents are not available when a resident displayed inappropriate or unacceptable behavior, the supervisor and staff will discuss and give the consequence to address the misbehavior. The supervisor or staff person will give parents an update via telephone or by email.

ATHLETICS PROGRAM

The Marie Philip School Athletics guidelines are provided here to the parents/guardians and student-athletes to ensure a clear understanding of policies and procedures in MPS' Athletics Program. It is our sincere desire that parents be involved in and become aware of the activities their children participate in. If the information provided here do not answer a specific question you may have, or if questions arise during the school year, please feel free to contact the Director of Athletics & After School Programs or the Superintendent.

The mission of MPS' Athletics Program is to provide attainable opportunities for every individual athlete to develop Social, Physical, Intellectual, Cultural and Emotional (SPICE) skills through our coaching staff's guidance. We also want to provide meaningful experiences for each student-athlete to obtain respect and pride in his or her individual and team accomplishments.

MPS ATHLETICS PROFILE

Mascot: Galloping Ghosts and Lady Ghosts

Colors: Blue, Black & White

Classification: Mass Bay Independent League (MBIL - Boys)
Girls Independent League (GIL - Girls)
Independent Girls Conference

- (IGC – affiliated member – Volleyball)

New England Preparatory Schools Athletic Council (NEPSAC)
Eastern Schools for the Deaf Athletic Association (ESDAA)
National Deaf Interscholastic Athletic Association (NDIAA)

Sports Offered:

Fall Sports

Galloping Ghosts Middle School Soccer
Galloping Ghosts Varsity Soccer
Lady Ghosts Middle School Volleyball
Lady Ghosts Varsity Volleyball
Unified Soccer - *Special Olympics*

Winter Sports

Cheerleading
Galloping Ghosts Middle School Basketball
Galloping Ghosts Junior Varsity Basketball
Galloping Ghosts Varsity Basketball
Lady Ghosts Middle School Basketball
Lady Ghosts Varsity Basketball
Special Olympics Bowling

Spring Sports

Track & Field
Galloping Ghosts Baseball
Lady Ghosts Softball

Annual Athletic Awards Ceremony

The Athletics Awards Ceremony will occur in May after the conclusion of the spring sports season.

* Please *note that these athletic activities are subject to change.*

INTRODUCTION

The student-athletes/team members are expected to follow the guidelines outlined below. The goal of these rules and regulations is to encourage athletic and academic achievement and to build student character.

Failure to comply with expectations outlined in these guidelines will result in reduced playing time, suspension, or dismissal from the team upon agreement of the coaching staff, Director of Athletics & After School Programs and Superintendent.

Coaches may establish consequences for minor infractions, such as inattention to directions, horseplay, tardiness to practice, with the approval of the Director of Athletics & After School Programs. Consequences pertaining to a particular sport must be fully explained by the coach to all team members at the start of the season. The coach shall administer penalizations for violation of team rules.

ELIGIBILITY QUALIFICATIONS FOR COMPETITION

According to ESDAA policy, a full-time student-athlete, who becomes nineteen (19) before July 1st shall be ineligible for any interscholastic competition, with the cheerleading sport as the only exception (a cheerleader must be at a minimum age of 13 by September 1st to participate). A student-athlete who becomes 19 on or after July 1st shall remain eligible for the entire school year.

According to MBIL, GIL, and NEPSAC, a full-time student-athlete, who is nineteen (19) or younger before September 1st is eligible for any MBIL, GIL & NEPSAC competitions.

ACADEMIC REQUIREMENTS

A student-athlete, who receives a GPA of 1.9 or below or has one or more 'F' grade at the mid-quarter reporting period or end of each quarter, will not participate in athletics following the academic probation period in which the grade average was received. Secondary students will be required to attend Homework Support twice a week and may

be allowed to practice afterwards. The student-athlete is responsible for providing documentation of improved grades to the coaches and/or the Director of Athletics & After School Programs.

The coaches will keep track of the grades of student-athletes on the Secondary's online gradebook. Coaches will communicate with teachers to check on students' performances in classrooms. If a student-athlete is on academic probation for a 2nd subsequent grading period, s/he will be dismissed from the team for the rest of the season.

When the grade reports are complete each reporting period, the Secondary Department will send the Director of Athletics & After School Programs and the Superintendent a list of ineligible student-athletes. The Director of Athletics & After School Programs will share the information with all coaches.

DAILY SCHOOL ATTENDANCE

Refer to the Attendance Policy in this Handbook.

PARENTAL CONSENT

Each student-athlete/team member shall have his/her parent/guardian complete and sign the MPS Athletics (acknowledgement of rules) form. Signing the form will authorize the following:

- A) Permit the student-athlete to participate in all or specific sports.
- B) Authorize the student-athlete to accompany any school team of which s/he is a member on any of its local or out-of-town trips.
- C) Allow the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student-athlete in the course of such athletic activities or such travel.

ANNUAL PHYSICAL EXAMINATION & STUDENT EMERGENCY INFORMATION (SEI) FORMS

A yearly physical examination and Student Emergency Information (SEI) forms are required and copies of these reports are to be sent to the attention of Erin Reyes of Secondary Department by August 20, 2021 (Varsity Athletics only). The student-athlete needs to submit the completed physical examination and SEI forms, completely filled in and properly signed, attesting that s/he has been examined and found to be physically fit and up-to-date for athletic competition, to the school nurse prior to becoming a member of any athletic squad or team.

The physical examination covers all sports for the entire school year, provided the examinations occurred after the last day of the previous academic year. **Failure to have updated physical examination will result in student-athlete sitting out during practices and games until physical examination is up to date.**

MEDICAL CLEARANCE AFTER INJURY

All injuries that occur while participating in athletics should be reported to the coach and nurse. If a doctor sees a student-athlete, the student-athlete must have a doctor's release note before s/he can practice or compete in athletic contests.

PERSONAL APPEARANCE AND CONDUCT

Members of an athletic team are expected to be well-groomed and dressed appropriately at all practices and games. Any kind of head decoration, jewelry, poorly groomed facial hair (goatee, beard, sideburns) are not allowed at practice and at games. Student-athletes who do not dress appropriately for sporting games, will be required to change and return in more appropriate clothes. This also applies to athletic related events, such as a pep rally and awards programs.

Student-athletes/team members will at all times demonstrate respect for fellow team members including the manager, coaches, Athletics Program personnel, other schools/team members, officials, and anyone who is involved in interscholastic sports. It is expected that the student-athletes/team members will conduct themselves in a manner that will be positive for the school.

SUBSTANCE ABUSE AND INFRACTIONS

Members of an athletic team will refrain from the use of alcoholic beverages and controlled substances (drugs) of any kind. Verification of alcohol/substance abuse will result in dismissal from the team. MPS' Code of Conduct infractions will continue to apply during sports. Additionally, the anti-hazing law will be reviewed with teams in the beginning of the season. Student-athletes will lose all rights and privileges, including any awards and postseason recognition.

EQUIPMENT AND UNIFORMS

Athletic equipment and uniforms are to be worn only during practice sessions and interscholastic contests, or by permission of Athletic program personnel. Varsity level teams may wear uniform tops or game jerseys on certain game days only if approved by the coaches.

All student-athletes/team members will be required to return uniforms and gear to their coaches immediately after the season is finished. Theft, loss, or damage from abuse of any equipment, gear, or uniform is the student-athlete's financial obligation. If gear and/or uniform are not returned, replaced, or paid for, then new gear or uniform will not be issued for the next athletic season. A letter award and high school diploma may be withheld until this matter is resolved.

PRACTICE AND GAME ATTENDANCE

Daily attendance is imperative to the basic development of individual skills and fundamentals, as well as developing a sound foundation for team discipline, unity, spirit, commitment, and loyalty. It is the obligation and responsibility of student-athletes/team members to attend all scheduled practices, meetings, special occasions, and games regularly and punctually.

All participants will be on time for all meetings, practices, trips, and any other scheduled event, unless s/he has notified the sponsor or coach beforehand. A student-athlete, who misses practice or meetings, may experience less participation time. Unexcused absences will result in a loss of participation time or may lead to being terminated from the team.

All team members are expected to attend their scheduled classes on the day of a team contest. Any student-athlete absent from class on the day of an activity will not be permitted to participate that day unless the Principal or Superintendent has granted an excuse. If a student-athlete is sick and misses 2 periods of classes during the day of scheduled game, s/he cannot suit up for the competition. If a student-athlete has an appointment on the day of team contest, s/he is required to bring a written note from his/her doctor in order to be allowed to participate. It is strongly encouraged that appointments are to be made on days where there is no athletic contest.

ELECTRONIC DEVICES

Personal electronic devices are not to be used from 2:45 pm until after practice ends. As for game day, devices will not be used until after the game. This enables student-athletes to focus on maximizing their use of study hours, preparing for practices and games, and building team cohesion. Parents are encouraged to contact coaches or the Director of Athletics & After School Programs in order to connect with their children. The only exception is if the team goes on a long trip for an ESDAA tournament or an out of state tournament.

OUT OF STATE TRIPS

Student-athletes/team members are required to have parents/guardians' permission one week before they are allowed to participate in competition on a weekend. No out-of-state trip is granted if the permission form has not been signed by a parent/guardian. If a student-athlete misses a school day on the Monday after out-of-state trip, s/he will not be allowed to play the next game.

TRANSPORTATION

When the school provides transportation to away competitions, student-athletes are expected to ride to and from the event on school-provided transportation. However, under special circumstances, exceptions may be made to allow student-athletes to be transported **from** the event by parents/guardians or other specified adults. If a student-athlete wants to ride with another parent/guardian/adult after the game, a written note, text message or an email from the student-athlete's parent/guardian is required and must be turned in to the coach. (For residential students, a note from the Residential Program is also needed). If a student-athlete joins his/her parent/guardian right after the game, verbal communication between coach and parent/guardian is required prior to the student-athlete leaving the event.

No special transportation is allowed. If a student-athlete misses a road trip with the team and coaches, s/he is not allowed to play at all during the event.

Parents are responsible to let Athletics Department know how their child(ren) go home after practices and games. If there is a change of plan for transportation, please notify the coaches and Director of Athletics.

If parents do not communicate with Athletics Department staff of transportation arrangements after athletic contests by **noon of game day**, student-athletes will be sent home after school and not participate in contests.

COMMITMENT TO ATHLETIC PARTICIPATION

A student-athlete/team member may participate in only one sport during the fall season and may play two sports (cheerleading/basketball and track/softball) during the winter and spring seasons. S/he is expected to stay on that team(s) until the season is finished.

Student-athletes/team members cut from one sport may try out for another sport provided they were not cut from the first sport for disciplinary reasons. When a student-athlete/team member quits a team, s/he is ineligible for any sport during that season which

has already begun. Additionally, s/he will lose all rights as a team member including qualifying for awards, letters and post-season honors.

On occasion however, a student-athlete/team member may find it necessary to drop a sport for a good reason. The following procedures must be followed:

- A) Meet with your coaches before you leave the sport
- B) Report your situation to the Director of Athletics & After School Programs
- C) Coaches to notify the student-athlete's parent/guardian
- D) Return all gear and uniforms issued to you.

If s/he does not follow the procedure shown above, s/he will lose his/her privileges of joining any sport in the following season.

PLAYING TIME

For the athletes, being given playing time is perhaps the most emotional part of being involved in athletics. The student-athlete will find that practices and expectations are intense and demanding, and will include evaluation on their practice attendance, attitude, commitment and skills. The coaching staff will determine the playing time for each student-athlete in games based on their playing skills, participation in practices and scrimmages. These coaching decisions, often difficult to make, are made only by the coaching staff and will be approached seriously after having the opportunity to observe each student-athlete.

CODE OF ETHICS: SPORTSMANSHIP

Marie Philip School Athletics believes that lessons learned from fairly played athletics, including games and practices, whether interscholastic or not, are of benefit to our students and our school. The purpose of this code of ethics and sportsmanship is to define what *fairly played* means and to provide guidelines for athletes, coaches, and parents to follow. At the heart of the matter lie several terms which are often hard to define, yet no more important tasks confront coaches than to set standards which are fair and honorable. Throughout this code, when such terms as *good sportsmanship* are mentioned, they refer to such standards. Since Marie Philip School believes that athletics is an integral part of school, the school will take commensurate measures to help students who have difficulty either meeting their commitments or conforming to good sportsmanship on and off the field of play. If a coach feels that a student's commitment to his or her team or a student's actions warrant special attention, the athletic director will set up a meeting with the student, his or her counselor, principal, coach and athletic director to determine the best course of action.

Below are some general guidelines as outlined in the NEPSAC Code of Ethics:

- Treat other people as you know they should be treated, and as you wish them to fairly treat you.
- Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your guest and treat them as such. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn especially to take defeat well.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you and your school.

- *Guideline for student-athletes*
 - Student-athletes should at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalry. They shall confine the competitiveness to the game, and in particular behave properly on the sidelines and in the locker rooms, both before and after the games. Students who consistently demonstrate unacceptable behavior will not be considered for athletic awards at Marie Philip, in leagues and association MPS is involved in.
 - Players shall comply fully with the rulings of officials. In no way, either in voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.
 - Players will not deface property or remove equipment from their own or another school.

- *Guidelines for spectators*
 - Spectators, whether students, faculty, parents, alumni or friends, bear important responsibilities to the School and to the atmosphere and conduct of games, whether home or away. They should watch games from those areas defined by each school as spectator areas. They must not run up and down the sidelines, call to players, coaches or officials in an unsportsmanlike manner, go into the field of play, or deface property. They also have a responsibility to speak to other spectators who might be acting in an inappropriate manner.
 - Encouraging those around you to display only sportsmanlike behavior.

- *Captains*

- Marie Philip School places a premium on the ideals of sportsmanship and mutual respect between teams, so the role of team captain is critical to the success of a team. Being a captain is not about being the best player on the team nor is it about being the most popular player on the team – what it is about is being the team leader. Listed below, we spell out some of these expectations: As a team captain, you are expected to:
 - Lead by example, in both words and actions (keep in mind that your teammates, and others, are watching you more closely since you are a captain. This is a powerful position to be in. Use this power carefully).
 - Demonstrate sportsmanship on a consistent basis (for example, if a captain were to engage in trash talking on the field, s/he is encouraging trash talking from the rest of the team).
 - Be a first class act—in both victory and defeat (all teams will end up on the winning or losing side at one time or another. You need to set the example that your team will handle itself in a first class manner—no matter what the scoreboard says).
 - Be respectful of opposing teams, coaches and officials (this should be obvious while on the playing field, but this also includes time off the field).
 - Understand that part of being a captain is putting team before self (this comes as a surprise to many first time captains—it takes substantial time and energy to be a good captain. You no longer can just worry about your own play. You must be much more aware of your entire team).
 - Encourage positive talk about team members and coaches -- in the locker room, in the playing arena, around school or on the team bus (teams that are allowed to ruminate on negative aspects of the season can quickly find themselves wallowing in self-pity; as a team leader, you need to help keep the emphasis on the positive aspects).
 - Help curtail off-the-field team gossip—this breaks team unity and can prove to be more destructive than anything else on the field. As a captain, you should be loyal to your coaches—support them in public, but also be sure to take any issues of concern to them directly to discuss privately. Be part of the solution!

LOCKER ROOMS AND FACILITIES

It is student-athletes'/team members' responsibility to take good care of the locker room and facilities and to respect their own and other student-athletes' and team members' belongings. All belongings must be left in their assigned lockers. Combination locks are available, however, student-athletes need to make a request to borrow one for the season through the Director of Athletics & After School Programs. Graffiti or putting tape or stickers on the locker is not permitted. Horseplay or throwing towels or other objects is not allowed in the locker room. All showers must be turned off after showering and no glass containers are permitted in the locker rooms. Equipment, gear and uniforms must be removed from the lockers at the conclusion of each sports season.

The Athletics Program is not responsible for any missing valuables, money or personal items. It is **STRONGLY** recommended that a student-athlete put his or her valuable items in the locker using a combination lock.

WEIGHT ROOM

Student-athletes/team members may train only in the presence of an instructor, coach, or Athletics Program personnel. All team members must wear proper attire and work with a partner. There will be no loitering, improper conduct, horseplay, or equipment abuse during the workouts. The list of rules for the Strength Room is posted on the wall and must be followed.

SHOWERS AFTER PRACTICE

It is strongly recommended that the student-athletes take a shower after practice and before getting treatment before they go home for the evening in order to prevent any infections, such as staph. Staph and other skin infections have become common in the nation so we are using a proactive approach to help student-athletes prevent such infections.

CLOSED PRACTICES

Practices, which are considered as valuable instructional time, are closed to all parties with the exception of coaches, players, athletic staff, and administrators. Guests are allowed only if they are invited and that they receive permission from the coach or Director of Athletics & After School Programs well in advance (24 hours in advance). Guests are expected to refrain from disrupting practice (instructional) sessions in any way, including conversing with the coach or players.

EARLY DEPARTURE DURING SCHOOL DAY

Student-athletes/team members are responsible for making arrangements with teachers to make up class work and assignments. They are not to use athletic events as an excuse for not completing assignments or not doing quality work.

PARTICIPATING IN OUTSIDE SCHOOL CLUB SPORTS

This section is for High School students only. Over the years, there has been a sufficient increase in student-athletes participating in outside of school club sports (OSCS) where practices have occurred during similar hours as Athletics. If your child tries out and makes it to OSCS team, s/he will have to decide whether s/he will join OSCS team or our varsity athletic team for the season, but cannot participate in both. We believe in having our student-athletes fully commitment to our Athletics program in order to build team cohesion.

ATHLETICS CONTACT INFORMATION

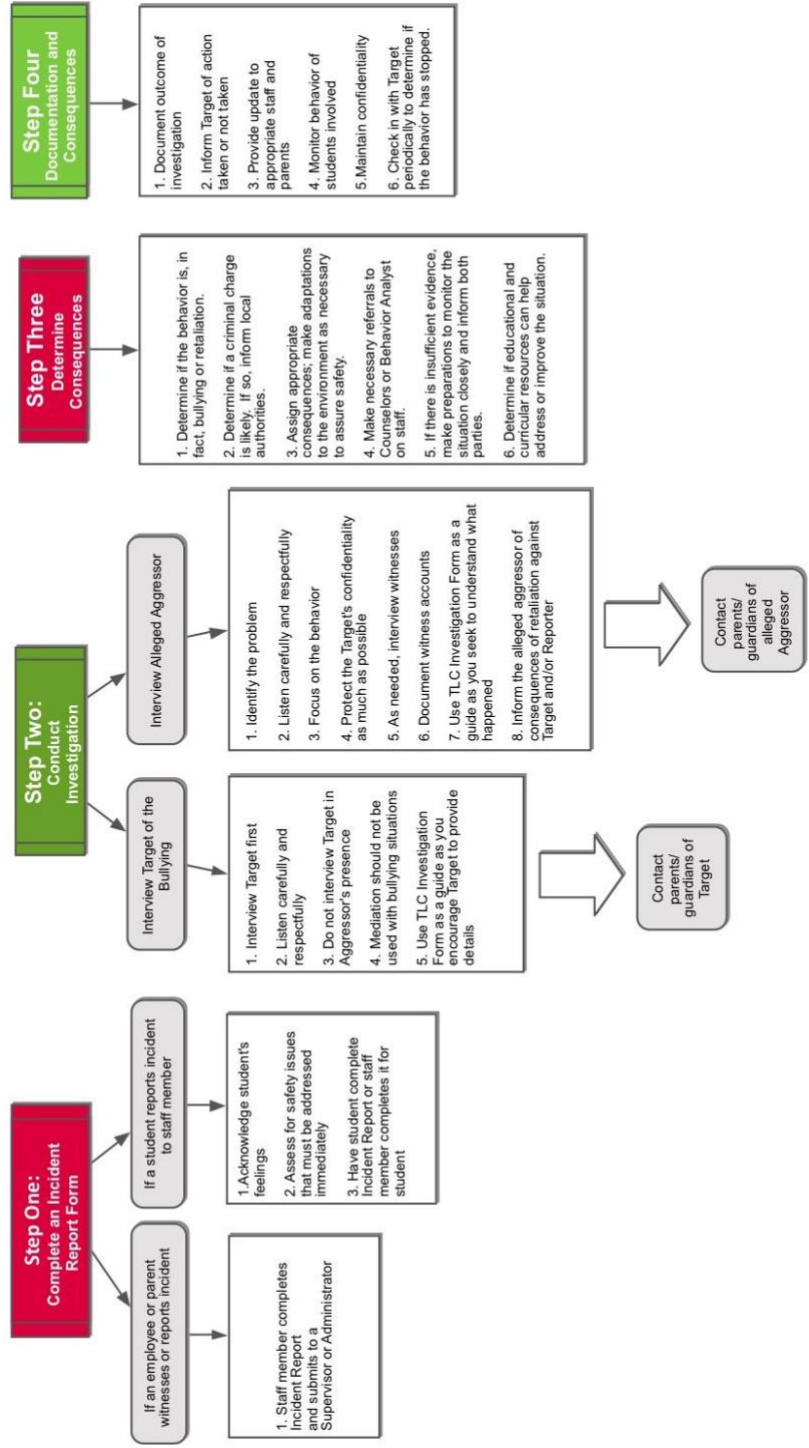
Jeremy Cormier, Director of Athletics & After School Programs

508.283.1045

jcormier@tlcdeaf.org

BULLYING FORMS

ACTION STEPS ONCE A REPORT OF BULLYING OR RETALIATION IS RECEIVED AT TLC



The Learning Center for the Deaf

Bullying Prevention and Intervention Report Form

1. Name of Reporter

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report)

Check if you are: a target of the behavior the reporter (not the target)

Check whether you are a: student staff member parent administrator Other

How do you prefer we contact you? _____

2. Information about the Incident:

• Name of Target(s) _____ Elem/Secondary/WS
(Person who is the subject of the behavior)

• Name of Aggressor _____ Elem/Secondary/WS
(Person who is engaged in the behavior)

When did the incident(s) occur? Time? _____

Before School Morning Lunch After School
 Evening Other

Location of Incident(s)

 Hallway Restroom Classroom Cafeteria/Gym
Outdoors Residence Other

3. Witnesses (List people who saw the incident or who have information about it)

Name _____
 Student Staff Other _____

Name _____
 Student Staff Other _____

Name _____
 Student Staff Other _____

4. Describe the details of the incident (Be specific and continue on back of form to fully explain what each person did or said.)

Complete Both Sides Of Form

The Learning Center for the Deaf
Bullying Prevention and Intervention Incident Report Form (page 2)

Signature of Reporter or Person filling out this Form

Date

Form Given To: _____ **Position:** _____ **Date** _____

ADMINISTRATIVE USE ONLY

Investigation Assigned to:

_____ Date: _____

Title _____

The Learning Center for the Deaf Investigation Report Form

1. Investigator(s) _____ Position: _____

2. Interviews (Must be conducted separately)

Interviewed Aggressor Name: _____ Date: _____

Interviewed Target Name: _____ Date: _____

Interviewed Witness #1 Name _____ Date: _____

Interviewed Witness #2 Name _____ Date: _____

Interviewed Witness #3 Name _____ Date: _____

3. Any prior documented incidents by the aggressor? YES NO

• If yes, have incidents previously involved a target or a target group? YES NO

• Are there any previous findings of Bullying or Retaliation? YES NO

4. SUMMARY of INVESTIGATION (Please attach additional pages or diagrams as needed)

The Learning Center for the Deaf Investigation Report Form (page 2)

CONCLUSIONS

1. Findings of Bullying or Retaliation?

YES

__ Bullying

__ Retaliation

NO

Incident documented as _____

Discipline referral made to whom? _____

2. CONTACTS MADE

Target's Parent/Guardian Date: _____ Time _____

Aggressor's Parent/Guardian Date: _____ Time _____

District Liaison Date: _____ Time _____

Law Enforcement Date: _____ Time _____

3. ACTION TAKEN

Loss of Privileges Detention Suspension Community Service Other

Education/Research Letter of Apology Referral _____

4. Describe Safety Planning

Follow-up with Target scheduled for _____

Initial Report/Date reported: _____

Follow-up with Aggressor scheduled for: _____

Signed and Forwarded to Principal : _____ Date: _____

Report forwarded to the Superintendent on : _____