

OAK BLUFFS SCHOOL HANDBOOK
“PROUD TO BE FROM OB”

After you have read and discussed the handbook with your child, please sign and date the form below; then return it to Oak Bluffs School.

**WE WILL RETURN THIS AGREEMENT TO THE OFFICE WITHIN THE FIRST 2
WEEKS OF SCHOOL**

We have read and discussed the Oak Bluffs School Handbook, including the Martha’s Vineyard Public Schools Civil Rights Policy, Anti-Bias Policy, and Acceptable Use Policy. For most up to date policies, please go to www.mvyps.org.

Student Name (Please print)

Date

Parent’s Signature

Date

Parent Checklist

Certain permission forms and other information are important to help us secure the safety of your children. Many of these forms are due at the opening of the school. Others are due upon request throughout the year. Please be sure to review and sign the following forms when they are provided to you:

- Emergency contact card is needed before the beginning of the school year.
- Blanket permission slip for field trips (Data Sheet)
- Permission to photograph, videotape, or publish pictures of your child through newspapers, local television, school website, and media. (Publicity Release Form)
- Mandatory Health Records: documentation of immunizations must be turned in by the beginning of school or your child may be excluded from school.
- Physical exam must be done by physician, physician assistant or nurse practitioner within one year of school entry for new students, and every 3 years thereafter. For Middle School sports a physical is needed yearly.
- Updated health records to the school nurse including details about allergies with signed Allergy Action Plan if EPI pen ordered.
- Prescription medicine must be in its original container labeled by the pharmacist and given **ONLY** to the school nurse by parent/guardian. Children are not allowed to carry medications except approved inhaler or EPI pen. Oak Bluffs staff members may not accept student medications from parents.
- Free or reduced lunch application forms are available in the school office.
- Network Acceptable Use Policy

Smoking is not permitted at any time by anyone on the school grounds. This is state law.

School Hours

School hours are 8:15AM. - 2:40PM. daily. Students report to their classrooms at 8:15AM. Breakfast is served in the cafeteria daily from 7:50AM. to 8:15AM. Parents may not drop off their child before 7:50AM unless they are meeting with a staff member. **Playground supervision is not provided before 7:50AM or after 2:40PM.**

Dismissal

School is dismissed at 2:40PM. To ensure safety for all children, we ask that you follow the pick up procedures outlined at the beginning of each year. Vehicles should never be left unattended in front of the school during arrival or pick up times. **Please remain in your vehicle.**

Attendance

School attendance is mandatory. All students are required to attend school for 180 instructional days per year to insure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress. State law requires school attendance. It is the responsibility of parents to ensure that their child (children) arrive at school on time. Students will be considered absent when a student arrives after 11:30AM on full days and after 10:30AM on half days and/or they leave school for the remainder of the day before 11:30AM on full days and 10:30AM on half days for purposes of special awards, after school activities and extracurricular events.

A child may be excused for other exceptional reasons with approval of the school principal. Parents or guardians can help their children by refusing to allow them to miss school needlessly. Accordingly, parents or guardians will provide a written explanation for absence or tardiness of the child. This will be required in advance for types of absences where advanced notice is possible.

It shall be the policy of the Oak Bluffs district to notify parents or guardians if a student has at least 5 unexcused days in a school year. Principal or designee shall make a reasonable effort to meet with parents or guardians of a student who has 5 or more unexcused absences to develop an action plan to improve that student's attendance.

Absences / Tardiness

If conditions require a student to be absent from school, please call the Absentee Line (508-693-0951) by 8:30AM. on the day of the absence. Attendance is taken at 8:20 AM daily. Students arriving after 8:20 AM must report to the office with a note explaining the reason for being late or it will be considered an unexcused tardy. If a student must leave school early, a note is requested in advance. Such notes should be presented to the office upon arrival to school. Students in grades K-8 will be sent to the office after the parent arrives in the office to sign the child out. Frequent absences and tardiness will require a parent/administrator conference. Excessive absenteeism may result in summer school, retention, a Child Requiring Assistance (CRA) diversion filed with Edgartown District Court, or Department of Children and Families (DCF)

Picking up Children During School Time

For your child's protection, please abide by the following procedure:

1. A parent / legal guardian wishing to pick up a child during the school day, must check in with the main office. Notification must be in written form by child's parent / legal guardian.
2. The parent or designated individual must sign the child out.
3. The main office will then call the classroom and have the child report to the office.
4. No teacher will release a child without a telephone call from the office.

Absence / Incomplete Grade / Retention

Regular attendance at school is essential to school success. Teachers may provide, **but shall not be expected to provide**, academic work in advance of extended periods of absence. Family vacations do not constitute an excused absence, and we encourage parents to plan around the school calendar. Families who are planning a long-term absence for their child (i.e. more than 10 consecutive days) must un-enroll their child. Upon returning to school, families must re-enroll their child. Students may attend school 24 hours after re-enrollment.

Change of Address

It is the responsibility of the parent/guardian to notify the school when there is any change of address, phone numbers, emergency contact information or changes in child custody.

Residency

Students must physically reside in the Town of Oak Bluffs in order to attend the Oak Bluffs school.

Class Placement: The teachers, guidance counselors and the administrative team, work collaboratively to determine each student's class placement. Great care is taken to ensure the best learning environments are created based on important educational and developmental considerations. Parental input will be thoughtfully considered when class placements are determined, but final class assignments are the responsibility of the school administration.

School Choice

A parent from any Island district may apply for a student's entry to the Oak Bluffs School through the school choice system.

An Oak Bluffs parent may request that their child attend any other Island school according to the guidelines of school choice at the Chilmark, Edgartown, West Tisbury, or Tisbury Schools. See School Choice policy on superintendent's website for more information.

Emergency Cards/Contact

You will need to complete an Illness/Emergency Procedure Card for each of your children in school. The information helps to locate parents in the case of an emergency or any other need. The card provides an update on each child's health status and the parents' preferred ways of managing individual health needs. It gives permission for emergency care. This card must be completed and returned to the school nurse at the start of the school year or at the time of registration of a new student. It is very important that each child's emergency card contain at least two forms of parent contact in case of an emergency.

Illness: Children should be kept home from school for the following:

1. Fever of 100 degrees or higher the night before school or in the morning. Children should be fever free for 24 hours without the use of fever reducing medicines before returning to school.
2. Diarrhea or vomiting the night before school or in the morning.
3. Inflammation of the eyes with discharge. May return to school after 24 hours of medication.
4. When feeling so poorly that child is unable to participate in regular activities.
5. Active untreated head lice. May return when head is treated and checked by the nurse.

Health information that is for the nurse only should be submitted in a note addressed to the nurse marked "confidential".

School Visitors

Any non-student (adults and children) who enter the Oak Bluffs School must report directly to the office to obtain a visitor's pass. Picture ID is required. Visitors must access the school through the front door only.

Snacks

Snacks high in sugar content are discouraged in favor of fruits, vegetables, and whole grain products. Water is the only beverage allowed in classrooms. It is a gum and candy-free campus. Party foods for celebrations must comply with food guidelines set by the state to decrease high fat and high sodium intake by school children. Please check with your child's teacher for information of food allergies.

Bicycles, Skateboards, etc....

Children may ride bikes, scooters, skateboards, and roller blades to school. Students should be at least 8 years old before riding to school in this manner. **By law, helmets are mandatory for all riders.**

Telephone

The school telephone is only available to students in case of an emergency. A request to interrupt classes to talk with a student will be denied.

Cancellation of School

When school is cancelled due to weather conditions or other emergencies, an announcement will be made on the Oak Bluffs School website, and various TV channels. Parents will also be notified by text message or

Delayed Opening

If weather forecasts indicated clearing during the morning, we may have a delayed opening. All bus routes and schools then begin one or two hours later than usual. Radio and television stations will broadcast the delayed opening by 6:30 AM. If the weather does not improve by 8:00 AM, school may then be canceled. Radio stations and television stations will announce the cancellation of schools by 8:00 AM. It will also be posted on the school's website and you will receive a text message or phone call informing you of the delay or cancellation.

Early Dismissal

When an early dismissal becomes necessary because of deteriorating weather conditions or other emergencies, announcements will be made by text message and robocalls. The announcements are made before 12:00 Noon.

Parents who will not be at home if school is dismissed early should make arrangements with relatives or friends to care for young children.

School Property

Students are responsible for textbooks, reference books, library books, school athletic uniforms, e.g., track, basketball, volleyball, or equipment that is assigned to them. The student must pay for any book, uniform, or piece of equipment damaged or lost. Students who fail to fulfill this obligation may not receive their final report card or diploma until the debt is paid.

The Social Curriculum

At the Oak Bluffs School, our goal is to create a safe, challenging, and joyful environment for all students to learn. Some of the skills we stress in the classroom and school are: cooperation, assertion, responsibility, empathy, and self-control. The adults in school will model these behaviors and give the children time to practice them. Students learn that all actions have consequences, some positive and some negative. At times, the adults need to intervene with "logical consequences." Logical consequences will be:

- *relevant* ~ directly related to the student's action and effective in repairing the problems the actions caused
- *realistic* ~ reasonable for the student to do and for the adults to follow through on
- *respectful* ~ adults will be firm but caring; focusing on the specific behavior of the student, and communicated with respect to the student

School Rules

We rely on our partnership with families in support of our school rules and decisions in order to help children learn responsibility.

- Respect school property
- Take responsibility for ourselves, others and our surroundings
- Acknowledge personal and educational space
- Respect people's differences
- Make it a safe place to make mistakes
- Treat others the way you wish to be treated

Bus Conduct

Students must understand that it is a privilege, not a right, to ride the school bus. For the overall safety of everyone on the bus, including the driver, students need to be considerate and follow the rules for behavior. Violations of these rules **will** result in loss of bus privilege.

- The Oak Bluffs School Rules apply to all students who ride the bus to or from school.
- Stand back from the roadway while waiting for the bus.
- Do not run or play around the bus stop area.
- Boarding should be done safely; allow younger students to board the bus first.
- Students should remain seated at all times; bodies are kept inside the bus at all times.
- Students will be picked up and dropped off only at their designated bus stops.

When crossing the street at a bus stop, students must wait until the driver gives a signal that it is safe to cross. Crossing is done in front of the bus, well ahead of it so the driver can see students.

Warning lights will be flashed on the bus until the crossing is completed.

Only those students assigned to the bus may ride it. Any exception requires a note from home. All bus notes must be brought to the office immediately.

Bus conduct offenses are written on transportation warning slips and must be signed by the parents and returned to school. Repeated bus offenses may result in loss of bus privileges for the remainder of the year. Parents will be notified of any suspension in riding privileges and have a right to a conference. A transportation representative may be available.

Birthdays

Invitations to birthday parties or celebrations may not be distributed at school. Due to some severe food allergies only healthy food/snacks may be brought into school. Parents must check with classroom teacher before any food is brought into school.

Items from Home

Students are discouraged from bringing toys and collectibles from home except as part of a teacher requested "share. These items can lead to distraction during the school day. School is not responsible for lost or stolen items.

Appropriate Attire and Appearance

Oak Bluffs School children should come to school dressed in clean, comfortable clothing which allows them to participate in the many types of activities that occur through the school day.

Student dress should reflect respect and pride in each student, each student's family, and the school community.

- Any type of dress or personal grooming which disrupts the educational environment or is a threat to safety or health is prohibited.

- In all cases, students are to wear clothing that covers all parts of the body from neck to mid-thigh. As a general guideline, students (**Gr. 5 - Gr. 8**) tank/halter tops must be the width of 3 fingers and skirts/shorts must reach the end of fingers when arms are lowered to the side. Tights may be worn underneath skirts.
- Undergarments are to be covered during all school activities (while arms are raised and lowered, while sitting or standing, and during any other physical activity).
- Students should not wear hats, bandanas or other head coverings except with administrative permission.
- Displays on clothing should be appropriate for a K-8 learning environment. This includes but is not limited to appropriate language, messages with double meanings, and alcohol or drug related messages.

Lockers

Students in grades 5 through 8 are assigned lockers for storage of their clothing, books, and supplies. Storage of contraband (e.g. weapons, narcotics, tobacco, alcohol, stolen property, etc.) in school lockers is not allowed and punishable by law. **Lockers are subject to periodic inspections to ensure compliance with school policies and the law.**

Lost and Found

Please check the Lost and Found (located near nurse's office) when something is missing. It is helpful to label clothing and other items with the student's name wherever possible. The school cannot assume responsibility for lost or missing possessions; we strongly encourage that valuable items remain at home.

Homework

Homework is an essential part of the educational process. Students are expected to complete related work assignments outside the classroom in order to improve their achievement levels. It is suggested that parents set aside a quiet place and consistent time each day for their children to spend on homework. Assignments graduate in levels of difficulty and time commitment as a student moves through the grades. In Middle School, a substantial amount of homework should be expected. If you have questions or concerns about this, please discuss them with the classroom teacher. All students in grades 4-8 will receive assignment notebooks. Students in Kindergarten through grade 3 are given a homework folder; please check it daily.

Electronic Communication Devices

Students may not use cellphones, handheld electronic games, laser pens, or similar devices in school including recess. These may be confiscated and held by administration.

After School Library/Homework Club

Students may receive support and assistance with their homework in the library on Monday through Thursday, 2:40PM to 3:30PM, depending on funding availability. Students in grades 6-8 may see a middle school teacher for help before and after school, given the teachers' availability. Disruptive students will be removed from homework club and may jeopardize their placement. Parents must be on time to pick up their child.

Report Cards

In K-4, a progress report will be electronically mailed home at mid-year and year-end. In grades, 5-8 report cards are electronically mailed out at the end of each quarter. Report cards for K-4 are generally issued in January and June.

Grades 5 -8 progress reports are electronically mailed at the end of each quarter.

Interims (Grades 5-8 only)

Interim reports are issued in the middle of each grading period and serve a number of purposes:

- To inform you that your child is keeping up with all work and is doing well in the classroom.
- To inform you that while your child is doing well overall in a specific class, there are some areas (i.e. homework) that are in need of further attention.
- To inform you that your child is not keeping up with requirements for the class.
- To inform you that your child is in danger of failing a class.

Interim reports are not necessarily sent home for every class or for every student. Some teachers choose to use other grade book type interims and may or may not include a narrative.

It is important to note that following interims there is sufficient time remaining in each marking period for your child to address areas needing improvement for a particular class. Please feel free to contact the guidance office or the classroom teacher for further information. Teachers may be available by appointment both before and after school to meet with your child to work out an improvement plan.

Eligibility / School Programs and Events

In the Middle School, academic and behavioral eligibility are critical to participation in extracurricular activities and events, special school activities, sports practices and games, play rehearsals and performances, math team, student council, and school dances and canteens.

Eligibility is determined by:

- a. assignments (this includes missing class work, homework, projects, etc.).
- b. other significant issues.

If a student is deemed ineligible, s/he will lose the privilege to participate in ANY extracurricular activities for one week, e.g., sports practices and games, play rehearsals and performances, etc.

Parent-Teacher Conferences

At parent conferences in the fall and spring, parents are brought up to date on their child's performance and behavior. It is strongly suggested that parents attend these conferences. Every effort is made to accommodate parent schedules, and we hope you will take advantage of these times to meet. This ongoing communication between home and school is a significant contributing factor to school success. Please let the guidance counselor know of any issues that might affect your child's performance in school.

School dismissal on conference days will be 12:00.

Honor Roll Policy

Students have the ability to earn High Honor Roll and Honor Roll distinctions in grades six, seven and eight.

In order to earn "High Honor Roll" status a student must:

- Earn an "A" grade in every core subject and have a "ME" average in specials, such as Physical Education/Health, Art, Home Arts, Shop and/or Music.
- Earn conduct marks of "Meets Expectations" (ME) in all classes. A "Does Not Meet" (DNM) conduct mark in any class will disqualify a student from earning the distinction of High Honors.

In order to earn "Honor Roll" status a student must:

- Earn grades of "A" or "B" in all core classes and a "ME" average in specials, such as Physical Education, Art and/or Music, Health, Home Arts.
- Earn conduct marks of "Meets Expectations" (ME) in all classes. A "Does Not Meet" (DNM) conduct mark in any class will disqualify a student from earning the distinction of "Honors".

Testing: This year, the Massachusetts Comprehensive Assessment System (MCAS 2.0) will be administered to students in grades 3 through 8 according to state designated times in April, May, and June. Parents will receive more information on which subject areas will be tested at each grade level. Testing is mandated by law. **We strongly encourage perfect attendance during these weeks.**

Lunch Program: The Oak Bluffs School provides a healthy, nutritious breakfast and lunch each day for students. Each child attending the Oak Bluffs School will have a lunch account where money will be placed for purchasing lunch. Every time a student purchases lunch, money is deducted from the account. We encourage parents to place money in the account at the beginning of each month or when needed. Money for your child's lunch account can be dropped off at the main office. We accept cash, check, or credit card. You may also sign up online at myschoolbucks.com. When a child's account runs in deficit, the school will send a bill home either with the child or in the mail. It is important to pay this bill promptly. Contact the school if extenuating circumstances occurs which prevents you from settling the bill. The cost for breakfast, lunch, milk will be announced each year.

Lunch menus are available in the main office or on Oak Bluffs School website.

Lunches at no cost or at a reduced cost are available to families whose incomes qualify according to state and federal guidelines. Applications are included in the opening day packet at the start of the year. Requests need to be completed on a yearly basis. Please contact the school office for additional information.

Lunchroom Rules:

1. A quiet pleasant atmosphere is expected in the lunchroom. Tables and seats are provided for all students to eat their lunches seated and in an orderly fashion.
2. All food and drink are to be consumed in the lunchroom and should not be taken outside.
3. In an effort to keep all students healthy and safe, the sharing of food is not permitted.
4. Students are responsible for properly returning their lunch trays and cleaning their tables before being dismissed.
5. Students will be dismissed as a group by the lunchroom monitor.
6. Students are required to go outside for recess unless provided with a pass by a staff member. The pass must be presented to the lunch staff monitors. Students will remain outdoors during lunch recess but may go inside with permission from the recess monitor.
7. During indoor lunch recess, students are expected to abide by all classroom rules and remain in their classrooms.
8. A student who returns to school after an illness may remain indoors during lunch recess if he/she has a note signed by a parent or physician.

Field Trips: Field trip experiences are considered a special privilege. Appropriate behavior is expected at all times during these trips and failure of students to follow school rules may result in the loss of this privilege. Permission slips are required for all off-island field trips. On-island trips conducted throughout the year are covered by a blanket permission slip that parents sign at the beginning of the school year.

Sixth Grade Trip to Camp Alton Jones

Details are sent home in September. Students must be in good standing both academically and behaviorally in order to participate in this trip. Parents are responsible for the cost of the trip.

Seventh Grade Ski Trip

A class ski trip is offered to the seventh graders in February or March of each year. Students must be in good standing both behaviorally and academically (C- or better) in order to participate. Students are strongly encouraged to take part in class fundraising events, run by a committee of parents and the seventh grade staff advisors. Parents are responsible for the cost of the trip.

Eighth Grade Trip

A tradition of the eighth grade at Oak Bluffs School is a class trip to New York and Pennsylvania for 6 days in June. All students are academically eligible but must be in good behavioral standing. A student's attendance record is also considered. Students are strongly encouraged to participate in fund raising efforts. Parents are responsible for the cost of the trip.

Student Council

Students in grades 6, 7, and 8, are eligible to be members of the Student Council.

Community Service

Middle school students at the Oak Bluffs School are expected to complete a number of hours for Community Service. 6th Grade students = 6 hours of community service. 7th Grade students = 8 hours of community service. 8th Grade students = 10 hours of community service. Throughout the year, students are notified of numerous community service opportunities which come through the school.

Guidance Counseling

Guidance services are available for every student in the school. These services include assistance with educational planning; help with home, school, or social concerns, and any other question the student or parent may feel the need to discuss with a guidance counselor. If a student's needs cannot be met in the school setting, the school may recommend a counselor through the Island Counseling Center or another private practitioner.

Health and Safety

Your child's health and safety are primary responsibilities of the school. To that end, your child will be administered screenings by the school nurse, e.g., vision, hearing, scoliosis, and Body Mass Index. In the event your son / daughter becomes injured or ill in school, he/she will be treated by the school nurse or staff in accordance with standard first aid practices. In the event of a serious injury (head injury, broken bone, loss of consciousness), Emergency Medical Technicians (EMT) will be called via 911 emergency service. Parents are contacted immediately in the case of accidental injury and if you cannot be reached, your child will be transported to the Martha's Vineyard Hospital for emergency care. It is vital that all parents keep the school informed of updated contact phone numbers.

Suspension

If a student is suspended from school, the school will provide needed work/resources to ensure that the student has the opportunity to make academic progress during any suspension. This could include work

available on the teacher's websites and/or hard copies provided to the student/parent. If the suspension is longer than 10 days, a school-wide education service plan will be developed by administration and reviewed with the student/parent.

Parents will be contacted if their student receives a suspension and have the right to meet with administration to discuss the incident/consequence. A parent may request a hearing if they disagree with administration.

The following offenses are very serious and may result in immediate in-house suspension or out of school suspension. When a student returns to school after an out of school suspension, he/she must be accompanied by a parent and will have a reentry meeting with the principal and/or assistant principal before attending classes.

1. Swearing at or striking a staff member – Any student who uses inappropriate language in any form or swears at a staff member, or strikes a staff member, will be suspended immediately.
2. Smoking – Our school, school grounds and school functions are smoke-free environments at all times. Smoking is not permitted in the school building, on the school grounds or while participating in any school related function. Any student caught smoking or having cigarettes in his/her possession will be suspended.
3. Harassment – The Oak Bluffs School will provide a safe and secure environment for all members. Students who engage in verbal, physical or visual harassment or cyber bullying of fellow students/staff or students/staff in other schools will be dealt with on an individual basis. Parents may be notified, and the student may receive a suspension or be reprimanded as deemed necessary by the administration. A full copy of the MVPS Harassment Policy is on file in the Principal's office and available to anyone.
4. Civil Rights – No person shall be excluded or discriminated against on account of race, color, religion, sex, age, national origin or disability. Anyone who violates another's rights may be suspended or reprimanded as deemed necessary by the administration. A full copy of the MPS Civil Rights Policy is on file in the Principal's office and available to anyone.
5. The Martha's Vineyard School System adopted Bully, Cyber Bullying and Harassment Guidelines and Procedures. Any student found guilty of bullying, cyber bullying or retaliation may be suspended immediately or reprimanded depending on the severity and age level of the student. A full copy of the guidelines and procedures is available in the Principal's office and on the school's website.
6. Prejudicial Acts – Any prejudicial act and/or harmful language will not be tolerated, and students will be suspended.
7. Drugs and/or Alcohol – The Oak Bluffs School Committee prohibits possession, use, purchase or sale of drugs, alcohol, drug paraphernalia, or any controlled substance in any place or vehicle under school jurisdiction and at all school-sponsored activities, regardless of location. Attempted sale, purchase or distributions are likewise prohibited. The goal of this policy is to ensure a drugfree school environment. The complete policy is on file in the Principal's office if you would like to review it in depth.
8. Fighting – Fighting is a serious offense at school and will not be tolerated. Students involved in fighting will either be suspended or reprimanded depending upon the severity and age level.

9. Stealing – Stealing will not be tolerated. It is a most serious offense. If a student is involved in any stealing in school his/her parents will be notified and he/she will be suspended immediately or reprimanded as deemed necessary by the Administration. The student may be held responsible for reimbursing the school or the individual for the item(s).
10. Weapons – Students are not allowed to have any kind of weapon on school property or while on any school trip. Students found with weapons will be suspended immediately and the police will be notified.
11. Truancy – Truancy is a serious offense and will not be tolerated. Truants will either receive an inhouse suspension or be reprimanded depending upon the age level.
12. Special Education Students – The individual educational plans for every Special Needs Student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required due to the student's handicapping condition. If a modification is required, it will be written into the individual education plan. When a Special Needs Student accumulates ten (10) suspension days in a school year, a review of that student's I.E.P. will be held. If the TEAM concludes that the student's misconduct was related to the student's handicapping condition, then the I.E.P. will be modified to reflect a new program designated to better meet the student's needs. This process attempts to assure a student's continued attendance in an educational program.

1:1 Middle School Chromebook Loan Program

The Oak Bluffs School District continues to prepare its students with 21st century trends in education. It is our goal to ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

The Oak Bluffs School has a Google management license that connects our learning community via Google Drive and its productivity suite. This license gives our students the full array of Google Apps for Education and their features. When students sign into Google Chrome with their @oakbluffsschool.com account, these apps are instantly available wherever they go, making a smooth transition between home and school. Chromebooks run on the Chrome OS (operating system) and provide the web via the Chrome browser and apps. They are secure, without a hard drive, virus-free and store everything in cloud-based apps like Google Drive. Chromebooks automatically update their OS ensuring they remain fresh with the latest innovations. For more information and to complete the online application please go to Oak Bluffs School website at www.oakbluffsschool.com and select Chromebook Program under the main menu. Please review the "Procedures" page which outlines the District's expectations for proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbook, provide safeguards to ensure students have a positive experience. The homeroom teacher and the Technology Department will answer any questions regarding the 1:1 Program.

Oak Bluffs School Honor Code

At Oak Bluffs School, students are expected to conduct themselves honorably. The following are behaviors expected of all Oak Bluffs' students:

- Take responsibility for own work; cheating and plagiarism are not allowed.
- Students conduct themselves respectfully both in school (including public displays of affection) and at all school-sponsored events (including athletic events).
- Take responsibility for your actions; if you make a mistake, be truthful and move on.

Disciplinary consequences include:

- Zero grade on the assignment;
- Meeting with parents;
- In or Out of School Suspension;
- Suspension from extra-curricular activities.

Student Support Services

The school is a source of information for parents and educators about child and family services available at the school as well as elsewhere in the school system, the community, and off-Island.

School Nurse

The school nurse coordinates and provides a range of health support services. The following are some examples of these services:

- immunization record updating and managing free clinics;
- screening: blood pressure, hearing, vision, spinal curves, height, weight, body mass index (BMI), see school web site for BMI regulations.
- dental clinics
- **concussion management set by DPH, see school web site for regulations.**

Graduation Requirements

The Oak Bluffs School wishes to create a graduation ceremony that reflects the hard work and citizenship that we expect of all students. Each eighth grade student at the Oak Bluffs School is required to meet established academic and social expectations in order to graduate. Receiving a diploma and/or participation in the formal graduation ceremony, or any other school sponsored graduation function in June is not automatic. In order to graduate, eighth graders must have completed all course work, have a cumulative passing grade in each subject area, returned all books and materials (including uniforms for athletic teams/clubs), and paid all fines and fees. Students are also expected to complete twenty-four hours of community service over the three years spent in grades 6,7, and 8. Every effort will be made to provide early and ongoing assistance to students. Students not meeting academic graduation requirements will be expected to complete the work during summer school before going on to high school. Parents of students who are in danger of not participating in graduation ceremonies will be notified by **May 1st**. Final determinations and notifications will be made by the building principal to both student and parents by **June 1st**. It is possible for a student to be placed at the high school without participating in the graduation ceremony, and/or without receiving a diploma. Parents can make appeals regarding any decision to school administration. All decisions are subject to final approval by the principal.

Incoming Student Records

All incoming students who register at the Oak Bluffs School must provide a complete copy of their student record from their his/her prior school, as required by Massachusetts General Law, Chapter 71, Section 37L.

Access to Records

Parents, legal guardians, and students who are at least 14 years old may request copies of student records and request an interpretation of the records, pursuant to Massachusetts General Law, Chapter 71.

Confidentiality of Records

With few exceptions, only the parents, the student, administrators, counselors, and authorized school personnel working directly with the student are allowed to have access to information in the student's permanent record without specific, informed, written consent of the parent or the student. Please understand that the court may subpoena records, and the parents will be notified of this event.

Amendment of Records

The parent, guardian, and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to a conference with the school principal to make objections known. Within a week of the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system. The appeals process must be with the building principal, then the superintendent of schools, and, as a final resort, the school committee.

Transfer of Records

When a student transfers from this school, the student's records will be mailed to any school in which the student is enrolling. Records of students that have completed Grade 8 will be transferred to Martha's Vineyard Regional High School.

School Policies

The following policies have been adopted by the Martha's Vineyard Public Schools. The complete list of policies can be found on the Superintendent's webpage.

- Family Educational Rights and privacy Act Notification (FERPA)
- Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- Martha's Vineyard Public School Anti-Bias Policy
- Statement of Civil Rights Policy
- Sexual Harassment Policy
- Entrance Age Policy
- School Choice Policy
- Homeless Students: Enrollment Rights and Services
- Martha's Vineyard Public Schools Network Acceptable Use Policy
- Home Education Policy
- Parental Visitation Policy

- Technical Assistance Advisory SPED Policy
- Student Conduct and Discipline Policy
- Body Mass Index
- Bullying, Cyber Bullying and Harassment Guidelines and Procedures/Prevention and Intervention Plan

Oak Bluffs School Policies (copies available in office)

- Automated External Defibrillator (AED) Policy
- Internet Acceptable Use Policy
- Wellness Policy

Statement of Civil Rights Policy

The Martha's Vineyard Public Schools recognize the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. The Martha's Vineyard Public Schools (MVPS) extends its policy of non-discrimination to students, staff, the general public, and individuals with whom it does business. ***No person shall be excluded or discriminated against on the basis of race, color, sex, age, religion, national origin, sexual orientation, or disability.*** Anyone aggrieved by or complaining of discrimination because of race, color, sex, age, religion, national origin, sexual orientation, or disability may register a complaint with the Civil Rights Compliance Coordinator at the Office of the Superintendent, RR 2, Box 261, 4 Pine St. Vineyard Haven, MA 02568 508.693.2007 ext. 12. The Title VI and IX Coordinator is Dr. Matthew D'Andrea, and the Section 504 Coordinator is Ms. Hope MacLeod.

1. Grievance Procedure

Once the Civil Rights Compliance Coordinator, principal, supervisor, or other school personnel is notified, an immediate investigation of the allegation(s) will be conducted, and necessary corrective action shall be taken through the grievance process. No employee or student shall be subjected to adverse treatment because the employee or student made a complaint. All appropriate confidences shall be maintained.

2. Grievance Process

Students and employees are encouraged but not required to directly object to acts or behavior felt to be discrimination. If (s) he feels uncomfortable in doing so, or if the issue is unresolved after direct discussion, (s) he should inform the school principal and/or the Civil Rights Compliance Coordinator.

The Civil Rights Compliance Coordinator may advise the aggrieved of various options:

Formal or informal implementation of the grievance procedure;

Filing a complaint with the Massachusetts Department of Education

Filing a complaint with the Massachusetts Human Rights Commission

Filing a complaint with the U.S. Department of Education Office for Civil Rights Filing a private lawsuit

3. Informal Procedure

Once the grievance is brought to the attention of the Civil Rights Compliance Coordinator, (s) he shall attempt to resolve the matter through fact finding.

If the Civil Rights Compliance Coordinator is unable to resolve the complaint, the complainant may move to the formal grievance procedure. The Civil Rights Compliance Coordinator then becomes a resource to all parties.

4. Formal Procedure

The complainant may file a formal grievance with the principal or supervisor within 30 (thirty) working days (school days for students and school year employees) of the date that the complaint was made to the Civil Rights Compliance Coordinator. If all of the parties involved in the complaint process desire to extend the formal process, the 30-day requirement may be waived. If the complainant does not file a written complaint to the principal or supervisor, the principal or supervisor will record the complaint in writing. If the complaint process begins with the principal and does not go back to the Civil Rights

Compliance Coordinator, then the formal process ensues. The principal/supervisor may advise the complainant to talk first with the Civil Rights Compliance Coordinator and proceed with an internal review.

The Civil Rights Compliance Coordinator will put in writing any recommendation for resolving the complaint and present it to the complainant, other parties involved in the complaint and the principal or supervisor.

Within fourteen (14) days (school days for students or school year employees) days from receipt of the complaint, the principal/supervisor must investigate and respond in writing with her/his review of the incident and of any action taken or decision made. The principal/supervisor may notify the parent/guardian in accordance with established school policy if a student under 18 (eighteen) years of age is involved. The investigation may include but is not limited to the following:

- meeting with the person charged to obtain a response to the complaint;
- conducting interviews of possible witnesses to any alleged events;
- report the matter to local police if criminal activity is involved (see Massachusetts general Laws, chapter 265 section 43, which prohibits stalking, and chapter 269 section 17 which prohibits hazing) and/or suspected child abuse to the Department of Social Services as required by Massachusetts General Laws chapter 119 section 51A;
- subject to the requirements of due process, take disciplinary action against the person charged pursuant to any collective bargaining agreement, student handbook, and state and federal law, including without limitation, a letter of reprimand or warning or a suspension of 1(one) to 10 (ten) days;
- refer the person charged to the Superintendent and/or designee for further disciplinary action.

The written report must contain the following information:

- All facts and circumstances of the incident;
- Verification of parent or guardian notification if a student under 18 (eighteen) years of age is involved;
- A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the person charged, and if either is under the age of 18 (eighteen), their parent(s)/ guardian(s), witnesses, and anyone who may have been the victim of similar conduct
- If the complainant is dissatisfied with the response of the principal or supervisor (s), he may submit a written request for review to the Superintendent of Schools or designee within 30 (thirty) days (school days for students and school year employees). The Superintendent of Schools or designee must respond, in writing, within 14 (fourteen) working days.
- An employee, student or parent/guardian acting on behalf of a student may at any time file a grievance with the following agencies:

United States Department of Education Region 1, John W. McCormack Building C.H.ROOM 222
Boston, MA 02109-4557
(617) 223-9317
Massachusetts Human Rights Commission 51 Inman St. Second Floor
Cambridge, MA 02139

(617) 349-4396
Massachusetts Department of Education 350 Main Street
Malden, MA 02148-5023
(781) 338-3300

- Records of any grievance filed by a complainant shall not be placed in the complainant's personnel file.

Retaliation/Confidentiality

The Martha's Vineyard Public Schools will not allow anyone to retaliate against any person because (s) he complains of discrimination or assists in an investigation of discrimination. Intimidation, coercion or any other attempt to interfere with an investigation of discrimination will not be tolerated. Information provided during an investigation of discrimination will be treated as confidential. This means that such information will be shared with others on a need-to know basis only.

PREVENÇÃO E INTERVENÇÃO DE INTIMIDAÇÃO ("BULLYING") RESUMO PARA OS MANUAIS DOS ALUNOS E PAIS/RESPONSÁVEIS

A nova lei contra intimidação proíbe intimidação/intimidação virtual e retaliação em todas as escolas públicas e privadas e estabelece que as escolas e os distritos escolares devem tomar certas medidas para tratar de incidentes que envolvam intimidação/intimidação virtual. É importante que os alunos e pais ou responsáveis estejam informados sobre as partes da lei descritas abaixo.

O que é Intimidação?

"Um pessoa é intimidada quando a mesma é exposta, repetidamente ou ao longo do tempo, a ações negativas por parte de uma ou mais pessoas e quando a mesma tem dificuldade para defender a si mesma." Olweus

Esta definição inclui três partes importantes:

- 1- Intimidação é um comportamento agressivo que envolve ações negativas e indesejadas.
- 2- Intimidação envolve uma forma de comportamento que se repete ao longo do tempo.
- 3- Intimidação envolve uma pessoa com poder ou força sobre outra.

Intimidação pode ser escrita, oral, virtual ou física e é direcionada a uma vítima de uma forma que cause dano físico ou emocional à vítima ou danifique a propriedade da mesma; posiciona a vítima em uma situação de medo fundado de danos a si mesma ou a sua propriedade; cria um ambiente hostil na escola para a vítima; ou infringe os direitos da vítima na escola.

Intimidação virtual é definida como intimidação através do uso de tecnologia ou qualquer outro aparelho eletrônico, tais como telefones fixos, aparelhos celulares, computadores e a Internet. Isto inclui intimidação ou assédio através de e-mail, mensagem instantânea, mensagem de texto e postagem na Internet. Um exemplo de intimidação virtual é o envio de mensagens maliciosas à vítima ou a outras pessoas sobre a vítima através de qualquer aparelho eletrônico.

O aluno que participar de qualquer ato de intimidação será disciplinado quando o comportamento de intimidação ocorrer:

- nos estabelecimentos próximos aos recintos da escola;

durante uma atividade, função ou programa patrocinado pela escola, seja a mesma realizada nos ou fora dos estabelecimentos da escola;

- no ponto de ônibus da escola, no ônibus escolar ou em qualquer outro veículo
- utilizado por um distrito escolar ou uma escola; através do uso de tecnologia ou equipamento eletrônico;
fora dos estabelecimentos da escola mas que cria um ambiente hostil na escola para a vítima;
- contra a vítima que informa a intimidação/intimidação virtual ocorrida.

Definições dos termos de intimidação:

Vítima é o *alvo* de qualquer intimidação e é um aluno que sofre qualquer intimidação, intimidação virtual ou retaliação.

Retaliação é definida como qualquer forma de intimidação ou assédio direcionado a um aluno que reporte a intimidação/intimidação virtual ou forneça informação durante uma investigação de intimidação/intimidação virtual.

Ambiente hostil é definido como uma situação na qual a intimidação/intimidação virtual cria um ambiente permeado de desconforto que afeta as condições de aprendizagem de outro aluno ou alunos.

Reportando intimidação/intimidação virtual Se você acha que foi intimidado por alguém ou testemunhou qualquer intimidação, favor informar alguém sobre o ocorrido.

Qualquer pessoa pode reportar uma intimidação/intimidação virtual. Os alunos podem fazer seus relatos por escritos ou informar oralmente diretamente a um funcionário adulto. O relato também pode ser feito em anonimato utilizando um bilhete ou fazendo um ligação telefônica.

Os funcionários da escola devem reportar imediatamente ao diretor da escola caso testemunhem ou sejam informados de qualquer intimidação/intimidação virtual ou retaliação.

Quando o diretor da escola for informado sobre qualquer incidente de intimidação deve conduzir uma investigação imediatamente. Se o diretor da escola determinar que a intimidação/ intimidação virtual ou retaliação relatada tenha ocorrido de fato, o mesmo deve notificar os pais

ou responsável da vítima, incluindo a ação tomada para prevenir quaisquer atos futuros de intimidação/intimidação virtual.

O diretor da escola deve também notificar os pais ou responsável do(pelo) agressor; tomar uma ação disciplinar apropriada contra o agressor; e notificar as autoridades locais caso o diretor da escola acredite que devam ser prestadas queixas contra o agressor.

Martha's Vineyard Public Schools Network Acceptable Use Policy For Students

Definition of Networks and Systems Covered Under This Policy

There are three basic levels of networks that are covered under this policy. The Local Area Network (LAN) consists of all networked computers at the Martha's Vineyard Public Schools (MVPS). The Wide Area Network (WAN) consists of the network connecting all Island schools, and in the future other Island institutions. The third level is our connection to the Internet. Within each of these networks, all hardware,

software, and related peripherals used in connecting to or as a part of the network are included in this policy. In addition, all computers owned or leased by the Martha's Vineyard Public Schools shall be included under this policy.

Guidelines

Access to the Martha's Vineyard Public Schools networks is for educational purposes only. This access includes connections made on any Island public school, through a dial up or other provided access, or through the Internet. Below are categories of acceptable and unacceptable activities for these networks.

A. General

1. All users of these networks are representatives of the Martha's Vineyard Public Schools and should present themselves accordingly.
2. Access is for educational use only.
3. All users are expected to exercise responsible and ethical behavior when using these networks.
4. Students may only access the Internet under the supervision of a teacher or staff member.
5. Student use of the Internet should be for approved educational purposes only.
6. Activity on all network levels is subject to Martha's Vineyard Public Schools regulations, as well as all applicable local, state, federal, and international law.
7. Even though security measures are in place, be aware that sometimes information on networks can be accessed. Do not put information online that you do not want others to have access to (i.e. credit card, bank account numbers, etc.)
8. Unauthorized use of copyrighted materials is prohibited.
9. Do not subscribe to any mail or listservs, or any service that will download large numbers of email messages to your mailbox without prior permission from a system administrator or Technology staff person.
10. Access to chat groups, video teleconferences, and the like are only to be done with the permission of a teacher or staff member and under their direct supervision.
11. If an email account is provided to a user, that person will use it for educational purposes only.
12. The MVPS reserves the right to examine, modify or remove any or all data stored in computers that are part of these networks to make sure that all users are in compliance with these regulations.

B. Security

1. Use only account(s) assigned to you.
2. All users with an account will be given a password - do not give your password to anyone else or use another user's password at any time - You will be responsible for all activities taking place on your account.
3. If you think someone has accessed your account, or has information about your account, notify the system administrator or technology staff immediately.
4. If you identify any security problems, notify a system administrator, technology staff, or Martha's Vineyard Public Schools administrator only. Do not show or identify a security problem to other users.

C. Vandalism/Destruction/Unauthorized Access of Data Or Files/Harassment

1. Do not upload, download, or use any computer programs or hardware that will record or otherwise give access to passwords or other information to allow unauthorized access to a computer or account.
2. Do not upload or download any malicious program or other program designed to destroy or in any way compromise the operation of any computer, server, Network system or data.

D. Responsibilities

1. All users are responsible for their user accounts and activities on those accounts
2. Users are subject to all applicable laws when using these networks. Violation of any rules may result in disciplinary or legal action from within the Martha's Vineyard Public Schools as well as from outside legal authorities.
3. Users will not search for or participate in any activity on any network that is obscene, threatening, or contrary to educational pursuits.

E. Penalties

1. Any user violating these provisions may lose network privileges temporarily or permanently.
2. Users are subject to all other rules and laws applicable when using these networks and may be punished under Martha's Vineyard Public Schools regulations, as well as criminally prosecuted.
3. Users may be held responsible for any financial costs incurred as a result of malicious or intentional actions that cause damage to any aspect of the networked system.
4. School and district administrators will make the final determination on what constitutes unacceptable use. They will handle all punishments covered under this policy and school regulations.