



225 HIGH STREET RANDOLPH, MA 02368 781-961-6243

<https://www.randolph.k12.ma.us/rcms>

RANDOLPH COMMUNITY MIDDLE SCHOOL

STUDENT AND FAMILY HANDBOOK

The Power of Community



EDITED November 4, 2023

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RCMS Vision

RCMS students believe Knowledge is Power and embody Pride and Purpose to realize personal and global transformation.

- Students will achieve their full academic potential and persevere in solving complex authentic problems through creativity and innovation.
- Students will effectively lead, communicate, and interact with **diverse cultures** in order to shape and impact the 21st century global society.
- Students demonstrate **integrity, empathy, and responsibility** to oneself and the community.

RCMS Mission

- RCMS is committed to authentic student scholarship through culturally responsive and engaged teaching and learning. Students are inspired through self exploration and robust academic discourse to build their agency.
- RCMS creates a safe and inclusive environment that supports the social-emotional growth of students, honors diversity, builds positive relationships between peers and staff that are based on mutual respect.
- Through consistent and accountable expectations, RCMS stands united in supporting the entire student in reaching their full potential.

CONTACT US

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RCMS Parent Teacher Organization (PTO) [website link here](#)

RCMS School Site Council(SSC) [website link here](#)

SCHOOL CALENDAR

Building Tomorrow, Today



Randolph Public Schools 2023-2024

www.randolph.k12.ma.us

Register here!



Welcome back Randolph Public Schools community!

We cannot wait to greet our students in grades 1-12 on Tuesday, September 5, 2023
and our Pre-K and Kindergarten students on Thursday, September 7, 2023!

AUGUST 2023: 2 DAYS

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

29 NEW TEACHER INDUCTION CEREMONY
30 OPENING DAY FOR STAFF
31 PD DAY FOR STAFF

SEPTEMBER 2023: 19 DAYS

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 NO SCHOOL
4 NO SCHOOL / LABOR DAY
5 SCHOOLS OPEN - GR 1-12
7 SCHOOLS OPEN - PK AND KINDERGARTEN
27 EARLY RELEASE/PD FOR STAFF

OCTOBER 2023: 21 DAYS

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 INDIGENOUS PEOPLES DAY
18 EARLY RELEASE PARENT-TEACHER CONFERENCE
ELEMENTARY ONLY
25 EARLY RELEASE/PD FOR STAFF

NOVEMBER 2023: 19 DAYS

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7 2ND QUARTER BEGINS (RCMS/RHS)
10 VETERAN'S DAY OBSERVED
15 EARLY RELEASE PARENT-TEACHER CONFERENCE RCMS
16 EARLY RELEASE PARENT-TEACHER CONFERENCE RHS
22 EARLY RELEASE
23-24 THANKSGIVING BREAK

DECEMBER 2023: 16 DAYS

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 2ND SEMESTER BEGINS (ELEM)
25-29 WINTER RECESS

JANUARY 2024: 21 DAYS

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 NEW YEAR'S DAY
15 MLK, JR. DAY
23 3RD QUARTER BEGINS (RCMS/RHS)
24 EARLY RELEASE/PD FOR STAFF

FEBRUARY 2024: 16 DAYS

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

7 EARLY RELEASE PARENT-TEACHER CONFERENCE - RCMS
8 EARLY RELEASE PARENT-TEACHER CONFERENCE - ELEMENTARY
19-23 FEBRUARY RECESS

MARCH 2024: 21 DAYS

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12 3RD SEMESTER BEGINS (ELEM)
27 EARLY RELEASE/PD FOR STAFF

APRIL 2024: 17 DAYS

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

3 4TH QUARTER BEGINS (RCMS/RHS)
15-19 APRIL RECESS
24 EARLY RELEASE/PD FOR STAFF

MAY 2024: 22 DAYS

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22 EARLY RELEASE/PD FOR STAFF
27 MEMORIAL DAY

JUNE 2024: 8 DAYS

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

1 HIGH SCHOOL GRADUATION: SATURDAY, JUNE 1ST
RAIN DATE: SUNDAY, JUNE 2ND
12 EARLY RELEASE/LAST DAY OF SCHOOL & 180TH SCHOOL DAY
19 JUNETEENTH
21 180TH DAY OF SCHOOL

KEY

- Early Dismissal for Students
- No School (Holiday/School Vacations)
- All Day Professional Development for Staff/No Students
- Half Day Parent-Teacher Conferences
 - Elementary (10/18 & 2/8)
 - RCMS (11/15 & 2/7)
 - RHS (11/16)
- School opens

NO SCHOOL and DELAYED OPENING announcements are made via Connected, Facebook, RPS App, text message, email, and our website at <https://www.randolph.k12.ma.us/>

Back to School Night: Thursday September 21, 2023 6:00 - 8:00

Parent Teacher Conferences : November 15, 2023 & February 7, 2024 11:50 - 2:30pm and 5:00pm - 7:30pm

BELL SCHEDULE

RCMS STUDENT BELL SCHEDULE SY23-24		
7:30-7:33	3 minutes	Transition
7:33-7:53	20 minutes	ADVISORY
7:35 - 8:15	40 MINUTES	BREAKFAST AFTER THE BELL FRONT LOBBY KIOSK
7:53-7:56	3 MINUTES	TRANSITION
7:56 -8:53	57 MINUTES	BLOCK 1
8:53-8:56	3 MINUTES	TRANSITION
8:56 - 9:53	57 MINUTES	BLOCK 2
9:53 - 9:56	3 MINUTES	TRANSITION
9:56- 10:53	57 MINUTES	BLOCK 3
10:53- 10:56	3 MINUTES	TRANSITION
10:56 - 12:30	94 minutes	BLOCK 4 6TH GRADE LUNCH: 10:56 - 11:26 7TH GRADE LUNCH: 11:28 - 11:58 8TH GRADE LUNCH: 12:00 - 12:30
12:30- 12:33	3 MINUTES	TRANSITION
12:33- 1:30	57 MINUTES	BLOCK 5
1:30- 1:33	3 MINUTES	TRANSITION
1:33 - 2:30	57 MINUTES	BLOCK 6

Note: Students are marked Tardy to Advisory after 7:33am

EARLY RELEASE BELL SCHEDULE

TIME	Minutes	GRADE 6	GRADE 7	GRADE 8
7:30-7:45	15	ADVISORY	ADVISORY	ADVISORY
Transitio n 2 min				
7:47-8:15	28	Period 1	Period 1	Period 1
Transitio n 2 mins				
8:17-8:45	28	Period 2	Period 2	Period 2
Transitio n 2 mins				
8:47-9:15	28	Period 3	Period 3	Period 3
Transitio n 2 mins				
9:17-9:45	28	Period 4	Period 4	Period 4
Transitio n 2 mins		<i>4th period teacher walks students to lunch</i>		
9:47-10:15	28	6th grade lunch	Period 5	Period 5
Transitio n 2 mins		<i>5th period teacher picks up students outside</i>	<i>5th period teacher walks students to lunch</i>	
10:17-10:4 5	28	Period 5	7th grade lunch	Period 6
Transitio n 2 mins			<i>6th period teacher picks up students outside</i>	<i>6th period teacher walks students to lunch</i>
10:47-11:1 5	28	Period 6	Period 6	8th grade lunch

11:15 - 11:20		Lockers and dismissal
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REPORT CARDS AND PROGRESS REPORTS

Report cards are not mailed out to families. Families will access report cards via our new online Student Information System, PowerSchool. Student and Parent Logon information is forthcoming.

Randolph Community Middle School Reporting Terms Grades 6-8 SY23-24					
Term	Start	Progress Report	End	# of Days	Date Issued <small>report cards due in SIS and posted to families</small>
1	September 5,	October 4th	November 6th	45 student days	November 20th
2	November 7th	December 11th	January 22nd	45 student days	February 5th
3	January 23rd	February 28th	April 1st	45 student days	April 15th
4	April 2nd	May 8th	June 5th	42 student days	June 12th

SCHOOL SUPPLIES



RANDOLPH COMMUNITY MIDDLE SCHOOL (FOR GRADES 6-8)

8/25/23



GENERAL SUPPLIES

- Book Bag
- Colored Sticky Notes
- Pencils
- Pens
- Color pencils
- Color Markers
- Glue sticks
- Highlighters
- Small pencil sharpener
- Plastic flexible Ruler
- Small scissors
- Five 1 Subject notebook
- Five Composition notebooks
- Two 1" OR 1.5" BINDERS
- Graph paper
- Protractor
- Two Poster Boards for future projects
- comfortable masks(IF DESIRED)

WATER BOTTLE!!



Basic 4 function calculator



DONATIONS



- Tissues
- Band-aids
- Cough drops
- Hand sanitizer

GOOGLE CLASSROOM

Think of Google Classroom (GC) as your child's digital link to learning.

Teachers use GC to share assignments, homework, newsletters, and much more with students AND parents!

- Every students must join a Google Classroom for each of their classes each year
- Students must use their Randolph email address to join Google Classroom
- Students should check each Google Classroom daily
- Parents will be provided an email invitation from teachers in order to access their child's Google Classroom
- For help with Google Classroom visit the [RPS website linked here](#)

CHROMEBOOK LOAN

Each year students will be issued a Chromebook. All students are required to pay a non-refundable computer fee before receiving their laptop. This is a \$30 yearly fee. If parents do not pay the fee their child will not be issued a Chromebook. Students and guardians must sign the [Device Loan Agreement](#).



Randolph Public Schools Device Loan Agreement

Any laptop or charger issued to a student in the Randolph Public Schools (RPS) is on loan and remains the property of the RPS.

STUDENT: I have read this Randolph Public Schools Laptop Loan Agreement. I understand and will abide by the Student Technology and Online Acceptable Use Guidelines and the policies in the Student Handbook. I further understand that with any violation of the guidelines outlined below, school disciplinary or legal action may be taken.

PARENT/GUARDIAN: As the parent or guardian of this student, I have read this Randolph Public Schools Laptop Loan Agreement. I understand that the laptop access is designed for educational purposes. I recognize it is impossible for RPS District to restrict access to all controversial materials and I will not hold RPS responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue a device intended for my child.

BOTH STUDENT & PARENT/GUARDIAN: Damage/Repairs: **We are asking the parent/guardian to provide the district with a non-refundable \$20 maintenance fee to cover the cost of accidental damage.** If the maintenance fee was not collected and a laptop is damaged beyond repair and needs to be replaced, RPS will evaluate replacement options on a case by case basis. A student may be held responsible for some or all of the replacement costs and possible disciplinary action.

STUDENT PLEDGE FOR LAPTOP USE:

1. I will take care of my laptop by protecting it from extreme hot and cold temperatures, keeping food and beverages away from it.
2. I will be the primary user of my laptop and never loan it to other individuals.
3. I will never leave my laptop unattended in an unsecure location.
4. I will not place decorations (such as stickers, markers, etc.) on the RPS laptop.
5. I understand that damage or loss caused by neglect or abuse will be reviewed on a case by case basis. As with the assignment of textbooks, I could be held partially or fully responsible for damages/loss.

For students in grades K-5, the username for the computer login is s(lunch ID number)@randolph.k12.ma.us and the password is student passwords are the capital letter of their first name followed by their 8 digit birth date JYYYYMMDD ex: J19840612.

Once you login to the computer, go to randolph.k12.ma.us to access Clever. The login for Clever is s(lunch ID number)@randolph.k12.ma.us and the password is clever.

If you have any issues, please e-mail techprob@randolph.k12.ma.us or text 339-987-2439.

Required information

Student ID Number: _ _ _ _ _ Serial Number of device: _ _ _ _ _

_____	_____
Student Signature	Date
_____	_____
Parent/Guardian Signature	Date

***NEW* CORE PROGRAM OF STUDIES SY 23-24**

	GRADE 6	GRADE 7	GRADE 8
BLOCK 1	MATH 6	MATH 7	MATH 8
BLOCK 2	SCIENCE 6	SCIENCE 7	SCIENCE 8
BLOCK 3	WORLD GEOGRAPHY & ANCIENT CIVILIZATIONS	WORLD GEOGRAPHY & ANCIENT CIVILIZATIONS II	US GOVERNMENT AND CIVIC LIFE
BLOCK 4	GRADE 6 ELA	GRADE 7 ELA	GRADE 8 ELA
BLOCK 5	MATH LAB (YEAR LONG 5 DAYS/WK)	MATH LAB (YEAR LONG 5 DAYS/WK)	GEOMETRY (YEAR LONG EVERY OTHER DAY)
BLOCK 6	STEM 6 Project Lead the Way ----- EXPLORATORY CHOICE (SEMESTER EVERY OTHER DAY)	STEM 7 Project Lead the Way ----- EXPLORATORY CHOICE (SEMESTER EVERY OTHER DAY)	STEM 8 Project Lead the Way ----- EXPLORATORY CHOICE 2 (SEMESTER EVERY OTHER DAY)

Honors sections are offered for all core classes. Students are placed in Honors based on teacher recommendations, IREADY and DIBELS scores and previous grades and work ethic **INTERVENTION CLASSES**

Some students will be required to take additional coursework based on their academic needs. Below are the courses that are offered to students. Students are recommended for these courses by their teacher or an administrator based on IREADY and DIBELS scores.

RULES BASED READING	READING GROUP	CC MATH INTERVENTION	ADVANCED MATH TOPICS
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EXPLORATORY CHOICES

ART	BAND	CHORUS
VIRTUAL LAB	MUSIC	WELLNESS Physical education

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COURSE CHANGE POLICY

The master schedule of courses at RCMS is complex. Students should not consider requesting changes unless absolutely necessary:

- No changes will be made within the first 6 day cycle, unless there is an error on the student's schedule. An error would consist of a course the student has already taken or a missing a class.
- After the first 6 day cycle, students will have 6 additional school days to potentially make changes if there is space and availability to do so.
- There must be room in the new course for the student. Every effort will be made to investigate alternative course options.
- **Requests for certain teachers cannot be honored**

SPORTS AND CLUBS

SOCCER	FOOTBALL	CHEERLEADING	YEARBOOK	GIRLS ON THE RUN Girls health and running program
Cross Country	MORNING SHOW CREW	BASKETBALL	NATIONAL HONOR SOCIETY (QUALIFYING GRADE POINT AVERAGE 3.5)	GIRLS WHO CODE
BOYS TO MEN Mentor group	GIRLS Mentor Group	TRACK AND FIELD		Girls Flag Football

PBIS-POSITIVE BEHAVIORAL INTERVENTION SUPPORT



Respect

Responsibility

Scholarship

Classroom



- We arrive on time
- We are prepared with academic materials needed
- We listen to teachers and peers
- We use kind words and actions
- We participate actively
- We follow expectations and routines
- We give 100% attention to tasks and activities
- We ask questions
- We leave the room clean and organized

Cafeteria



- We pay for all items in the cafeteria
- We use kind words and actions
- We stay seated when talking to friends
- We leave the cafeteria clean and organized
- We leave the cafeteria in an orderly line

Bus



- We enter and exit the bus quickly and safely
- We use kind words and actions
- We listen to the bus driver
- We follow directions
- We stay seated on the bus
- We keep bodies and property in the bus at all times

The Basics

- We Always...
- Use kind words and actions
 - Positively respond to directives
 - Walk on the right in designated hallways
 - Report bullying to an adult
 - Help keep all areas clean and organized

Voice Levels (VL)

- 0 - Silence
- 1 - Partner
- 2 - Classroom
- 3 - Outside

Hallway



- We walk on the right calmly
- We use designated hallways
- We keep a safe space between others
- We use kind words and actions
- We use passes to travel during non-transition times
- We use lockers during designated times: go, use, lock, leave
- We help keep the hallways clean and organized

Bathroom / Locker Room



- We use designated bathroom/ locker room
- We get to and from the bathroom quickly: go, flush, wash, leave
- We get to and from the locker room quickly: go, change, lock, leave
- We use kind words and actions
- We help keep the bathroom clean and organized
- We report bathroom/ locker room concerns to an adult
- We report bullying to an adult

Arrival / Dismissal



- We have all academic materials needed to be successful
- We use kind words and actions
- We motivate others to follow the rules
- We immediately report to after school destinations: bus, classroom, sports/clubs, or programs
- We leave all areas clean and organized

What I Need to Know

QUICK FACTS

LOCKERS:

- Your things will be in your bag that you will go in your locker.
- There will be a \$5.00 deposit fee for the lock. Which will replace one broken or lost lock.



PASSES:

- One student out of a classroom at the time
- Teachers must call the nurse prior to sending a student down
- Students must sign out of the class

BATHROOM BREAKS:

7:15-7:45

9:00-10:00

ALL LUNCHES

1:00-2:00

ELECTRONIC DEVICE POLICY:

- Electronic Devices include but are not limited to: cell phones, Apple Watches with cell phone service, wireless speakers, AirPods/wireless headphones
- Devices must remain in your bookbag for the time you are in school. Bookbags stay in your locker. No cell phone usage is allowed during the school day.
- If you have an emergency and need to contact your parent, you can make an emergency call in the main office



There will be **one verbal warning**. The first time a student is found using an electronic device during the school day, it **will be confiscated and submitted to the Main Office**. The student can retrieve their device at the **end of the**

school day. The **second time** a student is found with an electronic device: the device will be confiscated and submitted to the Main Office. **Confiscated items may be recovered only by a parent or guardian at the school's discretion.** The **third time** a student is caught with an electronic device: the device will be confiscated and submitted to the Main Office. **Confiscated items may be recovered only by a parent/guardian after a parent/guardian meeting is conducted.**

DRESS CODE

The Randolph Public School District strives to educate and prepare our students for a successful life. Our dress code strives to uphold these ideals. Developing the habit of dressing appropriately for school helps to prepare students for life after high school. Students should be dressed in a manner that does not interfere with their health, safety and welfare and that is not distracting to the educational process.

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

PROGRESSIVE DISCIPLINE AND RESTORATIVE PRACTICES:

- 1st trip to dean = Checklist worksheet & warning
- 2nd trip to dean = Lunch detention
- 3rd trip to dean = Call home & after school detention
- 4th trip to dean (don't get this far) = Possible in school suspension.



DRUGS & WEAPONS = EXPULSION

BULLYING. FIGHTING. OUTRAGEOUS DISRESPECT = SUSPENSION

BULLYING



All students have the right to learn in a safe, warm and inviting environment.

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the victim or damage to the victim’s property;
- Places the victim in reasonable fear of harm to him/ herself, or of damage to his/her property;
- Creates a hostile environment at school for the victim;
- Infringes on the rights of the victim at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school



“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

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

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

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

NONDISCRIMINATION

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity,

religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

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ANTI-HAZING

RCMS enforces anti-hazing policies as part of the disciplinary process in compliance with [Massachusetts General Laws Chapter 269, Sections 17-19](#) and 603 CMR 33.00:

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 wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

ATTENDANCE AND TRUANCY

SECTION 1: REGULAR ATTENDANCE in all classes, every day, is essential for a student's growth and life-long achievement. Regular school attendance is linked to higher graduation rates, lower drop-out rates, higher college attendance rates and higher paying jobs. It is therefore most important that a specific set of expectations be established to ensure a clear understanding of the conditions under which a student may have an allowable absence. All absences must be verified with proper documentation. Failure to submit proper documentation will result in an unexcused absence.

Parent(s)/guardian(s) have a legal responsibility to ensure their child is in school every day school is in session unless excused. It is a high priority for the Randolph Public School District to monitor attendance and address the basis for chronic absenteeism with appropriate supports and interventions. It is the mission of the Randolph Public School District to work with families and community partners to ensure students arrive at school on time, every day, ready to learn.

A student who misses more than 10% of school due to excused and unexcused absences is considered chronically absent. (e.g. school is in session for 30 days and the student is absent a total of 3 or more excused and unexcused days)

Chronically absent students may be ineligible to move from one grade to the next. Circumstances surrounding promotion or retention will be considered by the school principal on an individual basis.

SECTION 2: STATE LAWS REGARDING ATTENDANCE

The following State Laws outline the responsibilities of parent(s)/guardian(s) for monitoring and preventing children's absences from school:

- The Commonwealth of Massachusetts states that parent(s)/guardian(s) are required to ensure children between the ages of 6 to 16 attend school. (*Chapter 76, section 1 of the MA General Laws*)
- School administrators shall implement a Pupil Absence Notification Program as discussed in greater detail below (*Chapter 76, section 1B of the MA General Laws*).
- Educational professionals are mandated to report to the Department of Children and Family (DCF) their reasonable belief that a child is suffering from educational neglect.
- If truancy persists, School Attendance Officers may file a Child Requiring Assistance application with Juvenile Court as appropriate. If a student is in elementary school, a criminal complaint for Failure to Cause School Attendance may be filed against the parent.
(<http://www.mass.gov/courts/selfhelp/family/cra.html>)
- Families that receive benefits under Transitional Aid to Families with Dependent Children are subject to specific attendance requirements.

SECTION 3: TRUANCY

- A student is considered truant when he/she has an unexcused absence.
 - A parent/guardian note does not excuse an absence if the absence does not meet the criteria to be excused.
- Pursuant to School Committee Policy JH, students may be excused temporarily from school for the following reasons:**
- **Illness or quarantine (see further below)**
 - **Bereavement or serious illness in family (parental note required)**
 - **Weather so inclement as to endanger the health of the child**
 - **Religious observances for those religious holidays determined by the MA Department of Elementary and Secondary Education (parental note required)**
 - With regard to absences for illness or quarantine, please find the following:
 - Absences should be supported by written explanation of the parent/guardian. This will be required in advance for types of absences where advance notice is possible.
 - In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Additionally, a doctor's note or other documentation clearing a student to return to school may be required as necessary and appropriate.
 - Sick visits should be supported by a doctor's note specifying the date of the appointment.

- Routine medical appointments should be supported by a doctor's note specifying the date of the appointment. (Well child visits should be scheduled after school hours, or at the beginning or end of a school day so students can still be in school for as much of the school day as is possible).
- ***Please note: Doctor's notes will be accepted when submitted to the school nurse within two (2) weeks following an absence. Doctor's notes are legal documents and may not be tampered with or altered in any way. School officials are authorized to verify all information presented.***
- Absences for legal matters involving the student will also be excused. To excuse such absence, ***a note from a court officer or copy of the summons must be provided and filed in the office.***

Family vacation days that DO NOT coincide with school vacation days WILL NOT be considered excused absences.

SECTION 4: TARDIES

A student who is not in his/her school at the start of the school day is considered tardy. Any school delays declared by the superintendent will not count as a tardy for students.

For middle and high school students, unexcused tardies to a class may result in school detention or other school disciplinary infraction.

SECTION 5: DISMISSALS

All requests for early dismissals must be submitted in writing and given to the principal or designee at the start of the school day or, if possible, the school should be given a 24-hour notice. Teachers are teaching students up to the final dismissal time. While early dismissals are discouraged, it is recognized that emergencies sometimes arise. **Frequent or chronic early dismissals shall result in a parent-school conference to determine whether additional action is necessary.**

SECTION 6: MAKE UP WORK

Work missed due to an absence shall be made up in a timeframe established by the classroom teacher. Teachers have at least 24 hours to provide students with any makeup work. Pre-established deadlines (i.e., papers, projects, homework) must still

be completed on-time by the student. It is the responsibility of the student to make up all work missed because of absence.

Failure to do so may result in a failing grade due to insufficient or unsatisfactory academic performance.

LONG TERM ILLNESS (3 days or more) necessitates a homework request by the student's parent/guardian. Teachers will be notified by a guidance counselor or the assistant principal in such cases.

SECTION 7: PRINCIPAL NOTIFICATION

Each principal will notify a student's parent/guardian within three (3) days of the student's absence in the event the parent(s)/guardian(s) has not informed the school of the absence.

Parent(s)/Guardian(s) will be notified when a student has at least five (5) days in which the student has missed two (2) or more unexcused classes/periods or has five (5) or more unexcused absences in the school year. A reasonable effort will be made to schedule a meeting with the building principal/designee, the parent(s)/guardian(s), and the student to develop action steps for student attendance. As appropriate, the school may invite relevant school staff and staff from relevant public safety, health and human service, housing, and nonprofit agencies.

SECTION 8: ABSENCE NOTIFICATION

On the day a student is absent, the school issues a robocall around midmorning to notify the parent(s)/guardian(s) that their child is absent. It is the responsibility of the parent/guardian to verify and confirm via a phone call, email, or a note regarding the child's absence.

Please note: The Randolph Public Schools District attendance procedures as set forth in this document supersedes all other school-based handbooks and procedures.

RPS District CORE Values: We C.A.R.E.

Continuous Reflection and Improvement • Academic Excellence and Innovation • Respectful and Responsible Relationships • Engaged and Equitable Community

**Randolph Public
Schools**

"Building Tomorrow, Today"



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PARENT/GUARDIAN ACKNOWLEDGMENT

I have reviewed and understand the regulations and procedures contained in the **RPS Code of Conduct Handbook and the RPS Attendance Procedures** as they pertain to me and my child. I understand that my child is responsible for following these regulations and procedures.

I am aware of the parenting role in regard to communication, attendance, tardiness, dismissals, discipline, behavioral infractions and other school regulations and procedures.

I am aware that if I have any questions regarding these regulations and procedures or other information contained in this handbook I can call the School Principal for clarification.

Parent/Guardian Signature

Date

STUDENT ACKNOWLEDGMENT

I have read, or had read to me, the regulations and procedures contained in the **RPS Code of Conduct Handbook and the RPS Attendance Procedures**. I understand that I am responsible for following these regulations and procedures.

To the best of my ability, I understand the RPS Code of Conduct Handbook and the RPS Attendance Procedures.

Student Signature

Date

Please sign and return this form to student's classroom teacher.

Our Schools: AIM Academy – Elizabeth G. Lyons ES – John F. Kennedy ES – Margaret L. Donovan ES – Martin E. Young ES – Randolph Community MS – Randolph High School

Non-Discrimination Policy

The Randolph Public Schools (RPS) do not discriminate on the basis of race, color, creed, national origin, ethnic identity, sex, gender identity, disability, handicap, age, religion, sexual orientation or homelessness in admission to or participation in its programs and activities. RPS does not tolerate any form of discrimination, intimidation, threat, bullying, coercion and/or harassment that insults the dignity of others by interfering with their ability or freedom to learn and work.