LESTER J. GATES MIDDLE SCHOOL

Student/Family Handbook 2018-2019

“Charting a Course for Excellence and Equity”

460 First Parish Road
Scituate, Massachusetts 02066

Telephone: (781) 545-8760
Fax: (781) 545-8767
Web Site: http://www.scituate.k12.ma.us
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Welcome

Dear Families,

Welcome to the Gates community! This student/family handbook is designed to acquaint all members of the Gates community with an overview of the policies and procedures of Gates Middle School; it is not intended to include all aspects of governing the school. Please review this so that you will become familiar with the expectations and policies of the Gates Middle School. Our goal is to provide an engaging, positive, and safe experience for all students and families.

Find below the Gates Middle School Core Values:

We, the members of the Gates community, believe in, embrace, and promote our mutual responsibility to:

- Generate academic excellence
- Appreciate each unique spirit
- Think, create, collaborate
- Empower each other
- Stand up for a safe, positive learning environment

We invite you to become active members of our community and to contribute in a way that is meaningful to you. Welcome to your middle school experience!

Ryan M. Lynch, Principal

MISSION STATEMENT OF THE SCITUATE PUBLIC SCHOOL SYSTEM

The mission of the Scituate Public Schools is to provide the opportunity for a comprehensive education for all students, which focuses on cognitive, emotional, physical and social development. The educational program fosters students' reading, writing, calculating, problem solving, critical thinking skills and creative expression. The school environment nurtures self-confidence, independence, cooperation, and the physical well-being of all students. The schools encourage students to develop a sense of values and responsibilities that enable them to be contributing members of their community and of the multicultural, global society. In partnership with the family, the schools guide students toward becoming lifelong learners with a positive outlook on the world.
Scituate Public Schools

School Committee
Peter Gates
Michael Hayes
Richard Hebert
Janice Lindblom
Michael Long

Superintendent
Mr. Ron Griffin

Assistant Superintendent
Ms. Jennifer Arnold

Director of Special Education
Ms. Dianna Mullen

Director of Business/Finance
Mr. Paul G. Donlan

The Scituate Public Schools have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, homeless status or disability are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.
GATES MIDDLE SCHOOL STAFF

Principal
Ryan Lynch
Assistant Principal
Ryan Beattie
Secretary
Sue Lowrance
Secretary
Monica Clifford

Student Support Staff
School Counselor, Grade 6
Nancy Driscoll
School Counselor, Grade 7
Nina Riley
School Counselor, Grade 8
Amy Mahoney
School Psychologist
Cassondra McNamara
School Adjustment Counselor
Lindsay Newton
METCO
Michelle Crawford-Cranmore
ELL teacher
Nancy Molla
School Nurse
Kellie Roche
7th District Nurse
Karen MacDonald

Grade 6
Team A
Math
Megan Fahey
ELA
Jim O'Sullivan
Social Studies
John Fitzgerald
Science
Dori Read

Team B
Math
Mary Ellen Gaziano
ELA
Matthew Mulder
Social Studies
Matt Poirier
Science
Jill Suddath

Grade 7
Team C
Math
Karen Smith
ELA
Adele McCarthy
Social Studies
Jen O’Malley
Science
Jean Chambers

Team D
Math
Adam Culbert
ELA
Ruth Yasin
Social Studies
Sara Paster
Science
Richard English

Grade 8
Team F
Math
Andy Barlow
ELA
Janine LeBlanc
Social Studies
Jay Gillespie
Science
Kathy Wilson

Team E
Math
Amanda Kruggel
ELA
Chelsea Townsell
Social Studies
Brian Robinson
Science
Kim Woodford
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<tr>
<th>Department</th>
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<tr>
<td>Specials</td>
<td>Heather Hughes</td>
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<td>Engineering</td>
<td>Robyn Leverne</td>
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<td>Health/Applied Nutrition</td>
<td>Matt Cherner</td>
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<td>Allison Mulvaney</td>
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<td>Colleen Simpson</td>
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<td>Beth Niece</td>
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<td>Drama</td>
<td>Lindsy Warwick</td>
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<td>Kyle McCarthy</td>
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<td>Kristina Shelley</td>
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<td>Sara DeMatteo</td>
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<td>Laura Messner</td>
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<td>Gayle Coughlin</td>
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<td>Trevor Schattgen</td>
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<td>Nadia Davis</td>
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<td>Rachel Burke</td>
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<td>Greg Lessard</td>
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<td>Amanda Glover</td>
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<td>Eileen Rotty</td>
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<td>Special Education</td>
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<td>Special Education, Gr. 6</td>
<td>Kathy Richards</td>
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<td>Sabrina Daniels</td>
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<td>Shan Morrissey</td>
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<td>Jodi Skypeck</td>
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<td>Katelyn O'Rourke</td>
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<td>Caitlin Corey</td>
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<td>Heidi Branca</td>
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<td>Christine Branca</td>
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<td>Speech and Language</td>
<td>Meredith Hilditch</td>
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<td>Special Education Team Chair 6-12</td>
<td>Deborah Sullivan</td>
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<td>World Language</td>
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<td>Spanish</td>
<td>Gaby Lueck</td>
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<td>Acadia Jewett</td>
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<td>Lisa Mavilia</td>
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<td>Olivia Blais</td>
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<td>Megan Carmody</td>
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<td>Paraprofessionals</td>
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<td>Siobhan Boudreau</td>
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<td>Lori Desreuisseau</td>
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<td>Maureen Keys</td>
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<td>Lea Sweeney</td>
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<td>Ann Marie Thompson</td>
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To email any staff member, please click on the Gates website and look for that person’s email link.
http://www.scituate.k12.ma.us/gates/index.shtml

District Calendar for 2018-2019

MARK YOUR CALENDARS

❖ Important Dates

Trimester
Trimester 1............................... September 5th – November 30th
Trimester 2............................... December 3rd – March 15th
Trimester 3............................... March 18th – Last day of school

Report Card
Trimester 1............................... December 7, 2018
Trimester 2............................... March 22, 2019
Trimester 3............................... Last day of school

❖ Delayed Start Dates: – School starts for students at 8:35 AM on the following late start PD days: October 17th; November 14th; December 19th; January 16th; February 13th; March 13th; April 10th; May 15th

❖ Professional Day – October 5th

AGENDAS
We encourage students to identify a method of tracking and prioritizing assignments that works for each student’s specifics needs. Students can utilize paper agendas, online agendas, or agenda applications (apps). Students are responsible for documenting (written or electronic) their homework during each class period.

ANNOUNCEMENTS
Daily announcements are made during homeroom. Announcements are also posted on our website.

ATTENDANCE
For more information about absences, please refer to School Committee Policy JH

PHILOSOPHY: The Scituate Public Schools believes that regular and punctual school attendance is critical to academic success and establishing positive lifelong work habits. Despite advances in technology, it is still impossible to adequately replicate the in-class experience for students who are absent from school. Students who are excessively absent are likely to fall behind academically, could experience school failure, and may eventually drop out of school. Parents play a critical role by ensuring their children regularly attend school.

PROCEDURES: Consistent with Massachusetts General Law, Chapter 76, the Scituate School Committee has established Policy JH. A copy of this policy can be found in the Appendix of the student handbook. Each school principal will enforce this policy as follows:

1. To be considered present for school, a student in Grades 7-12 may miss no more than two class periods in a school day. Elementary students must be present for at least ½ of the school day.
2. When a child is going to be absent from school, the parent/guardian is expected to call the school office no later than one hour after the start of the school day. If the school does not receive a phone call from the parent/guardian, the school will attempt to reach the parent/guardian through a personal phone call or other automated means.
3. In all instances where a child is absent from school for any reason, a signed note from a parent/guardian must accompany the child upon return to school. Emailed notes from a registered parent/guardian email address will meet this expectation. Registered is defined as the official parent/guardian email address listed in ASPEN. The note must indicate the date(s) and reason for the absence from school.
4. The following absences are considered excused by the Scituate Public Schools with proper documentation:
   • Short-term illness (less than 5 consecutive days) - Must be verified by a parent note/email upon return to school.
   • Long-term illness (5 or more consecutive days) - Must be verified by a note from the doctor’s office upon return to school.
   • Chronic Illness (a recurring, long-term medical illness or condition) - Must be verified by a note from the doctor’s office on file with the school nurse stating the nature of the illness/condition and its possible effect on school attendance.
   • Dismissal from school by the school nurse.
   • Medical appointments verified by a note from the doctor’s office.
• Bereavement - Must be verified by a parent note/email upon return to school.
• School sponsored events such as assemblies, field trips, etc.
• Court appearances – Must be verified by documentation from the court.
• Religious holidays - Must be verified by a parent note/email upon return to school.
• College or private school visits (up to two days per term for high school juniors and seniors and up to two days per year for all other students) – Must submit documentation from the school or college upon return.
• School imposed disciplinary consequences.
• Extenuating circumstances approved by the principal.

5. A student will be marked tardy to school if he/she does not report to school by the posted start of homeroom period, or by the posted start of the academic day if no homeroom is scheduled. Being tardy to school is always considered unexcused unless a note from the doctor’s office is provided upon arrival to school. Parents should attempt to schedule doctor’s appointments before or after school hours. Students tardy more than two periods in a school day (grades 6-12) and more than ½ the school day (K-5) will be considered absent according to Massachusetts law. Disciplinary consequences may apply for students tardy to school.

6. Early dismissal should be avoided if at all possible. The only excused dismissals would be for reasons listed in #4 above. Doctor’s appointments should be scheduled when school is not in session. If a student is dismissed early for a doctor’s appointment they must return to school the same or following day with a note from the doctor excusing the absence.

7. Family vacations are not considered excused absences. Parents are asked to schedule vacations at times when school is not in session. In the event a family vacation can be scheduled only while school is in session, the parent/guardian is asked to provide a minimum of two weeks’ notice to the principal and classroom teacher(s). Teachers are not required to provide work in advance of a planned family vacation. For school makeup work policies please see below.

8. Consistent with Massachusetts General Law, when a student has reached five (5) unexcused absences in a school year, the principal, or his/her designee, will set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance. If a student is not feeling well, that student should report to the school nurse, who will contact a parent/guardian if necessary. Students should not contact parents directly for sick/nurse dismissals.

9. When a student is absent 10% or more in a marking period, even if the absences are considered excused, the principal, or his/her designee, may set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance. As part of this plan, additional documentation may be required to explain excessive absences.

SCHOOL
Each principal or designee shall meet with any student, and that student’s parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal or designee, the student, and the student’s parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. This may include a referral to or collaboration with the juvenile district court.

TARDINESS TO SCHOOL
Students will be marked tardy if they have not reported to their homeroom before the 7:35 a.m. bell. If a student is tardy, an admittance pass must be obtained from the office. Please refer to the above procedures for what is considered an excused vs. unexcused tardy. If a student is late more than four (4) times during a trimester and those tardies are deemed unexcused, he/she will be required to serve either an office or lunch detention for the fourth (4th) tardy and for each subsequent tardy during the current trimester. Chronic, excessive tardiness (8+ per trimester) may be referred to the district court for further investigation.

TARDINESS TO CLASS
Any student tardy to class may be assigned a detention by the teacher. Use of lockers or bathrooms may not be accepted as an excuse for tardiness.

DISMISSAL
Early dismissal should be kept to a minimum. The only acceptable reasons for dismissal are those listed above. Students requesting dismissal from school must present a note from home stating the time and reason for the dismissal and the name of the person to whom the student will be dismissed. This note should be brought to the office before school so that the student’s name may appear on the attendance bulletin. A parent or authorized adult must sign out students. Identification may be required. Students must remain in class until being called for dismissal.

If a student is not feeling well, that student should report to the school nurse, who will contact a parent/guardian if necessary. Students should not contact parents directly for sick/nurse dismissals.

END OF DAY DISMISSAL
At the end of the day, when students are dismissed by their teacher, students should go to their lockers. Bus riders should report immediately to the busses. Walkers and students who receive rides should report immediately to their home base and await an announcement for when it is safe for them to be dismissed. Students who are walkers and riders who do not comply with this rule may be subject to disciplinary action per the Code of Conduct.

TRUANCY (CUTTING CLASS)
If a student is found truant from class, the teacher of that class will not provide make-up work and the administration will enforce the Code of Conduct. Students found truant from class will receive a zero (“0”) for the class work missed due to cutting class.
**SCHOOL MAKEUP WORK POLICY:** No student shall be unduly penalized for excused absences that occur as a result of reasons listed in #4 above. Elementary (K-5) and secondary (6-12) schools will establish their own developmentally appropriate policy for making up school work due to excused and unexcused absences.

**ABSENCE DUE TO ILLNESS**
When students are absent due to illness, the best way to check for missed work is through ASPEN. Missed work also can be collected by a student’s school counselor if the request is made prior to 8:30 a.m. Missed work can be available for pick-up after 2:30 p.m. In the case of absence due to illness, the student should complete and return all missed work to the teachers within a period of time equal to that of the absence (i.e. One week absent, one week to complete work). Additional time may be granted at the teacher’s discretion.

**VACATION POLICY/VOLUNTARY ABSENCE**
The Gates School administration strongly advises parents to schedule their family vacations to coincide with the school vacations in order that their children not miss daily classroom instruction. In the event that this is not possible, the following procedures must be followed. A vacation absence will be considered unexcused:

- The parent/guardian must submit a letter to the Gates School administration regarding the planned family vacation two weeks in advance.
- It will be the teacher's prerogative to give homework and class work assignments in advance to students who will be on vacation during school time. It will be the student's responsibility to make up all assignments within one (1) week of their return to school if vacations are taken during school time.
- Teachers are not required to give tutorial assistance to students who have missed class time due to a family vacation.

These guidelines are not to be interpreted as permission to be absent from school. Absence should be only for a serious reason. Multiple days of absence create academic consequences. The attendance policy is designed to maintain the integrity of academic excellence at the Gates Middle School.

**DROP OUT PREVENTION**
No student who has not graduated from high school shall be considered permanently removed from school unless the principal has sent notice to a student, and that student’s parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student’s parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student’s parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

**ABSENCE DUE TO RELIGIOUS HOLIDAYS**
In the case of Absence Due to Religious Holidays, please refer to School Committee policy JHAB.

The Scituate School Committee adopts the following policy in order to accommodate the religious needs of our students who observe religious holidays during the school year. No student shall be penalized because he or she was absent from school for religious observance. Teachers will not give tests or quizzes, or have programs that would place absent students at a disadvantage on religious holidays. Test or quizzes shall not be administered on the day following a religious holidays unless the teacher has provided notice of such a test or quiz at least four (4) school days prior to the religious holidays.

A list of the religious holidays that will include, but not be limited to, Rosh Hashanah, Yom Kippur and Passover (three holy days shall be included on the school calendar each year) shall be provided to each teacher at the start of the school year. This list will include the notation that the Jewish holidays begin at sundown on the day before the holy day.

Scituate Public Schools will consider religious holidays in preparation of the annual school calendar and these days will be listed on the calendar. Every effort will be made to avoid scheduling school-sponsored functions such as “Back to School Night”, concerts, plays, school photos and athletic contests on religious holidays.

**ATTENDANCE AT SCHOOL EVENTS**
A student may be excluded from a school-sponsored event if he/she is absent to school or does not report to school prior to 10:20 a.m. on the day of the event.
AWARDS and RECOGNITION

END OF THE YEAR AWARDS
At the end of the school year, award programs will be held to recognize students in the following categories:

**Academic Program Awards**
These awards recognize students who have demonstrated a consistent commitment to a class thorough consistent participation, performance, leadership and character and high level of achievement by achieving the highest overall average in that class and on each team. This award is given out for each content areas and for each team.

**The Outstanding Student Award**
This award is presented to the student who has shown outstanding academic performance in all his/her courses throughout the school year.

**MVP Award – Most Valuable Team Player**
The teachers give this award to the student(s) who exhibits enthusiastic performance and a willingness to contribute unselfishly to their team throughout the school year.

**The Citizenship Award**
This award is presented to the student who consistently demonstrates the following attributes: Leadership that directly influences others to be positive, a willingness to render services to others, the highest standards of attitude toward honesty and reliability, cooperation in complying with school regulations, a willingness to uphold scholarship, courtesy in work and action to those in authority and to fellow classmates, the ability to follow as well as lead, a willingness to perform insignificant services as well as those that win acclaim, and a will to do the right thing.

**The Peer Mentor Award**
This award recognizes those students who go above and beyond the norm by extending themselves towards others while appreciating the unique qualities of their classmates.

**Honor Roll**
This award is presented to those students who have achieved Honor Roll status for all three terms during the current school year.

**High Honor Roll**
The award is presented to those students who have achieved High Honor Roll for all three terms during the current school year.

**The Dolly Devereaux Award**
This award is presented to two students in their 8th grade year who have shown tremendous growth in character during their three years at the Gates Intermediate School. These students may have shown growth in one or more of the following areas: academics, attendance, perseverance, and/or character.

**The Lester J. Gates Award**
This prestigious award is presented to those students at Gates who have maintained High Honor Roll status (all A’s in all courses) for the entirety of their three years at Gates.

* Students who earn Honor Roll, High Honor Roll, and the Gates Award will be recognized after grades have closed and have been verified by Gates teachers and administrators. School administration will share awards related to grades, but grades do not always close prior to the Grade 8 Promotion Ceremony.

**Gates Core Values Awards:**

At a minimum of once per year, each team, specials, special education, and world language, nominates one student who “lives out” one of the five Gates Core Values.

- Generate academic excellent
- Appreciate each unique spirit
- Think, create, collaborate
- Empower each other
- Stand up for a safe, positive learning environment

The Gates Core Values Awards are an important way to recognize students for being strong students while also contributing positively to the culture at Gates.

The addition or deletion of awards will be a decision made in concert with School Council, school staff, and building administration.

**BICYCLES**
Students who ride their bikes to school are expected to practice safe riding habits on their way to and from school. Helmets should be worn at all times. Students are expected to park their bikes in the bike rack as soon as they arrive at school in the morning. They are not to ride around the school property. It is also recommended that students provide a lock for their bikes. Students riding bikes are not to leave the bike rack area until all buses have left the driveway. As with all students’ personal property, the school is not responsible for lost or stolen bicycles.
BULLYING PREVENTION  (POLICY JICFB)

BUSSES  (POLICY EEA)

STUDENT CONDUCT ON BUSES  (POLICY EEAEC)

CHILD ABUSE AND NEGLECT  (POLICY JLDBD and POLICY JLDBD-R)

COMMUNICATION

AS PEN
The Gates Staff utilizes AS PEN as our student/parent portal. Each student and parent/guardian is provided with a password to this portal. You are encouraged to reference your child’s AS PEN account regularly to monitor his/her assignments, progress, and grades. Teachers are expected to minimally update their AS PEN gradebooks every two weeks. AS PEN is a valuable tool and will help keep open the lines of communication between parents and their children regarding their schooling.

SchoolMessenger
The Gates community utilizes this communication software to notify parents and guardians of upcoming events at Gates. Please be sure we have your preferred SchoolMessenger phone number and email address in ASPEN.

CELL PHONES  
(See Policy IJNDB)

COMMUNICATION WITH GATES STAFF
We encourage you to contact any of your child’s teachers, school counselor or administrator. Check the Gates website for email links to staff members or call (781) 545-8760 and use the dial by name directory.

TEAM MEETINGS WITH PARENTS/GUARDIANS
It may be beneficial for team teachers, school counselor (and support staff if appropriate) and parents/guardians to meet together to discuss ideas that will support a student who is having difficulties with learning, homework completion, behavior, and/or social interactions. Parents/guardians will be contacted if the need arises. If a parent/guardian would like to request a team meeting for your child, please call the school and ask for your child’s guidance counselor. They will set up a time to meet with your child’s team teachers. Communication between home and school is strongly encouraged.

CONCUSSIONS  (Policy JJIF)

CORI REQUIREMENTS  (Policy ADDA)

CORRIDORS
Students are expected to proceed in a quiet, respectful manner, keeping to the right while passing between classes. Running, pushing, shoving and yelling are not allowed in the corridors. Misbehavior in the hallway will be subject to disciplinary action.

DANCE RULES
The following rules are to be followed by all students so that our dances are a safe place for everyone:

- Only students who attend Gates Middle School may attend dances.
- Dances are held between 7:00-9:00 pm. Students are not allowed to arrive after 7:30 unless they have a signed permission slip from the office.
- Students may not leave before 9:00 unless a parent or guardian picks them up. A parent/guardian must come into the dance to notify an administrator.
- All bags must be left at the front door.
- Students may not bring in their own beverage. Water is provided and the PTO sells snacks.
- No running at any time.
- Appropriate dancing behavior is expected at all times: no kissing or inappropriate touching.
- Harassing, bullying or unkind behavior of any kind may result in being asked to leave the dance.
- A student will not be allowed to attend a dance if he/she has been suspended or has had more than three office detentions for behavior issues for the past thirty days.
- Students must pay at the door in order to enter the dance.
- Students must have a ride arranged for prompt pick up at 9:00.
- No parent/guardian is allowed to take any other student home before 9:00 pm unless there is written permission by the parents of the student making the request. The principal prior to the dance must approve this.
- Chaperones are there to enforce the dance rules and to help all students enjoy the dance. Please listen respectfully to their suggestions or requests.
DISCIPLINE POLICIES AND PROCEDURES (School Committee Policy JIC)
The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and a function of parental and social attitudes toward education and teachers. It is very important that an atmosphere of order, self-discipline, and mutual respect be encouraged. The administration and staff will work with students to develop the maturity and good judgment to regulate their own behavior and accept the consequences of their decisions and actions.

BEHAVIORS AND CONSEQUENCES (POLICY JICH, and POLICY JICG)

GROUP A
Penalty: Minimum of 2 to 10 days suspension and/or referral for expulsion.

- Physical aggression of any nature including, but not limited to fighting
- Threats of violence, including physical intimidation/aggression
- Possession of hazardous materials (fireworks, incendiary devices)
- Chronic defiance or insubordination
- Repeated violation of rules outlined in Group B
- Harassment of any nature that creates a hostile environment for the victim within the school setting
- Hazing – any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person
- Possession of weapons or facsimile weapons
- Using, possessing, or being in the presence of tobacco products and smoking/vaping products, including cigarettes, cigars, chewing tobacco, vaping liquid, vaporizers, or e-cigarettes
- Initiating a false fire alarm
- A bomb threat call
- Possession, use, or sale of drugs or alcohol
- Drug-related paraphernalia
- Stealing
- Defacing school property
- Leaving school grounds without permission
- Any disruptive act that significantly interferes with the educational atmosphere of a classroom or of the building
- Truancy
- Disruption of any school-sponsored event
- Spitting at another person

CONTROLLED SUBSTANCE
School policy and state law forbids the use of, possession of, being in the presence of, or sale/distribution of alcoholic beverages and/ or controlled substances. Students in the presence of others who are using, selling, distributing, or in open possession of these substances may be subject to disciplinary action up to and including the full application of this policy. The regulations are in effect during the school day and at all extra-curricular and school functions. Violations of these regulations will result in the following sanctions:

- **Alcoholic Beverages (Use, possession, in the presence of, sale or distribution)**
  
  **1st Offense**
  - Notification of parents.
  - Mandatory parent conference.
  - Suspension from school for a minimum of five (5) days with a possible recommendation for an additional five (5) days.
  - Assessment by school psychologist for counseling.
  - Restricted from all school events or co-curricular activities for forty-five (45) school days.
  - Student will be required to develop a contract with the building principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day. The student will have two weeks to complete the school-related service.
  - Students must relinquish any elected or appointed position for the remainder of the year.

  **2nd Offense**
  - Notification of parents.
  - Mandatory parent conference.
  - Suspension from school for a minimum of five (5) days with a recommendation for an additional five (5) days.
  - Assessment by school psychologist for counseling.
  - Notification of Narcotics Bureau and Police (informally).
  - Possible expulsion from school.
  - Student will be required to develop a contract with the building principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day. The student will have two weeks to complete the school-related service.
  - Student will not be allowed to attend or participate in any school events or co-curricular activities for a minimum of sixty (60) school days, or the remainder of the academic year, whichever is longer.
  - Students must relinquish any elected or appointed position for the remainder of the year.
• Controlled Substances (Use of, possession of, in the presence of, sale or distribution of a controlled substance)

All Offenses
- Notification of parents.
- Mandatory parent conference.
- Suspension from school for a minimum of five (5) days with a possible recommendation for an additional five (5) days.
- Mandatory expulsion hearing (per Education Reform law).
- Referral for counseling.
- Notification of Narcotics Bureau and Police informally.
- Restricted from all school or co-curricular activities for forty-five (45) school days. Student will be required to develop a contract with the principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school days. The student will have two weeks to complete the school-related service.
- Student must relinquish any elected or appointed position for the remainder of the year.

POSSESSION OF WEAPONS
Many items can be classified as weapons if they are used improperly. Possession of a facsimile weapon or weapon contraband (ie. Bullets, spent or unused) also constitutes a violation of school rules and may result in disciplinary action.

- Notification of parents.
- Minimum of five (5) days suspension.
- Mandatory expulsion hearing.
- Referral for counseling.
- Notification of the police.
- Restricted from all school or co-curricular activities for forty-five (45) school days.
- Student will be required to develop a contract with the principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school days. The student will have two weeks to complete the school-related service.
- Student must relinquish any elected or appointed position for the remainder of the year.

GROUP B
Penalty: Minimum of 2 office detentions, up to suspension
- Failure to report to Office Detention
- Repeated violation of rules outlined in Group C
- Defiance or failure to comply with a request made by any staff member
- Knowingly lying to a staff member or administrator
- Failure to report to homeroom, class, or lunch
- Encouraging or arranging fights
- Throwing food or objects of any kind
- Forgery
- Plagiarism of any type
- Profanity, obscenity, discourtesy or blatant disrespect toward any staff member
- Damaging school property or other people's personal property
- Inappropriate physical contact, including horseplay and "fake-fighting"
- Making and/or throwing snowballs on school property
- Misrepresentation or failure to give correct identity when asked by school personnel
- Creating a safety hazard
- Disruption in, or having to be removed from office detention

GROUP C
Penalty: Minimum of 1 office detention
- Disruptive conduct in class or school building, on school grounds or on school buses
- Disrespectful speech or action done toward any member of the school community in the building or on school grounds
- Failure to report to a teacher-assigned detention
- Habitual loitering after school hours
- Card playing or gambling in school or on school grounds
- Unacceptable social behavior
- Drinks, other than water, outside of the dining commons (unless permitted by a teacher for a special classroom activity)
- Failure to return and/or pay for lost or damaged books
- Repeated violation of dress code
- Failure to report to the office when tardy to school

The administration has the final decision in all disciplinary matters.

DUE PROCESS
The Fourteenth Amendment says no person can be deprived of life, liberty or property without due process of law. The Supreme Court has held that a student's interest in a public education is a property right protected by the due process clause. The essential elements of due process are "notice"
and "hearing". This means that a student cannot be suspended unless he/she is informed of the charge against him/her and the basis for the accusation, and unless he/she is given a chance to tell his/her side of the story.

**DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS**

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and federal special education laws prescribe additional requirements concerning the discipline of students with special needs. Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. The student's Team will convene to determine whether the student's misconduct that led to the change in placement was a manifestation of his/her disability. These include, but are not limited to:

- If the misconduct was a manifestation, the school will conduct a functional behavioral assessment and implement a behavior intervention plan, provided that the school did not already conduct such an assessment before the behavior that resulted in the discipline.
- If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed, unless the school and the parent agree otherwise.
- If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education who is removed from his/her current educational placement is entitled to continue receiving educational services to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP.

In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student's disability. These special circumstances are when:

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

Copies of disability law requirements regarding discipline are available in the Special Education Office.

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1993.

**DRESS CODE**

Gates Middle School has a dress code that is meant to emphasize the importance of personal dress and appearance that encourages a safe and positive learning environment for all. The following guidelines are meant to encourage that environment:

- Students should dress comfortably for school while wearing clothing that is well-suited for a school environment.
- Clothing will cover torso, midriff and backside, and have sleeves or straps.
- Head and face will be uncovered. Appropriate headgear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.
- Clothing, drawings, and accessories that display or promote negative messages are not permitted. Those negative messages could include drug, weapon, alcohol, gang, or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, or offensive words or graphics.

Gates encourages all students to be proud of who they are and to express themselves appropriately. Violations of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis. The courts have ruled that the schools have authority to regulate students' dress and, in some cases, hair styling. Students who are dressed inappropriately for school will be requested to change their clothing. Parents may be called and requested to bring in appropriate attire for their children. Health regulations require that shoes must be worn at all times in a public building. Students who violate the dress code for the first time will be asked to call their parents to bring in appropriate clothing. The final decision regarding a particular student's dress lies with the administration.

**DRUG SEARCH**

The Gates Middle School will periodically conduct a search of the school, including lockers and desks, for drugs and contraband. Student possessions will be searched when there is reason to believe the student is violating or has violated the law or school rules. When appropriate, the police and the use of trained animals may be used to conduct such a search. Students found intentionally interfering with a search may be subject to disciplinary action.

**ELECTRONIC DEVICES (Policy JNDB)**

Scituate Public Schools is a “Bring Your Own Device” district, and students are encouraged to bring devices with a keyboard to school. Such devices, when used properly, are learning tools and help students to collaborate, access research, present work, and stay organized. Students must follow the “Student Responsible Use of Technology” (Policy JNDB).

Students, staff, and parents at Gates have worked to develop recommendations for using electronic devices in pro-social ways. The following statement has been developed by a committee of Gates staff, students, and parents so that devices enhance and do not detract from the academic and social goals of the school:
Gates Statement on Using Devices in Pro-Social Ways:
Gates is a school community committed to students’ academic and social development. We believe that students should be able to communicate effectively both in person and through electronic media. We also recognize that students and adults should be present as community members and as digital citizens. We believe that electronic devices are tools for learning, but devices can interfere with students’ ability to be present as community members. Small laptops seem to work best as learning tools, while cellphones are not ideal devices in the classroom setting for producing work. In this spirit, we have crafted these guidelines so that students interact with their peers and with their electronic devices in prosocial ways.

**During Class:**
Students are in class to learn, so students should enter class prepared to greet the teacher. Teachers want to start class by welcoming students and having their full attention. As the teacher structures the learning experience for the lesson, the teacher may ask students to use a device as part of the lesson. Devices are appropriate for use during class only for teacher-directed activities or as part of project work for the day. Students may use technology to record assignments. Unless devices are being used as part of the lesson or for a student to take notes or create work for the class, students’ devices should be away or off the desk.

**Arrival and Homebase:**
As students are entering the building in the morning, they should have devices away so that they can greet other students and adults as they begin their day. Saying hello and checking in with friends is an important way to begin the day. In the dining commons prior to the 7:20 a.m. bell, students can use devices responsibly. Once the 7:20 bell rings and students transition to Homebase, students should put devices away unless they are using them for academic purposes with teacher permission.

**In the Hallways:**
Between classes, students should make their way to their next class, stop at their locker, and greet other students and adults. Students should not be using devices as it can create a safety issue. Students should be on time for class. If students must use a device between classes, they should pass to their next class and then request teacher permission.

**At Lunch:**
Lunch is a time during the school day when students can see friends and eat. It’s important for students to develop relationships with peers and adults and we don’t want devices to get in the way. Devices should not be used at lunch tables. During the last five minutes of lunch students can use devices for purposes in line with the responsible use policy. We will have a clear signal on the wall of the cafeteria that signals when devices can be used [big red dot vs big green dot].

**Enrichment Block and Advisory:**
During Enrichment block and Advisory, students work with teachers and other students. At the teacher’s discretion, students can use devices during this time to check Aspen and to complete academic work-- and not for any other purpose.

**ENRICHMENT BLOCK**
Twice per week, students who are in Chorus and Band will report to their respective classrooms for instruction and practice. Non-music students will participate in an enrichment block class that allows them to do work, read independent reading books, access teachers, work collaboratively with peers, etc.

**EQUITY IN THE SCITUATE PUBLIC SCHOOLS**
Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Pursuant to this, the Scituate Public School System, parents, students, and other interested parties provide the following information for use.

**Contact Information**
Jennifer Arnold, Assistant Superintendent
**District Equity Coordinator** (781) 545-8759 x 23313
606 Chief Justice Cushing Highway
Scituate, MA 02066
The complete policy can be found on line at [www.scituate.k12.ma.us](http://www.scituate.k12.ma.us) or a hard copy can be obtained by calling the Superintendent’s Office.

**EXTRA HELP**
Teachers are generally available for extra help after school Monday through Thursday. During that time, academic help and makeup work are available. At times, teachers may have prior commitments (e.g., faculty meetings, department meetings) and are unavailable to students after school. For this reason, students must check with their teachers in advance to scheduling a time for extra help. Students are encouraged to attend after school extra help sessions to enhance their academic achievement. Any student staying after school must have a specific purpose and must remain with their teacher at all times. Students found loitering in the school or on the school property after school hours may be subject to disciplinary action.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (POLICY JRA)**

**FIELD TRIPS**
There will be a time when classes, clubs, teams, or other groups will be taking field trips or making visits to other schools to represent Scituate Public Schools in activities. Transportation will be a school bus or commercial transportation, and all students will travel with the group unless there are specific arrangements made in advance through the office of the Principal. Since students will be representing Scituate, it is expected that they will act and dress appropriately for the occasion and in accordance with Gates Middle School’s Discipline Policy. In the case of field trips taken during the school day, students will be given a special form to be signed by their teachers and parents. The Administration and/or the student’s teacher(s) have the right to approve or restrict a student from participating in a field trip (including overseas trips) based upon that student’s tardy, attendance, and behavioral records. It is the student’s responsibility to arrange for any class work that may be missed. Students are
encouraged to obtain work in advance whenever possible.

**FIRE ALARMS (PULLING OF)**
Pulling fire alarms and arson are violations of state laws. If students set a fire or pull an alarm, the school will file a court complaint against them in addition to imposing a suspension of up to ten days. If a second offense is committed, the school administration will recommend that the student be expelled from school.

**FIRE DRILLS**
Safety is the most important issue in any school. The school is required by state law to conduct fire drills. Instructions are posted in each room. Exit from the building or to the assigned indoor location should be rapid and quiet. Listen for instructions after you are outside or in your assigned space. Students must remain with their classroom teachers throughout the drill/evacuation. Students are not allowed to use cell phones or other communication devices during the drill/evacuations. Students who do not follow instructions during a fire drill will be subject to disciplinary consequences. If students are not with a teacher when a fire drill is being conducted, they should go to the nearest exit and report to the first teacher that they see.

**FOOD AND DRINK**
No food or drink (other than water) should be in the hallways and classrooms or removed from the cafeteria. Students may keep water with them throughout the day. Other beverages, such as sport drinks, coffee, hot chocolate, etc. are permitted in the cafeteria only, not in the classrooms.

**HARASSMENT (POLICY AC-R)**

**HAZING (POLICY JIFCA)**

**HEALTH SERVICES**

**HEALTH INFORMATION**
School Physician: Dr. Stephen Lane, MD
School Nurse: Kellie Murphy-Roche RN, BSN, NCSN

**IMMUNIZATIONS**
The Massachusetts Department of Public Health has strict immunization guidelines that we must adhere to. Mandatory school immunizations are as follows: By 7th grade entry every student must have:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement Effective Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR Vaccine (Measles/Mumps/Rubella)</td>
<td>2 doses MMR for entry to kindergarten, 7th grade, full-time college freshmen and health science students</td>
</tr>
<tr>
<td>Varicella Vaccine (Chicken Pox)</td>
<td>2 doses varicella for entry to kindergarten, 7th grade, full-time college freshmen and health science students</td>
</tr>
<tr>
<td>Tdap Vaccine (Tetanus/Pertussis)</td>
<td>1 dose Tdap for entry to 7th grade, full-time college freshmen and health science students</td>
</tr>
</tbody>
</table>

Prescription medication to be administered during the school day - Prescription medication must be delivered to the school by a parent or guardian. Students are not allowed to carry prescription medication to school, with the exception of inhalers and Epipens. A written physician’s order and a written parent consent form must accompany the medication. It must be in the original container and be labeled with the child’s name, medication name, dose, directions, and prescribing physician’s name. Per the Massachusetts Department of Public Health, no prescription medication shall be administered without all of the above being present. Medication consent forms are available in the nurse’s office. We are not allowed to store prescription medication in the school over the summer. Therefore, it must be picked up by the last day of school or it will be discarded. (please see School Committee Policy JLCD)
Non-prescription medication to be administered during school hours:
Every September, non-prescription medication consent forms are sent home with students. This includes permission for medications such as Tylenol, Ibuprofen, Benedryl, etc. Please be advised that the only medications that will be administered to your child are those that are designated by the parent/guardian on the form. Medications will not be administered without this consent form. The form is updated on an annual basis only, so please inform the nurse if at any time during the school year you would like to make any changes to it.

ASTHMA INHALERS
Middle school students will be allowed to have possession of their own inhalers provided the physician’s order and parental consent forms have been completed and indicate that (a) the parent agrees that the student should retain custody of the asthma inhaler and warrants that the student has been instructed in the safe and proper use of the inhaler and that (b) the parent holds the school department harmless from any incident involving the availability of ultimate use of the asthma inhaler. It is recommended that an extra inhaler be kept in the health office for emergency purposes. In the event that school personnel become aware that an asthma inhaler is being improperly utilized, the inhaler will be placed in the custody of the nurse or principal, and patents will be notified immediately.

HEALTH CONSIDERATIONS
It is School Committee policy that home injuries are not to be treated by the school nurse. Please inform the school nurse of any health considerations your child may have. This includes student medications, allergies, asthma, diabetes, vision or hearing difficulties or any other issues. There are a growing number of students with severe allergies. Please inform the nurse immediately if your child has any food/insect/other allergy in order to provide the safest possible environment at school. The information received will be shared with pertinent staff members to develop an emergency care plan to better accommodate your student.

HEALTH UPDATES
In order to provide the best care possible for your child during school hours, please inform the nurse of any health concerns your child may have, including any changes in his or her health that may arise during the school year. Communication between home and school is vital to your child’s well-being.

Updated medical forms, especially immunization records, are always appreciated if your child has a physical exam during the school year. Physicians will usually give parents a copy of the immunizations and physical if it is requested.

HEALTH SCREENINGS
Postural screenings are done annually for all students. Hearing and vision screenings are done in 7th grade in addition to postural screenings. These are merely screenings, not diagnostic exams. If your student is found to have any problems in any of these areas, you will receive a letter home stating the findings, and asking you to take your student to the appropriate healthcare provider for follow up. If you would prefer your student does not participate in these screenings, a written request to that effect must be sent to school.

ABSENCES/DISMISSALS
Understandably, parents (and usually students) do not want class absences. However, when your student is ill, please keep them home. Students with a temperature of 100 degrees or greater, those with vomiting, diarrhea or other illnesses, should always remain home until all symptoms have been absent for 24 hours. Students that are prescribed antibiotics for any reason need to be taking them for 24 hours before returning to school. Students must be fever-free for 24 hours before returning to school. In the event that your student becomes ill during the day, a parent or guardian will be contacted to pick up the student. With parental permission, the student may be dismissed to another family member or friend, provided proper identification is shown. If the school is unable to reach the parent, the emergency contact (designated each September on the emergency card) will be called to pick up the student. To keep our Gates community, healthy please encourage proper hand washing at home.

HOME INSTRUCTION
The Scituate Public Schools continues to respect the right of parents to educate their children at home. Home instruction is subject to the prior approval of the Superintendent following specific procedures. Further information may be obtained from the Office of the Assistant Superintendent.

HOMEBOUND INSTRUCTION (POLICY IHBF)

HOMELESS STUDENTS: EDUCATION OF (POLICY JFABD)

HOMEWORK
The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework is an extension of the student's daily instructional program and is assigned in order to meet the following educational goals and activities:

- To positively and meaningfully review, reinforce, and refine the skills and concepts that are taught in the classroom.
- To pursue independent or enrichment studies of the classroom curriculum.
- To develop in each student a sense of responsibility and accountability.
- Homework assignments should not include skills or concepts that have not been taught previously.
**HOMEWORK GUIDELINES**

- Homework should be assigned in increasing amounts from grades one through twelve. It is recommended that the total time for all subjects fall within the following time guideline: Grades 6-8: An average of less than two hours per night.
- Homework should be evaluated for completion, accuracy and content. Homework assignments that have been evaluated should be included when determining a student’s quarterly grade average. The homework component should not exceed the following guideline: Grades 6-8: No more than 25%.
- Students and parents should be made aware of each teacher’s grading philosophy during the first few weeks of each school year. Academic grouping levels in the higher grades can have an effect on the frequency, length and grading policies regarding homework assignments.
- These policies are recommended as guidelines to establish consistency within the school system. They are not to be interpreted as a constraint upon a teacher’s academic freedom nor upon any departmental policies regarding homework, which would refine and clarify these policies. However, homework assignments should not be given for punitive reasons.
- Homework assignments missed through absenteeism due to illness, family emergencies, and vacations taken during school time must be made up. It must be understood that extra help and make up sessions do not take the place of being present for the regular daily instruction.
- Parental involvement in the homework process is strongly encouraged. It is recommended that parents provide a setting conducive to doing homework and a definite time period during which homework must be done. Parents can also act as a resource person to their children when requested. By assuming this role, parents are able to check their child’s progress and the quality of their homework assignments.
- It is recognized that long-term assignments increase a student's homework load over and above the normal time recommendations. Therefore, teachers should make every effort to avoid concurrent long-term assignments. If this is not possible, due dates for the assignments should be staggered.
- It should be understood that a take home exam differs from regular homework assignments especially in terms of the grading process.

**HONOR ROLL**

*High Honors* – Students must receive A’s in all academic and exploratory subjects (Music, Health/Wellness, Art, Engineering, Technology, Physical Education, Band and Chorus).

*Honor Roll* – Students must receive A’s or B’s in all academic subjects and exploratory subjects (Music, Health/Wellness, Art, Engineering, Technology, Physical Education, Band and Chorus).

**HUMAN SEXUALITY EDUCATION (POLICY IHAMA)**

**LIBRARY MEDIA COLLECTION**

The library collection is an essential component of the learning experience for students at Gates Middle School. The use of resources is critical to providing the best possible education. The collection thrives due to the support of the administration and the utilization and cooperation of the staff. Books are organized by genre, can be found throughout the shelves of the building and the community can find information such as description and location through our Destiny online catalog. Destiny can be accessed as a guest or login through firstnamelastname and password (student pin code).

The objectives of the Gates Library Collection are to provide:

- Opportunities for students to browse, explore, and utilize all resources available.
- Opportunities for staff to incorporate resources for instruction into the curriculum
- Assistance to students in completing resource-based learning assignments and activities
- Resources for teachers to supplement their instruction and curriculum

Books may be kept for a period of two weeks after which time they should renew or return the item. If a book is lost or damaged, patrons will be billed an amount equal to the replacement cost of the book.

The Gates Library Media Specialist ensures equitable access to information and resources both at school and online. The school Library Media Specialist can assist teachers and students in the effective use of technology while providing information tools, resources, data, and supportive systems that increase teaching and learning opportunities.

As both the manager of the library collection and a teacher librarian, the Library Media Specialist also incorporates a student-centered approach designed to help all students develop skills including thinking critically, utilizing information to solve complex problems, working collaboratively, communicating effectively, and developing lifelong skills for accessing and assessing information.

**LIFE THREATENING ALLERGIES (POLICY EFAB)**

The Scituate Public Schools will work in cooperation with parent/guardians, students and physicians to minimize risks and to provide a safe educational environment for all students. Any student with a diagnosis by a physician that the child is at high risk of a life threatening allergic reaction and/or a medication order containing indications for the administration of epinephrine will be included in this policy. The focus of allergy management will be prevention, education, awareness, communication and emergency response. This policy and protocol will assist students to optimize full participation in educational programs and school-sponsored activities. Procedures shall be in place at school to address food allergy issues in the classrooms and gym, food services/cafeteria, for art, science and mathematics projects, crafts, outdoor activity areas, school buses and vans, field trips and before and after school activities and school sponsored events. The complete Life Threatening Allergy policy can be found on the district website.

**“LOCKDOWN” and “STAY-IN-PLACE” ORDERS**

The school will periodically conduct a “Lockdown” drill or issue a “Stay-in-Place” order. Students are expected to follow instructions of teachers and administration. Students must remain with their classroom teachers throughout the lockdown or stay-in-place order. Students are not allowed to use cell phones or other communication devices during lockdown or stay-in-place order. Students who do not follow instructions during a lockdown or stay-in-place order may be subject to disciplinary action.

**LOCKERS**

Each student will be assigned a locker for storing coats, hats, books, cell phones, iPods and other electronic devices as well as other personal belongings. The need to go to a locker does not excuse a student for being tardy to class. Students will be issued a locker to use for the year.
are expected to keep their lockers closed and secure at all times. If a locker is left unlocked, the school cannot be responsible for the items. Lockers are school property and school administration reserves the right to conduct locker searches for legal, health or safety reasons. Students who vandalize lockers will be subject to disciplinary action. Students are not allowed to keep their belongings in other students’ lockers or on top of their lockers. Students found violating this rule will be subject to disciplinary action.

**LOST OR DAMAGED BOOK**
Lost or damaged books must be paid for by the end of the year. Students' parents will be notified of outstanding bills. Report cards may be held until obligations are fulfilled.

**LOST AND FOUND**
Lost and found articles are put in a box in the lunchroom. In cases of jewelry or eyeglasses, students are asked to bring these items to the main office. The school will not assume responsibility for lost or stolen articles.

**LUNCH PROGRAM (POLICY EFC)**
A class “A” Federal Lunch is served daily in the cafeteria. Students may bring their own lunches if they wish. Sandwiches, fruit, cookies, and ice cream may be purchased separately. Parents are encouraged to send their children to school with healthy food choices. All food is to be eaten in the cafeteria at lunchtime. Students should report to the cafeteria immediately after the bell rings for the start of lunch. Students are expected to follow these cafeteria rules:

- Talk quietly to students at your table.
- Stay seated at your table except for when disposing of trash.
- Ask permission from a teacher or administrator if you need to leave the cafeteria for any reason.
- Do not cut in the lunch line.
- Do not ask or pressure other students for food or money.
- Do not use another student’s account for lunch charges.
- Recycle bottles and cans in the appropriate containers.
- Take turn every day cleaning the top of the table with the cloth provided.
- Make sure you check under the tables and remove any trash or food that may have been spilled. Dustpans and brushes are available.

Violation of cafeteria rules may result in the assignment of a new table, lunch detentions, office detentions, community service or removal from the cafeteria for a period of time.

**MARKING SYSTEM**
Student grades at Gates Middle School are reported as letter grades on report cards. Each letter grade represents a range of numerical grades as follows:

A+  97 and above  
A   93.0 - 96.9  
A-  90.0 - 92.9  
B+  87.0 - 89.9  
B   83.0 - 86.9  
B-  80.0 - 82.9  
C+  77.0 - 79.9  
C   73.0 - 76.9  
C-  70.0 - 72.9  
D+  67.0 - 69.9  
D   63.0 - 66.9  
D-  60.0 - 62.9  
F   59.4 and below  
P   Pass  
I   Incomplete *

*Under normal circumstances, incomplete grades must be made up within five school days of the issuance of the report cards.

**MOSQUITO SPRAYING**
The Town of Scituate does spray school grounds for the control of mosquitoes on occasions. The school community will be notified of mosquito spraying via postings to the Scituate Public Schools website.

**NATIONAL JUNIOR HONOR SOCIETY**
Election to the National Junior Honor Society is an important honor. The Satuit Chapter of the society was granted a charter in 1962. Students who are selected to be members are expected to demonstrate the five pillars of NJHS: scholarship, citizenship, service, leadership and character. The flaming torch, the symbol of learning, is the insignia on the gold pins worn by members of the society. Qualifications for membership in the National Junior Honor Society are as follows:

- A student must be a member of Gates Middle School for a period equivalent to two marking periods before the selection process.
A student must have a cumulative scholastic average of at least 3.60 based on all of grade seven and the first two trimesters of grade eight, including exploratory courses and physical education.

A student who meets the academic requirements will be evaluated by the Faculty Council on the basis of service, leadership, character and citizenship.

Students who meet the academic requirements and are voted in by the Faculty Council must maintain the 3.60 average through term three in grade eight to be inducted.

A National Junior Honor Society induction ceremony is held annually in the month of May. A reception for new members and their families will follow. Students must continue to uphold the standards listed above. Violation of any tenets of the society may be cause for dismissal from the society.

**NO SCHOOL NOTIFICATION/SCHOOL CLOSING**

There may be days on which school is closed or the opening of school is delayed due to inclement weather. Families who have provided phone numbers and email addresses will be notified through SchoolMessenger. Local television and radio stations may also announce this information. In the event that there is a storm or an emergency that develops during the school day that necessitates closing the school, there will be an early dismissal. Should this occur, parents are advised to have a plan in place directing their child or children where to go when there is no one at home.

**OUTDOOR EDUCATION PROGRAM**

Every year, the sixth graders may participate in the Outdoor Education Program, which is a privilege and not a right. The purpose of the program is two-fold: to increase the students’ awareness of the natural world and to provide students with a chance to live together in an environment where they will learn to appreciate friends’ abilities and talents more than they normally would within a regular school setting. Every year, a fundraiser is held to reduce the per pupil cost. The PTOs and school staff give generously of their time and energy to make this program an annual success.

**PHYSICAL EXAM OF STUDENTS (POLICY JLCA)**

**PHYSICAL RESTRAINT (POLICY JKAA)**

**PLAGIARISM**

According to the American Heritage Student Dictionary, to plagiarize is “to take ideas or written passages from another and use them as one’s own.” Plagiarism occurs when a student uses a few sentences, paragraph, phrases, artistic creations, or ideas without giving proper citation or credit. Plagiarism also includes copying another student’s homework, as it involves taking ideas and passing them off as one’s own. Regardless of the form, plagiarism is cheating, and is an academically dishonest offense. Teachers will support academic honesty through instruction and reinforcement of these concepts.

Examples of plagiarism include but are not limited to:

- Using sentences from a source (web site, book, article, etc.) and not giving credit to that source
- Copying another student’s homework
- Allowing another student to copy your homework
- Passing in work that is not one’s own (i.e., written by a parent, sibling, or anyone other than the student)

First offense: Student may earn an F for the assignment. Parent or guardian will be contacted.

Second offense: Student will not earn credit for the assignment. Student also will receive two office detentions. Parent or guardian will be contacted. A detention slip will be filled out to track the offense.

Third offense: Student will earn a 0% for the assignment. Student also will be suspended. Parent or guardian will be contacted.

**PROMOTION POLICY**

In order to be eligible for promotion to the next grade, a student must pass both English and math. In addition, he/she must also pass at least one other major subject. Major subjects include English, Math, Science, Social Studies, and Foreign Language. Students who fail English, Mathematics, or more than one other major subject must successfully make up these courses. A student may not make up more than two subjects in summer school. Private tutoring may take the place of summer school with the written permission of the principal. All costs for summer school and/or private tutoring are the student’s responsibility.

A promotion review committee composed of administrators and counselors will discuss those students who have not met the promotion requirements. Students considered to be poor candidates for retention for a variety of reasons may be recommended for social promotion to the next grade if it is in their best interest. These recommendations will be referred to the superintendent for a final decision.

For more information on summer school options, please contact your school counselor.

**P.T.O.**

The P.T.O at Gates Middle School is committed to fostering and encouraging excellence and equity in the educational environment by promoting communication among students, teachers, parents/guardians and administrators. Members of the Gates P.T.O volunteer their time and energy to raise funds, host events, and research opportunities for improving education at the middle-school level through events that directly involve and benefit the entire Gates community. Through the cultural enrichment program, student and staff teaming events, parent/teacher socials, the teacher support program, and others, the Gates P.T.O provides a tremendous opportunity for all parents/guardians, students, teachers, and administrators to work toward creating a valuable partnership in education.
RESPONSIBLE USE POLICY (POLICY IJNDB)

SCHOOL COUNCIL
The Gates School Council is a representative school building-based committee composed of the principal, two parents, two teachers, one school committee representative and one community member. Each year, there will be an election. Council meetings are usually held monthly; dates and times of meetings are posted at Town Hall. Parents, staff, and students are encouraged to attend these meetings. The Gates School Council develops a School Improvement Plan each year.

SCHOOL COUNSELING
Every student will be assigned a School Counselor who will work with students in an entire grade for three years. This “looping” practice allows for counselors to build positive relationships with their students and their families. School counselors are available to assist students in the process of successfully navigating their middle school years. Students are encouraged to meet with their counselors about any problem or issue that is interfering with their ability to succeed academically or socially. School counselors design programs to meet the needs of all their students; these activities focus on career exploration, positive peer relationship development, and study skills. Counselors also meet with those students individually who need assistance with a variety of issues including, but not limited to: improving peer relationships, managing increasing independence and taking responsibility for their own learning. Counselors may also make referrals to a school psychologist, social worker and/or outside agencies as necessary. Private and vocational school applications are processed through the School Counseling Department as well. Parents are encouraged to contact their child’s counselor with any concerns.

SCHOOL HEALTH SERVICES: ADMINISTRATION OF MEDICATION (POLICY JLCD)

SCHOOL HOURS
Gates Middle School hours for the 2018-2019 school year are 7:35 – 2:03. On half days schools will dismiss at 10:05.

SEARCHES (POLICY JIH)
Lockers, lab tables, desks and other equipment and facilities are the property of the school and are subject to search at any time for any reason. When appropriate, the police and the use of trained animals may be used to conduct such a search. A student’s person, personal belongings and automobile/bicycle/other form of transportation are subject to search when there is reasonable suspicion to believe that the student is in possession of contraband, drugs, weapons or, if there is reason to believe there is an immediate physical threat to the school and/or students, or if there is reason to believe that the student has violated or is violating the law or school rules.

SECTION 504
Section 504 of the Rehabilitation Act of 1973 is an Act which prohibits discrimination against persons with a handicap in any programs receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more of such person’s major life activities which include functions such as:
   • Caring for one’s self
   • Performing manual tasks
   • Walking
   • Seeing
   • Hearing
   • Speaking
   • Breathing
   • Learning
   • Eating
   • Sleeping
   • Standing
   • Lifting
   • Reading
   • Concentrating
   • Thinking
   • Communicating
   • Working
   • Bending
   • Operation of major bodily function
2. Has record of such an impairment
3. Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Scituate Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.
SECTION 504/BEHAVIOR
All students are expected to meet the requirements for behavior as prescribed in this handbook. Additional requirements concerning the discipline of a student on a Section 504 Plan are as follows:

When it is known that a student on a Section 504 Plan is likely to be excluded from his/her program for more than 10 cumulative days in a school year, the Section 504 Team will convene to determine whether the student’s misconduct that leads to the change in placement is a manifestation of the student’s disability.

If the conduct was a manifestation, the school may conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and parent agree otherwise.

If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for Section 504.

Additional information concerning Section 504 including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to Section 504 records may be obtained from the District Section 504 Coordinator.

Ms. Tammy Rundle
Scituate Public Schools
606 Chief Justice Cushing Highway Scituate, MA 02066
781-545-8750

SECURITY CAMERAS (POLICY ECABB)

SPECIAL EDUCATION/IDEA: 603 CMR 28.00 (Formerly known as Chapter 766)
The provisions of state and federal special education law (MGL Chapter 71B and 603 CMR 28.00, formally Chapter 766 and the Individuals with Disabilities Education Act, or “IDEA”) are designed to help eligible students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in regular education due to the existence of a qualifying disability.

The purpose of special education is to help children who have qualifying disabilities make effective progress in school in the least restrictive setting. In accordance with the provisions of the state and federal special education laws, after receiving parental permission, an evaluation is conducted to determine whether a child has a special need that requires special education and, if so, what form will that special education take. The following questions must be answered as part of that evaluation:

- Does the student have one or more documented disabilities?
- Is the student not making effective progress in school as a result of the disability or disabilities
- Does the student require special education (specialized instruction) in order to make effective progress?

Those services are described in an Individual Education Plan (IEP) for that student. Additional information may be obtained from the Director of Special Education.

SPECIAL EDUCATION/BEHAVIOR
All students are expected to meet the requirements for behavior as prescribed in this handbook. State and Federal Laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (IEP). State and federal special education laws prescribe additional requirements concerning the discipline of a student with special needs.

When it is known that a student with special needs is likely to be excluded from his/her program for more than 10 cumulative days (or less than 10 if there is a pattern), in a school year, the TEAM will convene to determine whether the student’s misconduct that leads to the change in placement is a manifestation of the student’s disability.

- If the misconduct was a manifestation, the school may conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and the parent agree otherwise or special circumstances exist.

- If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education, who is removed from his/her current educational
placement, is entitled to continue receiving educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to make progress toward meeting the goals set out in the student’s IEP.

In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student’s disability. These special circumstances are:

- A student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency
- A student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.
- Additional information concerning special education including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to special education records may be obtained from the Director of Special Education.

STUDENT ACTIVITIES
The Gates Community believes that involvement in student activities has many advantages for middle school students. Through their active participation in clubs and organizations, students become connected to their school and their peers. Clubs may be added or deleted based upon interest, supervision, and funding. Students pay an activity fee of $100 for wrestling, field hockey, cross country, or golf. Students do not pay more than one activity fee per school year, i.e. $100 cap. Fees should be directed to the Assistant Principal in the main office.

STUDENT DIRECTORY INFORMATION
The Scituate Public Schools may release directory information without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable time after this notice to request that this information not be released without the prior consent of the eligible student or parent.

The Scituate Public Schools designates the following items as Directory Information: student’s name, address, telephone listing, date and place or birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. The Scituate Public Schools may disclose any of these items without prior written consent, unless the School Principal is notified in writing to the contrary by October 1st of each school year.

STUDENT RECORDS (POLICY JRA)

SUBSTANCE MISUSE PREVENTION POLICY (POLICY JICG)
The purpose of the Scituate Public Schools Substance Misuse Prevention Policy is to ensure that our entire school community is aware of the district’s comprehensive, evidenced-based approach to prevent the use of substances, and intervene early to support students and families considered at risk.

School staff plays a key role in identifying and referring students with substance use related problems and working with their families. Educators and school counseling personnel will work in collaboration with substance use counseling professionals and mental health specialists to meet the needs of those students most at risk. Collaboration between schools and community behavioral health providers address student-specific issues, including interventions such as small group, individual supports, and school re-entry plans. These efforts support school staff including consultation on general, as well as student-specific, challenges and plans for school and community provider responses when necessary. District involvement with the community prevention coalition, Scituate FACTS, the regional collaborative South Shore FACTS through South Shore Health System’s Youth Health Connection, and the Plymouth County Suicide Prevention Coalition, provide these critical networks.

The complete policy and resources can be accessed on the SPS website.

SUPPORT TEAM
The Support Team is a team of educators, with varied backgrounds, who have been trained in a proactive and systematic problem solving approach to address the needs of our students. These teams are focused on creating, monitoring, and refining individualized instructional and behavioral interventions to students in the regular education setting. All teacher teams, including specials teachers, special education teachers, and world language teachers, meet bi-weekly to plan and track interventions. This data is used as part of the Support Team process. More information regarding the Support Team may be obtained by contacting the principal or assistant principal.

TELEPHONE USE
Students are welcome to use the student telephone in the main office if they need to contact a parent/guardian during school hours.

TOBACCO-FREE SCHOOLS (POLICY JICG)
Massachusetts State law 37H prohibits the use of any tobacco products on school grounds by any individual. The Scituate Public Schools enforce this law.

VALUABLES AT SCHOOL
Students should not carry large amounts of money or other valuable articles to school. If an exception arises, leave the money or article in the office for safekeeping until the end of the day.
VISITORS (POLICY KI)
All visitors must enter the building through the front entrance on First Parish Road. Visitors must buzz in and identify themselves for admittance and sign in at the front office and sign out when leaving the building. Visitors will be issued a pass that must be worn while in the building and returned to the office when leaving. Teachers who are expecting visitors will meet them in the office and escort them to their destination.

WEB SITE
Click on to the Gates website for the staff directory, PTO news, virtual backpack forms, daily announcements, school council updates, bus information, teacher pages, program of studies, student handbook, school calendar and more! http://www.scituate.k12.ma.us/gates/index.shtml

WELLNESS (POLICY ADF)

WORKING CERTIFICATES
In the Commonwealth of Massachusetts, every individual from fourteen to eighteen years of age who engages in work must have a working certificate. All individuals applying for a working certificate must present a birth certificate. Validated school records may be used for students of Scituate High School. A working certificate may be obtained from the Scituate High School Main Office.