

Spaulding Memorial School



Parent Handbook
2015-2016



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

Spaulding Memorial School

AN EARLY CHILDHOOD EDUCATION CENTER

1 Whitcomb Street
Townsend, MA 01469
Tel: 978-597-0380
Fax: 978-597-0386

Dear Parents/Guardians:

Welcome to the Spaulding Memorial School, where there is a commitment to children. We greet you with enthusiasm and look forward to working with you and your child during the school year.

As educators our objective is to create an environment that is child-centered and fosters a climate, which is comfortable, yet stimulating, respectful of individual differences, and cooperative among parents, teachers, and children. As parents you are instrumental as part of the school community. We encourage you to be an active participant in your child's education. During the school year there will be opportunities to meet with your child's teacher and as a partner in the education of your child these meetings are essential.

This parent handbook/calendar has been prepared to provide you with guidelines relating to the Spaulding Memorial School and the North Middlesex Regional School District. Included are many day-to-day procedures and district policies to assist you in making informed decisions. Communication is key to ensuring success for your child and we welcome any questions or concerns. One valuable source for information is the Spaulding Memorial website and the District website. During the school year notices and newsletters will be either sent home or made available electronically on a regular basis to support our on-going commitment to communication.

Please be assured that your child's safety as well as their social and academic education is the goal of the staff. Our doors are always open for you to contact us. I know that your child's years at Spaulding Memorial will form the fabric of many grand memories.

Warmest regards,

Becky Janda
Principal

**SPAULDING MEMORIAL SCHOOL HANDBOOK
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**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
ASHBY - PEPPERELL - TOWNSEND, MASSACHUSETTS**

School Committee 2015-2016

Ms. Randee Rusch, Chairperson	Mr. Michael Morgan
Mr. William Hackler, Vice Chairperson	Mr. Brian Edmonds
Ms. Anne Adams	Ms. Susan Robbins
Ms. Jonna Claremont	Mr. Robert Templeton
Ms. Crystal Epstein	

District Office Administration – 978-597-8713

Ms. Joan Landers, Superintendent of Schools
Ms. Nancy Milligan, Assistant Superintendent of Schools
Mr. Brad Brooks, Director of Special Education

504 Coordinators

Special Education Director (978) 597-8713 X1501

Coordinators for the Homeless

Special Education Director (978) 597-8713 X1501

Title VI

Assistant Superintendent (978) 597-8713 X1301

Title IX

Assistant Superintendent (978) 597-8713 X1301

DISTRICT COMMITTEES

The following district committees have been developed over the years as vehicles to develop communication. They include: Superintendent Parent Advisory Committee; Special Education Advisory Committee; School Councils and numerous building and district curriculum committees. For further information, contact the principal's office.

North Middlesex Mission/ Vision/ Core Values

Mission

To develop an interactive and inclusive learning community dedicated to preparing students for productive citizenship in a global society.

Vision

The schools of the North Middlesex Regional School District are essentially communities of learners organized for the care and development of young minds. As public schools, our schools assume the added responsibility of preparing all young learners as future citizens capable of securing their place in a global society. These two purposes are inextricably linked: the faith that built our public schools holds education to be the key to both our children's and our nation's success.

Because we believe that the continued well-being of society and its citizenry in this new century depends on the attainment of higher levels of education, our schools recognize the need to surpass past standards:

- Where we once expected and accepted competence, we now expect and envision mastery in both teaching and learning.
- Where we once honored teaching as an "art," we now see teaching as a complex professional endeavor about which we must continue to learn more.
- Where we once sought to expose students to technology, we now understand that technology is an indispensable tool for enhancing teaching and learning, communication, and management.
- Where we once left school decision-making to past practice and "professional discretion," we now expect decision-making to be informed by specific and appropriate data.
- Where we once embraced a curriculum linked to a past era, we now engage students in a program of studies geared to the future in which these students will ultimately work and learn.
- Where we were once constrained by school schedules influenced by our agricultural past, we now organize school days to both meet the educational needs and enhance the educational opportunities offered to all members of the school community.

We must envision that our purpose as a public school system is to prepare students to continue their education well beyond the North Middlesex diploma on to a lifetime of independent learning, unlearning, and relearning since that is what success in the global society of this new millennium will most certainly demand.

Core Values

Intellectual Inquiry

- We believe that public schools exist to develop informed minds and productive citizens.
- We believe this mission requires a commitment to learning how to learn within a context of lifelong learning.
- We believe that all students can learn.
- We believe that all students need to master basic intellectual skills and to measure up to standards of excellence across the curriculum.

Critical Thinking/Problem Solving

- We believe that a community is "whole" only when it has frequent open, responsive, sustained, honest, and substantive communication.
- We believe in the integration of theory and practice and in the pursuit of knowledge through real-life problem solving.

Collaborative and Personal Responsibility

- We believe in the value of questions, of critical thinking and open inquiry, wherever it may lead.
- We believe that all members of the community, students and parents as well as teachers and administrators, must acknowledge their own personal responsibility for meeting these goals.

Respect for Diversity

- We believe that diversity in all its forms enriches our community of learning.
- We believe that care is what sustains us in our common pursuits, care for our own and others' uniqueness, consideration for one another's feelings, and concern for those who need our help and understanding.

Personal Responsibility

- We believe that respect is the basic requirement for whatever community we hope to achieve -
 - Respect for the truth, which is honesty
 - Respect for difference, which is the essence of diversity
 - Respect for one's self, which is the foundation of our human dignity
 - Respect for each other's person and property which is a matter of law
 - And a respect for the rules and the authority that govern our community, for without these there is lawlessness and no community.
- Finally, we believe that educating the members of our community to the importance of these values is essential to our mission, hence implicit if not explicit in everything we do.

SPAULDING MEMORIAL SCHOOL

School Hours:

Arrival: 8:45 – 9:00 AM

Master List Dismissal: 3:05 – 3:15

Bus Dismissal: 3:15 – 3:30

School Phone Numbers:

978-597-0380

978-597-0381

Absent Line:

978-597-0383

Guiding Principle:

“Teaching what matters most, to those who matter most.”

Vision Statement:

It is our vision at Spaulding Memorial School to work together effectively as a staff, with families and the community, to instill in our students the foundational skills they will need most as they transition to middle school and beyond.

Mission:

-Our students will be nurtured to become life-long learners with respect for themselves and their fellow learners, teachers and community.

-Our students will learn in a safe, secure environment that promotes a climate that is comfortable and respectful of the individual differences of all those in our school community.

-Our students will receive a foundation of social development through the use of six pillars of social competency (Responsibility, Citizenship, Fairness, Caring, Trustworthiness, and Respect), as well as, the ability to recognize, report and stop bullying-type behavior.

-Our students will receive instruction consistent with the Common Core Standards in which they will be taught the explicit skills of reading, mathematics, writing and communication so that they can, in turn, read to learn, be logical thinkers, be problem solvers, communicate their thoughts, defend their ideas, critique the reasoning of others and explore worlds unseen.

-Our students will take an active role in their education by engaging in discussions, exploring existing and new-found interests through reading, questioning, researching, and writing.

-Our students will be assessed and celebrated for achievements of skills, as well as demonstration of their individual growth.

-Our students will have the opportunity to build a foundation and love for music, arts, technology, literacy and physical education, and realize how these disciplines enhance the curriculum.

-Our students will know that they are important to all those involved in their education here at Spaulding and that their thoughts, feeling and actions matter in each area of their school day.

ABSENCES

If a student has excessive absences parents will be contacted by letter and a copy of the letter will be included in student's file. Children are required by law to be in school during the hours school is in session. Absences caused by personal illness with a doctor's note, quarantine, approved religious holidays, or emergencies are excused. Upon returning to school after any absence, the student must present a note of explanation by the parent or guardian to the teacher. Please notify the nurse of any contagious illnesses, i.e., chicken pox, strep throat, etc.

ABSENSE LINE/CODE-A-PHONE PROCEDURES

The Spaulding Memorial School, through the P.T.O. runs a **CODE-A-PHONE** program for grades kindergarten through 4. The purpose of this is to insure the safe arrival of your child to school.

Each day the absentee list is compared with the recorded messages left by parents. If you do not call when your child is absent or tardy, you will be called at the telephone numbers you provide. If you have to be contacted three different times, your child will be dropped from the program. This system is strictly voluntary, and we need your cooperation to make it run smoothly. Your only commitment will be the following:

If your child will be absent from school, please call the CODE-A-PHONE number at **978-597-0383** before 9:00 AM and leave a short message including your child's name and grade. For example, Sue Smith, grade two, will be out today. She has a bad cold. You must call every day your child is absent unless you specify the exact dates your child will be out. For example, Sue Smith, grade two, will be out November 1st through the 10th. She has a broken leg.

You should call if your child will be tardy as the child is regarded absent until he or she reaches school.

This **answering machine runs 24 hours a day** so you may call it whenever you know your child will be absent or tardy. Please remember the CODE-A-PHONE program is totally independent from any attendance notes sent to the school or any calls to the teachers or the main office. You must still send in a note with your child when he or she returns to school after an absence. We need you to use only the **978-597-0383** number if the system is to work efficiently.

CODE-A-PHONE was set up by the PTO for the safety of the Spaulding children. If you have any questions or comments, please call the school at the regular school numbers.

Thank you for your cooperation.

**TO SUMMARIZE
CODE-A-PHONE: 978-597-0383
(PLEASE, DO NOT CALL THE REGULAR SCHOOL
TELEPHONE NUMBERS.)**

When your child is to be absent or tardy from school for any reason:

Call and inform the school before 9:00 AM. Calls may even be made the night before.

An answering machine will record the call.

Please remember that a written note is required when your child returns to school after an absence.

BEHAVIOR CODE

It is suggested that you take the time early in the school year to review the behavior code with your child. A good procedure is to read the rules together and discuss why each one is necessary.

A school is a place of learning. Many children and adults come together at school and spend many hours together. A school needs rules of behavior to make sure that everyone can be free of distractions or discomfort in order that the learning process can take place. The following is a list of our behavior code.

- Students will respect all public property and will not break, damage, or deface school property the building and grounds, materials, and furnishings.
- Students will respect the personal property and school materials of the teacher and of other students.
- Students will respect the rights of fellow students.
- Students will use language that is free from vulgarity and profanity.
- Students will use honesty in their words and deeds.
- Fighting, wrestling, and biting are not allowed. Students may be sent home for suspension or a more severe discipline as determined by the principal.
- Students will act in a way that does not disrupt the work of the teacher or the learning of other students.
- Students will walk, not run, on school property except for in the gym or on the school fields.

- Students will enter and leave the cafeteria in a quiet, orderly manner.
- Students will not threaten another child or staff member in words, pictures or actions.
- Students will talk quietly in the cafeteria.
- On the playground, students will stay within the designated playground area.
- Students will use playground equipment properly, safely, and will share the use of equipment fairly with other students.
- Gum is not allowed at school or on the bus.
- Stealing, coercing other students, or bullying will not be tolerated. Offenders subject themselves to disciplinary action.
- Students are not allowed to use or throw sticks, stones or snowballs. Students will not throw sand, or other objects and materials that may cause an injury.
- On the playground, students will discard refuse into containers provided.
- Students will re-enter the school from the playground only with permission.
- During a fire drill, students will form single-file and follow the designated classroom exit route.
- Students will not run, talk, or push during drills.
- Upon arriving at the school from the buses, students will go immediately to their classrooms.
- Students will not bring personal cell phones, iPods, hand held video games, radios, or iPADS to school unless requested by the teacher.
- Sexual harassment will not be tolerated. The district policies are in the principal's office for your review.
- Corporal Punishment – Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons, or themselves from an assault by a student.

CAFETERIA/ BREAKFAST/LUNCH

This year, school breakfast and lunches are being provided by Whitsons. Breakfast is available on all full days only. Lunch is available every full school day and on delayed opening days. Menus are posted on the school website and on the Whitsons website for each month. Breakfast and lunches conform to all state and federal lunch program guidelines. Breakfast and lunches may be prepaid with the school cafeteria so that your child does not need to carry money; we encourage you to take

advantage of this option. Free or reduced cost meals are available for qualifying families. Free/reduced breakfast/lunch applications are sent home with each child at the beginning of the school year and are available at the office throughout the year.

Parents are always welcome to come and have lunch (but may not accompany to recess) with their child any day of the week, and should not be accompanied by other children. Adult lunches are \$3.50.

Parents, if you are having lunch with your child and are not planning to buy the school lunch, please bring in food only for yourself and/or your child. Please do not bring in food to share with any other children.

Over the past few years, a number of students have borrowed money for lunch or milk. Notification has been sent home to parents to notify them of the borrowed money and to ask for prompt repayment. We ask for your help in making sure that your child brings his/her lunch or milk money to school every day. Better yet, it is recommended that you prepay for your child's meals so that you do not have to remember to give your child money each day, and your child does not have the responsibility of carrying money. You may prepay online on the Whitsons website, or by sending in cash or a check to the school with your child. We appreciate your help and cooperation in this matter.

CARE OF BUILDING AND PROPERTY

The school belongs to the citizens of Townsend. We ask our children to take responsibility for the care of the building and property. We ask all boys and girls to do their best to keep the school clean inside and out. Students are asked to take proper care of books and other school materials that are loaned to them for the year.

CHAIN OF COMMAND

In the case of a concern or problem, the teacher is to be consulted first. If the matter is not resolved with the teacher, parent/guardian should then contact the building administration. If the matter has not been resolved after contacting the building Principal, please contact the Superintendent of Schools.

If a parent needs to talk to a teacher concerning their child's progress, we ask that you use the following procedure:

1. Call the school secretary to arrange to have an appointment scheduled with your child's teacher(s).
2. Follow through with the designated conference time.
3. Allow some time for the change to occur. If you still have concerns regarding your child's progress, call the school administration that will discuss the situation and look into the problem area. The principal/ assistant principal may ask for assistance from the special needs staff, the regular classroom teacher and/or the guidance counselor. The principal may ask for a joint conference so that everyone can work together as a team to find the most appropriate action.
4. In the unlikely event that the problem cannot be resolved at the building level, the parent has the right to ask for assistance from the Superintendent of Schools. She will ascertain whether all attempts to resolve the problem have been tried at the school building level. Every effort should be made before the Superintendent becomes actively involved to resolve the problem using the personnel at the school. The Superintendent may counsel the parents individually or call for a joint meeting.

5. In extreme cases, the School Committee may become involved when a school district policy is in question.

CIVIL RIGHTS

The North Middlesex Regional School District does not discriminate on the basis of race, religion, color, national origin, gender identity, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs or activities. Reports of such activity may be directed to the Building Principal or to the Superintendent of Schools immediately.

COMMENTS ON DRESS

Students are expected to be neat, clean, and orderly in their appearance. When a particular form or deficiency in grooming, appearance, or dress is deemed to be a safety or health problem or disruptive to the school day parents will be contacted.

We also advise parents to please be aware of the activities their children participate in during the school day. Parents and guardians should be aware of the following:

Play clothes and sneakers are needed for gym class;

During the winter, recess is regularly held outside, therefore appropriate dress such as mittens or gloves, hats, jackets, long pants, snow pants and boots are recommended for outdoor recess. Students may be held in from recess if they do not have appropriate attire.

When boots are worn to school, children should not wear them in the classroom. It is suggested that some other shoes be kept at school to wear inside the school building. Slippers and flip flops are not encouraged for safety reasons.

It is important that each child have a school bag for carrying papers and projects each day. This bag should be easy for your child to open and close; and

All articles of clothing (jackets, hats, boots, etc.), lunch boxes, and school bags **should be labeled inside with your child's name.**

DELAYED SCHOOL OPENING

When listening to the school closing/delayed lists on the radio or television, you may hear that "**The North Middlesex Regional School District is delayed**" followed by the time length of the delay (for example, 2 hours).

DISMISSAL AT THE END OF THE SCHOOL DAY BY A PARENT/ GUARDIAN

A **note** to the classroom teacher is **required** of anyone picking up a child in kindergarten through Grade 4 at the end of the school day. Your child will then be placed on a Master List to be called at dismissal time. Changes **will not** be accepted over the telephone.

*Please note: An email will not be accepted as dismissal instructions, as we may not be able to view it during the busy school day, nor always be able to confirm from whom it is being sent.

Please refer to separate arrival/dismissal procedure in first day packet

EARLY MORNING ARRIVALS

For safety reasons, students are not to arrive at school prior to the start of school. See Arrival/Dismissal procedures in the first day packet.

EARLY RELEASE OR IN-SERVICE DAYS

On early release days students will be dismissed at 11:35 for master list and 11:45 for buses. Please make sure your child's teacher knows whether to send your child home or to the baby-sitter or daycare provider. **Written notes are required.**

We want to emphasize the importance of consistent and regular student attendance at school. We ask our parents to make every effort to have their children at school on time each day that they are in good health. Your child will be marked tardy if they arrive to school later than 9:00 AM. While we realize that there may be times during the school year when a child, for some reason, must be somewhere other than at school during the school day, we ask your cooperation in scheduling appointments outside of school hours whenever possible. Please be aware if your child is not in school for 3 hours and 15 minutes they will be recorded absent.

EMAIL

It is the practice of our staff **not** to use email to relay any confidential or personal information concerning students. All school emails are public and therefore it is best to refrain from sending confidential emails about your child.

EMERGENCY CARDS

Two emergency cards are **required** for every student. These cards will be sent home soon after school opens. Parents are requested to complete them, sign and return them promptly. The cards should list neighbors, relatives, or childcare providers who can be notified in case a child becomes ill at school and needs transportation from school if a parent is not available. Those listed **must live within a reasonable driving distance** of the school.

For the safety of your child: PLEASE MAKE US AWARE OF ANY CHANGES OF ADDRESS, EMERGENCY PERSON TO CONTACT, CHANGE IN CHILDCARE ARRANGEMENTS, ETC., AS THEY OCCUR THROUGHOUT THE SCHOOL YEAR.

ENTRANCE INTO THE SCHOOL

All persons entering the school must use the Whitcomb Street entrance (the double white doors on the flagpole side of the building) and must sign in at the Main Office; **you are not to go directly to a**

classroom. Stickers will be issued to individual visitors and volunteers while they are in the school. For security reasons, all visitors and volunteers are asked to visibly wear their stickers.

FIELD TRIPS

Once or twice a year, children may take an educational trip to enhance their grade level curriculum. Parents are given information, via school notice, prior to the trip. The fees charged for field trips are based on admission costs and costs of transportation. Students are expected to exhibit appropriate behavior reflecting school-wide rules and procedures while on a field trip.

Classroom teachers will obtain chaperones for each field trip. Parents who are not serving as chaperones are not to meet their children at the field trip site as additional adults create a safety issue. Chaperones must have a CORI check on file with the school district in order to be chosen as a chaperone. The CORI form used by North Middlesex Regional School District requires you to verify your identity by showing a photo I.D. in person when completing the form.

FOOD ALLERGIES

The prevalence of food allergies has increased in the school-aged population. In an effort to provide a safe environment for all students, we respectfully request the cooperation of all families in the implementation of the following policies: Any parent of a student who has a physician-documented food allergy is asked to meet with the nurse at the start of the school year to formulate an appropriate allergy action plan. The parents of children who have physician-documented allergies are asked to send in a supply of non-perishable “safe treats and beverages” that their child may consume when snacks or refreshments are sent in by other families to be shared. These “safe treats and beverages” will be kept in the classroom in a snack box or chest, and given to the child when celebrations occur. Non-food items are preferred for celebrations (i.e., pencils, stickers, etc.)

HEALTH SERVICES

SCHOOL NURSE’S ROLE

The responsibilities of the school nurse(s) include various screenings and participation in a host of activities in addition to emergency treatment of students who are injured or become ill at school. It is not their responsibility to provide parents with opinions about medically related issues which do not arise in school. Parents must seek such opinion from other sources who have such responsibility – family physician, public health nurse, public health clinics, etc. Your cooperation with respect to this matter is greatly appreciated.

CHILDREN WHO BECOME ILL AT SCHOOL

When a child becomes ill at school, he/she is sent to the health room to see the school nurse. If the nurse feels the child should go home, she contacts the parents. If a parent is not available, a relative or neighbor designated on the Student Emergency Card will be notified in order to take the child from school. Have several people listed for this purpose. Forms will be sent home. It is the responsibility of

the school nurse to determine if a child may not stay in school due to illness. When contacted by the school nurse a parent/guardian must make arrangements to pick-up their child in a timely manner.

MEDICATION POLICY

In compliance with Massachusetts General Law and for the safety of our students, this medication policy has been written and will be strictly enforced.

- The policy for administration of medications, whether prescribed or over-the-counter, during school hours, is as follows:
- Medication must be accompanied by a MEDICAL PERMISSION FORM signed by both the physician and parent. A signed physician's order, stipulating specific diagnosis requiring treatment, accompanied by a MEDICATION PERMISSION FORM signed by parent will also be accepted.
- Medication must be supplied by the parent in the original pharmacy container. (Please ask your pharmacist to provide a second container and bring only the amount of medication needed to school.)
- Medication is kept locked in the nurse's office and is dispensed by the School Nurse. For their own safety and the safety of other students, students are not allowed to carry medication around during school. Parents must bring prescription medications and over the counter medications into the school. They should not be sent into school with the student. When a physician deems it necessary for a student to have immediate access to medication (Inhaler), the parent will provide documentation from the physician stipulating such necessity and confirmation that the student has been advised of cautions and proper use of the inhaler in school.
- Psychotropic medication, such as Ritalin, may only be given by obtaining certification from the Department of Public Health. In order to accomplish this, the school must file the following forms:
 - a. Parent/Guardian Consent Form
 - b. Physician's Form
 - c. Application for Certification Form

Application for recertification is required each school year. Psychotropic drugs may only be administered in public school by a registered nurse.

HOMEWORK

In the North Middlesex Regional School District, we value study that occurs beyond the classroom and school day largely because we have learned through research and practice that good homework accelerates achievement and establishes a positive work ethic invaluable in later pursuits. To this end, the assignment of homework aligns with what educators and others believe to be the primary purposes of homework: the reinforcement of skills and knowledge learned in the classroom, the application of learning to a new situation, and the independent acquisition of skills and knowledge.

These primary purposes are sometimes overshadowed by equally compelling reasons educators offer as justification for the assignment of homework:

- To provide opportunity for parents and children to work together on academic pursuits,
- To keep parents abreast of the curriculum,
- To serve as a guide to the teacher in planning instruction,
- To develop study habits and a work ethic among students, and
- To provide activities that support other learning styles.

With these thoughts in mind, the following guidelines for homework have been established:

1. All projects assigned will reflect the primary purpose(s) of homework, will be given sufficient time for completion, and will not be due immediately upon return from vacation.
2. Daily homework at the elementary level will generally be assigned for 10 minutes of study per grade level. Thus, the grade 4 student can expect nightly assignments that can be completed in approximately 40 minutes.
3. All homework assignments will be assessed in some fashion by the teacher and the student. Collected homework will be returned to the student in a timely fashion.
4. Teachers will communicate in a timely manner with parents when homework assignments are not being completed. Parents will communicate with teachers if their children are experiencing difficulty with assignments.
5. Parents are encouraged to utilize the resources available through the school to assist students with the successful completion of assignments.

INSTRUCTIONAL STUDENT SUPPORT TEAM

The Instructional Student Support Team called the (ISST) at Spaulding Memorial School consists of a team of administrators and teachers. The Team meets with the classroom teacher to discuss any “at risk” student. After reviewing records, observations and modifications an action plan will be put in place. You will be notified if your child is being discussed by the classroom teacher. **Parents who feel that their child is at risk should talk with the classroom teacher about their concerns.**

KINDERGARTEN/FIRST GRADE ENTRANCE REQUIREMENTS

Children entering the kindergarten program must be five (5) years of age prior to September 1 of the year they enter school. Children entering 1st grade must be six (6) years of age prior to September 1 of the year they enter school. A copy of the child's birth certificate must be presented to the school prior to the entrance date.

A physical examination within a six month period of entrance is a school health requirement. (Forms are available in the school office.)

The following immunizations are required and immunization records, as listed:

Kindergarten Requirements*

1. DPT – 5 doses
2. Polio – 4 doses
3. MMR – 2 doses
4. Hepatitis B – 3 doses
5. Varicella (chicken pox) – 1 dose/or the date of the disease in writing from the doctor.
6. A lead test
7. A physical exam

***Your child will be denied entrance into school if the above requirements are not met. Please call the school nurse if you have any questions.**

Screening for kindergarten is required by the Massachusetts State Department of Education. Appointments will be made at the time of registration. The purpose of this screening is to identify children who may be unable to progress effectively in a regular education program. This screening is not designed to determine whether or not the child is ready for kindergarten.

LOST AND FOUND

There is a box for lost and found clothes and other items inside the cafeteria. Parents are invited to claim articles at any time. Lost books, glasses, and jewelry can be found at the school office. **Please do not send valuables to school with your child.** At the end of the year all unclaimed articles will be given to charity.

NMRSD SPED PAC (North Middlesex Regional School District Special Education Parent Advisory Committee)

The Sped Pac is a group of parents and guardians whose mission is to offer support, resources, and information to those interested in enhancing the education of children with special needs. Throughout the academic year, Sped Pac offers a variety of speakers and training sessions to parents, guardians, and educators alike. The Sped Pac will generally meet the third Monday of the month at North Middlesex Regional High School, unless otherwise advertised. You can visit us on the web and find out more, including our calendar for the upcoming year, at www.nmspedpac.org.

NOTICES

An open line of communication among school, teachers and parents/guardians is most important during your child's school years. Many notices are sent home with your child. These notices are important, and will keep you advised of early release days, vacation periods, parent conference scheduling, special programs, and other information necessary to your child's successful school experience. The principal's newsletter is available electronically every other Friday throughout the school year through the website or by signing up to receive it through your email.

PARENT COMMITTEES

The following committees have been established over the years as vehicles to develop communication. They included: Superintendent Parent Advisory Committee, Special Education Advisory Committee, School Improvement Council and Spaulding Parent Teacher Organization

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are encouraged in order to maintain communication between home and school. Conferences can be held whenever there is a need simply by requesting one with the child's teacher. In addition, there are designated times in the fall and winter when early release days are also used for conferences.

PARENT-TEACHER ORGANIZATION

Our school's PTO is a very active organization with many supportive members. Functions and events are held throughout the school year which encourage family involvement and provide opportunities for participation in school activities. These include the annual holiday breakfast, book fair and the family picnic. Some of these events produce funds that allow for the purchase of educational materials and other supplies for each grade level.

Our membership drive is held annually in September, and the general meetings are held periodically during the school year. We encourage your attendance as we value your input and ideas in establishing our plans for the year's activities.

PTO Board of Officers 2015-16

President:	Jaima Baldwin
Vice President:	Lisa Mitchell
Treasurer:	Tina Duval

PARTY INVITATIONS

If you are planning a party for your child, please do not send invitations to be distributed in school unless everyone in the class is invited. If you are not inviting everyone in the class then invitations must be distributed outside the school and not on school grounds. We understand that you must limit the number of children you can invite, however, the children who do not receive an invitation feel left out or excluded.

The first day packet has a form for you to fill out to indicate if you give permission to the classroom teacher to give your child's name, telephone number and address to another parent in the class for the stated purpose of inviting them to a birthday party, for Valentine's cards, special events or a summer event.

RECESS

All students have a recess after lunch. Recess is a time for relaxing, exercising, playing, socially communicating, and renewal for learning. The school rules and classroom rules are guidelines for

appropriate behavior at recess. The school playgrounds are always supervised by school personnel. Children who disobey rules may lose recess privileges. Bullying, fighting, biting, threatening, swearing, or sexual harassment is strictly forbidden and may result in other disciplinary measures. Please dress your child appropriately for all weather conditions. Weather permitting, children will go outside. **PLEASE NOTE: Children who cannot participate in outdoor recess due to any type of medical or health issue MUST HAVE A DOCTOR'S NOTE EXCUSING THEM FROM OUTDOOR RECESS.** Children will not be excused from outdoor recess with only a parent's or guardian's request. **PLEASE NOTE:** Parents may not attend recess with their child.

REGISTERING NEW STUDENTS

Townsend children of elementary school age must be registered at the school's office. A physical is required within 1 year of transfer into our school system.

REPORT CARDS GRADES K-4

The school year for grades 1-4 is divided into three marking periods with report cards sent home via the children. Kindergarten report cards will be issued twice a year and will be sent home via the children. Please consult the website calendar for the dates on which report cards will be sent home.

For K-4 students, upon receiving each report card (except the one at the year's end), the parent or guardian must sign the report card envelope where indicated and return it to school.

SAFETY DRILLS

Fire, intruder and bus evacuation drills will be conducted during the school year.

SCHOOL CANCELLATION FOR INCLEMENT WEATHER OR OTHER EMERGENCIES

In an effort to assist the parents and support student safety, the administration of the North Middlesex Regional School District offers the following important information about emergency school closings during the school year. In the North Middlesex Regional School District the decision to close school is usually made the prior evening or during early morning hours by the district administrators. Please note the following about those early morning decisions.

The Superintendent of Schools will send out a Connect-Ed message to all families if there is a decision to close schools. The call may come between 4:30 – 6:30 AM. If you miss the call you can check the following radio and television stations.

WBZ-TV (Channel 4)
WCVB-TV (Channel 5)
WHDH-TV (Channel 7)
FOX25-TV (Channel 25)

The towns of Ashby, Pepperell, and Townsend are part of one school district called the "North Middlesex Regional School District". When listening to school closing lists on the radio or television, you will hear that "**The North Middlesex Regional School District is closed**". There are

seven schools in our district. They are: Ashby Elementary School; Nissitissit Middle School, Varnum Brook Elementary School, North Middlesex Regional High School, Hawthorne Brook Middle School, Spaulding Memorial School, and Squannacook Preschool.

The North Middlesex Regional School District would generally close schools during the following emergencies:

- Excessive snow fall.
- Dangerous ice/road conditions.
- Flood conditions.
- Hurricane and high wind conditions.
- Problems at schools such as heat, power, or water failure.
- District schools are being used as emergency shelters.

In summary, please remember only central office school officials close school on emergency closing days. You should assume school is open unless you hear otherwise by phone call or on local radio or television stations typically between 4:30 AM and 6:30 AM. Parents are encouraged not to call local communication centers at the police and fire departments.

SCHOOL COUNCIL

The Educational Reform Act of 1993 called for the establishment of a school council at each school within the Commonwealth. School Council meetings are held regularly throughout the school year and are open to the public.

The School Council is made up of the following members: the building principal who serves as one of the two co-chairs, parents who are elected by the SMS PTO members at the September meeting of the SMS PTO, teachers who are elected by the faculty and one community representative.

SOURCES OF ASSISTANCE TO PARENTS AND GUARDIANS FOR SOCIAL AND EMOTIONAL ASSISTANCE

State and county agencies have provided assistance for any number of family and child concerns. Please see the school guidance counselor or school psychologist for specific information.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others.

SUSPENSION OR EXPULSION FROM SCHOOL

Suspension/expulsion at Spaulding Memorial School may occur when a student scares, hurts or makes others feel bad to such an extent that it violates the civil rights of other students, or is a danger to their safety. This includes but is not limited to the violation of any state or federal law, school committee policy, or rules and policies stated in this handbook. Each incident will be considered individually according to the number of offenses, type, and seriousness of the offense. The procedural requirement

of due process as defined in the district section of this handbook will be followed for suspension/expulsion.

TARDY

A tardy student **must** report to the school office to obtain a pass before going to the classroom. Being consistently tardy is to be avoided, as it disrupts student learning time. Students are marked tardy if they arrive to school after 9:00 AM.

TELEPHONE USE

Student cell phone use is not permitted in school, at recess or on the bus for any reason.

THE ROLE OF THE SCHOOL COUNSELOR

The school guidance counselor/ adjustment counselor is an integral part of the Spaulding Memorial School. His/her role is multifaceted and interconnects with a wide range of people. These include, for example, parents, teachers, students, administration, agencies and community organizations. Through these interactions communication is enhanced, understandings are developed, and a range of concerns are resolved.

It is through counseling students, individually or in groups, consulting with parents, teachers and others, coordinating the efforts of various people, and co-teaching in a classroom alongside the classroom teachers, that the counselor contributes greatly to the overall development of the students of the Spaulding Memorial School.

THE TOWNSEND ECUMENICAL OUTREACH PROGRAM

Families in need of food and clothing assistance during the year should contact the school guidance counselor or school nurse. Information relating to this program will be provided.

Additional sources of assistance can be obtained by contacting the school guidance counselor at 597-0380 OR 597-0381.

TOYS BROUGHT TO SCHOOL

Students may bring a toy to school for use at recess; however, the school is not responsible for any personal toys brought in by a student that is lost, stolen or broken. A teacher may request that no toys are brought in if it is interfering with students' learning and confiscate the toys if the request is not followed.

RADIOS, CD PLAYERS, CELL PHONES, i-PODS, HANDHELD VIDEO GAMES AND iPADS ARE NOT ALLOWED TO BE USED ON THE SCHOOL BUS AND IN SCHOOL AT ANY TIME UNLESS A SPECIFIC SCHOOL BEHAVIOR WRITTEN PLAN IS IN PLACE.

TRANSPORTATION

BICYCLES AND SCOOTERS

Because of the large volume of traffic at Spaulding Memorial School and the cross over areas, children are not permitted to ride bicycles or scooters to school.

SCHOOL BUS REGULATIONS

SCHOOL BUS USE PROCEDURES

The regulations for school bus use for all students Grade K-12 in the North Middlesex Regional Schools are:

Previous to Loading: (on the road and at the school)

- Be on time at the designated bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to step onto the bus.
- Do not crowd and push getting on the bus.
- Respectfully follow the instructions of school staff members on duty.

While on the Bus:

- Keep hands and head inside the bus. Keep your hands to yourself and don't touch others inappropriately. Horseplay or fighting is not permitted on or around the school bus at any time.
- Assist in keeping the bus safe and sanitary. (DO NOT throw things on the bus, spit or litter the bus)
- Keep voice tone at a moderate level. Do not swear or use vulgar or derogatory language.
- As written in the school district's sexual harassment policy, sexual harassment or assault will not be tolerated on the bus and will result in disciplinary action.
- Damage to bus equipment/property will be paid for by the offender.
- DO NOT leave books, lunches, or other articles on the bus.
- Keep books, packages, coats and other objects out of aisles.
- Help look after the safety and comfort of small children.
- DO NOT throw objects inside the bus or out the bus window.
- DO NOT leave or change your seat while the bus is in motion.
- Be courteous to fellow pupils and the bus driver.
- Remain quiet when approaching a railroad crossing.
- Remain on the bus unless requested to leave by the bus driver in an emergency situation.
- Sit where you are told.
- A written permission slip from the parent/guardian is necessary in order for a student to get on or off the bus at a place other than his/her regular bus stop. Students must get on or off the bus at their assigned stop.

- Continued refusal to promptly obey the directions of the driver or refusal to obey bus regulations may cause a student to be referred to the principal for disciplinary action.
- Possessing a weapon, lighting matches, smoking, alcohol and drug use on the bus are prohibited and will result in disciplinary action.

After Leaving Bus:

- Cross the road, when necessary, immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.

Extra-Curricular and Field Trips:

- Bus rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of teachers and chaperones appointed by the school.

Bus Contractor:

Dee Bus Company-(978) 597-2860

See District policy for Bus Disciplinary Action

USE OF SCHOOL EQUIPMENT

Unauthorized entrance to any area of the building, by anyone, and/or use of any equipment without proper supervision is prohibited. Failure to observe this rule could result in disciplinary action.

VOLUNTEERING AT THE SCHOOL

All volunteers must have CORI checks prior to working in the school. A volunteer application is included in your child’s first day packet. If you are interested, please complete the paperwork provided and return to the school. Opportunities to volunteer include work in classrooms, the library, special education classrooms, and at home. Each volunteer donates however much time they have available. Volunteers working in the school must sign in and out and wear a volunteer nametag. CORI (Criminal Record) checks are required for all volunteers, including chaperones. This is a policy that will be strictly enforced. The policy endeavors to provide for the safety of students, employees, and visitors while at school and/or participating in school sponsored activities. Please complete the volunteer application along with a CORI (available in the school office), upon completion of these forms you may be contacted to volunteer.

WHEN YOUR CHILD MUST LEAVE EARLY

If a child must leave school early, the child should have a written statement from the parent/guardian on the morning of early dismissal. When arriving to pick up the child, please use the Whitcomb Street entrance (the double white doors on the flagpole side of the building) and report to the main office to properly sign the child out. The office will notify the teacher over the intercom and the child will then

report to the office. **Dismissal is always from the main office. Do not go directly to the classroom.**
Thank you.

WITHDRAWAL OF STUDENTS

Students moving from Townsend to another community will be processed through the Principal's Office. A transfer card will be issued, as well as a record release form signed, in order that cumulative records may be forwarded to the receiving school upon request. All library books must be returned to the library.

District Wide Policies and Information

DISTRICT POLICY BOOK

A copy of the North Middlesex Regional School District School Committee Policy Manual is available in the Superintendent's Office for review.

DISCRIMINATION STATEMENT

It is the policy of the North Middlesex Regional School District not to discriminate against students, parents, employees, or the general public on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age in accordance with Title VI of the Civil Rights Act of 1964 (race, color, national origin, sex, religion); Title IX of the Education Amendments of 1972 (sex); Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability); M.G.L. c. 76, § 5 (race, color, sex, gender identity, religion, national origin, or sexual orientation); the McKinney-Vento Homeless Assistance Act (homelessness); and the Age Discrimination in Employment Act (age). Inquiries regarding compliance with these laws may be directed to the Superintendent of Schools, North Middlesex Regional School District (978)-597-8713, or to the Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (state laws) or to the United States Department of Education, Region 1, Office of Civil Rights, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109 (federal laws).

See the Nondiscrimination Grievance Procedures in the Relevant Laws Appendix for further information.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The purpose of the North Middlesex Regional School District (NMRSD) network is to advance and promote education in the District. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. We are fortunate in the NMRSD that all computer labs and classrooms have Internet access. The primary purposes of using the Internet are to help students gain access to vast amounts of current research being conducted locally, nationally, and world-wide, to access interactive and educationally sound websites, and to collaborate with other students.

As part of 21st century learning, teachers and students use online resources and interactive internet tools to enhance curriculum. Students and teachers may engage in using age appropriate interactive Internet tools such as blogs, glogs, wikis, podcasts, and video casts. These technologies expand student communication and collaboration opportunities, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Students using the Internet will be supervised at all times by a staff member.

As required by law, NMRSD shall maintain an Internet filtering mechanism designed to protect students from

unlawful, obscene, or harmful material and situations. The filtering mechanism shall be in compliance with the Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, and the district Bullying Prevention and Intervention Plan, and any other applicable laws or regulations.

The purpose of this Acceptable Use Policy (AUP) is to meet the demands of state and federal law and to provide guidelines for legal, moral and ethical use of the NMRSD network. All students and their parent/guardian are required to read the AUP and return the signed AUP acceptance form before using the NMRSD network.

Student Web Presence

Publishing student work online promotes learning and collaboration and provides an opportunity to share the achievement of students. Products of grade PK -12 students may be posted on the NMRSD websites provided no identifying captions, locations, or last names are included.

Publishing pictures that include students on the NMRSD websites allows the District to show its pride in its students and what they are accomplishing. Pictures that include students may be posted on the NMRSD websites provided no identifying captions, locations, or last names are included.

Please note that grade PK - 12 student work, pictures, and/or other media will NOT be posted to a NMRSD website if permission is not granted in that student's current AUP acceptance form. Under no circumstances will grade PK - 12 student work, pictures, and/or other media be identified with first and last name on any NMRSD website.

Interactive Internet Tools

The use of blogs, podcasts, or other interactive internet tools is considered an extension of the classroom. Therefore, any speech or behavior that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other interactive Internet tools.

- Students will be taught about internet safety prior to classroom integration of interactive Internet tools. Internet safety curriculum will include issues related to social networking, cyber bullying, Internet predators, inappropriate content, information privacy, copyright, and Internet etiquette.
- Students using blogs, glogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts. ***A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, photographs, school or school team names, or class schedule). Do not, under any circumstances, agree to meet anyone met-over the Internet.***
- Student interactive Internet communications are not guaranteed to be private and may be read by the teacher before distributing or sending to others.
- Students should not link to websites without reviewing the entire site to make sure it is appropriate for a school setting. If you are unsure you should ask a teacher, administrator or parent/guardian first.
- Students using such tools agree not to share their username or password with anyone besides their teachers and parents/guardians and to treat interactive internet spaces as classroom spaces. Each student will respect the privacy of his/her peers' files that are stored on a computer or another storage device, and not view those files without permission.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to additional consequences.
- **Google Apps** is a password protected service from Google providing independently customizable versions of several Google products under our custom domain name, ***Google Apps for North Middlesex Regional School District***. It features several free Web applications with similar functionality to traditional office suites. Access is 24/7 and student collaboration is both easy and encouraged. The available applications are determined by the school district, and the district primarily uses ***Google Docs*** (word processing, presentation, spreadsheets) with grades 3 and up.

- **Moodle** (abbreviation for Modular Object-Oriented Dynamic Learning Environment) is a free and open-source e- learning software platform. Moodle allows teachers to upload class content so that students can have access 24/7. It is password protected and open only to those whom the teacher allows. Student participation in forums and groups within Moodle is controlled and moderated by the teacher. Moodle is used primarily with grades 4 and up.

Student Responsibilities

Operation/safety of the Internet, even though the students are supervised, relies heavily on the proper conduct of its users and their ability to use Internet resources responsibly.

- All access to the Internet through the district network must be in support of education and/or research.
- Each student will respect and uphold the copyright laws.
- No student will deliberately access inappropriate materials, persuade or show others how to do the same.
- Students should never use any form of electronic communication to harass, intimidate, or bully anyone.
- All computer equipment, including printers and other peripherals, will be used responsibly and students will not damage, change, or tamper with hardware, software, settings, or the network.
- Students should only access files and/or folders using the network accounts and network folders assigned to them by the district.
- Each student will follow any regulations posted in the computer lab or anywhere computers are in use.
- Passwords may only be shared with parents/guardians, teachers, or administrators.

Personal Technology

Personal accounts or personal electronic devices may be used at school ***only if allowed in the school's policy and with the direct permission of a teacher or administrator.*** Any use of personal accounts or personal devices within a NMRSD building is subject to all guidelines within this document. Internet access for personal electronic devices may be provided in schools with sufficient resources to support those devices without interrupting access for district provided devices.

Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store files at any time, and without prior notice. Any and all usage of the computer network and Internet access, including all information transmitted or received shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials. Network administrators will make reasonable efforts to maintain reliable service and user privacy, but they cannot guarantee that the system will always be available or that files will always be saved, nor can privacy be completely guaranteed.

Vandalism

- Vandalism will result in cancellation of the offender's user privileges.
- No student will deliberately or willfully cause damage to computer equipment or software.
- No student will reconfigure software / system settings.
- No student will harm or destroy data of another user, the Internet, or other networks.
- Each student is responsible to report any damage or inappropriate use of computers to the adult in charge.
- Student's parent/guardian may be held responsible for deliberate vandalism.

Terms and Conditions

- Internet access is a privilege, not a right. Each student is responsible for what he/ she says and does on the network.
- Any student violating these guidelines is subject to loss of computer user privileges and/or possible legal action.
- The administration, faculty, and staff may request the system administrator to deny, revoke or suspend specific users. NMRSD will not be responsible for damages one suffers, including loss of data

resulting from delay, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence, one's errors or omissions. Use of any information obtained via the Network is at your own risk. NMRSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Any remaining digital student files may be deleted from the network after the student has withdrawn from the district or after changing schools.
- Students and their parent/guardian must read and sign the AUP before the student may use the NMRSD system/network. Signing the AUP becomes a legal agreement with the district which will be considered valid for the duration of that student's enrollment in the school. Students and their parent/guardian will be asked to re-read and re-sign the AUP after changing schools within the district. Parents/guardians may request to update their AUP agreements at any time.

ACCESS TO STUDENT RECORDS

23.07

(1) ***Log of Access.*** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

(2) ***Access of Eligible Students and Parents.*** The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

(3) ***Access of Authorized School Personnel.*** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

(4) ***Access of Third Parties.*** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of 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 without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

(5) ***Access Procedures for Non-Custodial Parents.*** As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

ASBESTOS - Every three years each school in the District is re-inspected to update their asbestos management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan is available and accessible at the school office.

BUS DISCIPLINARY ACTION - North Middlesex Regional School District Policy (#5419.02)

All school rules are in effect on the school bus. Students who cause disciplinary problems on the bus may be denied the privilege of riding the bus. Severe disciplinary problems will result in immediate removal from the bus for safety reasons. If a bus contractor/driver refers a student to the Principal for disciplinary actions, the following procedure will be followed:

Warning: The first time a student receives a written bus discipline form from a driver, the Principal or their designee will meet with the student and the parent will be notified. Unless the offense is of a very serious nature, the disciplinary action will result in a warning being given.

Removal: A second written bus discipline complaint will result in loss of busing privileges for a period of from one to ten days except in the case of a very serious offense. Parents will be notified by telephone and written notice.

- The third offense will result in the loss of busing privileges for a period of from three to twenty school days. Parents will be notified by telephone and written notice and a parent conference will be held before a student can be reinstated on the bus.
- The fourth offense will result in the loss of busing privileges for a period of more than twenty school days. Parents will be notified by telephone and written notice and a parent conference will be held before a student can be reinstated on the bus.
- It should be noted that a student may lose his/her busing privilege after a very serious bus offense if, in the best interest of the safety and well-being of other bus students, his/her conduct so merits.
- The regulations and disciplinary action outlined herewith also apply to behavior at all bus stops.

Please keep in mind that according to state statute parents are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons. Parents are expected to cooperate with school administration and bus drivers in promoting safe and efficient bus transportation for their children. Unless a note written by a parent specifies another destination, all students will be transported from the school directly to their regular bus stop. When parents wish to take their child home from school, arrangements should be made before the bus leaves the school. In no case should parents stop the bus along the roadway at an undesignated stop to remove their children. The bus driver will not let children off the bus at any undesignated stop unless a parent note approved by the school office has been received by the bus driver or in an emergency situation.

CHILD ABUSE AND NEGLECT POLICY: The North Middlesex Regional School District affirms its responsibility to provide for the safety and well-being of students. School personnel, having custodial responsibility of school children are by law required to refer for investigation by the Department of Children and Families any school child suspected of having been abused or neglected.

COURT-ABROGATED RIGHTS: The parents of a child shall enjoy all the rights under law (even if estranged or non-custodial) unless such rights are explicitly abrogated by court order and such order has been presented to the school. It is the responsibility of a parent, foster parent, or guardian to produce the court order, which abrogates the rights of either or both parents. Parents are encouraged to provide the school with any and all documents, which are current and related to custody issues.

DISCRIMINATION POLICY - Members of North Middlesex Regional High School (students or staff) do not discriminate based on a student's race, color, sex, religion, gender identity, national origin, disability, sexual orientation, or homelessness. Students have equal access to admission to school, courses, extracurricular activities, and employment opportunities, and will not be excluded for reasons of marriage or

pregnancy. If a student or a student's parents believe that she/he has been the victim of discrimination within the school or during school related activities, the incident should be reported to the Principal immediately.

EXPECTATIONS OF CONDUCT: Every child has the right to an education, but along with this right comes responsibilities. Each student's right to learn will be protected. It is the goal of the school to establish a positive learning environment by nurturing student self-discipline. It is the responsibility of every student to be respectful and cooperative with teachers and adults in order to help other students maximize their learning experience at North Middlesex Regional High School. We are a community of learners and as such we look to each other for assistance. Advancement of individual potential is important and a desirable school goal. However, we should not lose sight of the fact that we come together each day in a team effort to work and learn in a cooperative manner as adults and children.

Students at North Middlesex Regional High School are expected to abide by School Committee policies and the school rules, which are stated in this handbook. Individual teachers establish the classroom rules for their class. School Committee policies are written in a policy manual located in the school office. Teachers will inform parents/guardians and students at the beginning of the year of their classroom rules and expectations.

DISCIPLINARY MEASURES

A variety of measures are utilized by the faculty and administration at NMRSD to encourage positive behavior change in students. A progression of both preventive strategies and interventions are employed including teacher/student discussion, administration/student conferences, detention, parent meetings, Saturday school, and suspension. To foster a sense of independence, minor infractions are addressed with the students without parent notification. The administration of NMRSD feels that students need to have an opportunity to learn from their mistakes and many situations can be adequately resolved within the confines of the school setting. However, when minor infractions occur frequently or become more severe, parents will be immediately notified and meetings will be scheduled. The following are descriptions of the various disciplinary actions that may be used with a student:

Teacher Detention

Teacher detention is served with an individual teacher in his or her classroom. The teacher will determine the length of the detention not to exceed forty-five minutes. Should a student fail to report for the teacher detention, the teacher will notify the administration. The administration will then address the student and issue an administrative detention.

In-School Suspension

In-school suspension means removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-term Suspension

A short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Parents will be immediately notified, a written communication will be mailed to the parent/guardian, and the Guidance Counselor will be informed. Each suspension will require a re-entry meeting between an administrator and other appropriate parties prior to the student returning to school. A safety plan may be developed and additional disciplinary action may be assigned following each suspension. Students are responsible for class work missed during a suspension. All assignments will be left at the main office and must be picked up by a parent/guardian. Failure to make up missed work will result in a "0" when assignments are due.

Long Term Suspension

A long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Expulsion

Expulsion means the removal of a student from the school premises, regular education activities, and school activities for more than ninety (90) consecutive school days. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

MEAL CHARGE POLICY

The North Middlesex Regional School District School Committee recognizes that a healthy, nutritious meal plays an important role in the readiness and ability of students to learn. The purpose of this policy is to establish consistent policy regarding meal account procedures while treating all students with dignity in the serving line.

Although the school food program is being managed by an outside company, all the money owed to this program is owed to the school district coming out of the general school budget.

Methods of Payment

The North Middlesex Regional School District can accept payment for meals upon purchase in the form of cash or check at the register, or via the school meal on-line payment system. Meals may be prepaid using any of these methods. Parents/guardians are strongly encouraged to make payments on-line and to register for low balance alerts.

A minimum balance equivalent to five (5) school meals is recommended for those who participate in the food service program.

Administration of Policy

The School District is responsible for ensuring that all accounts, including the food service revolving account, are properly managed and accurately reported. The School District works closely with the Food Service Management Company to monitor students' meal accounts with the goal of eliminating negative balances. Parents/guardians who have signed up on-line for low balance alerts are notified when the account is running low and needs to be replenished.

Any student whose account has a zero balance will be allowed to charge a reimbursable meal. This will result in a negative balance on the account until the balance is resolved. In no event will students at any grade level whose account is delinquent be allowed to charge a la carte items or second meal until the account is in good standing. Cash purchases will be unrestricted.

Account Management

On a weekly basis, the Food Service Director will generate a charge balance report from the POS system. The Director will flag all accounts that are nearing a zero balance or have gone into the negative. A student list, sorted by school, will be sent to the Principals.

After the charge amount exceeds \$10.00, the Food Service Provider will generate a letter or email to be sent home to the parent/guardian. If there are mitigating factors that affect a family's ability to pay, the School District will assist the family in applying for free/reduced meal status, if applicable. If there are no mitigating factors and the family has not made any payments in an effort to reduce the balance due and continues to fail to bring the account back into good standing within one month (or before May 1st in the year of graduation), the

school district will advise the family that the matter will be referred to small claims court, collections, and/or other appropriate state agency.

If the balance exceeds fifty dollars (\$50.00), then the following action may be taken (unless prohibited by state law or regulation):

- Prohibited participation of the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless outstanding balances are resolved,

For students who qualify for free or reduced lunch, accounts will be processed in accordance with federal regulations.

A positive balance will remain on account to be used in the following school year unless the account holder requests that the positive balance be moved to a sibling's account or returned to account holder.

Upon account holder departing the district, the Business Office or their designee will notify the account holder of their end-of-year balance and all reasonable efforts will be made by the District to return the money to the account holder.

LEGAL REFS: Child Nutrition Action of 1966

CROSS REF: EFC

NONDISCRIMINATION

File: AC

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. This commitment to the community is affirmed by the following statements that the North Middlesex Regional School Committee intends to:

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
M.G.L. [76:5](#); Amended 1993
M.G.L. [76:16](#) (Chapter 622 of the Acts of 1971)
BESE regulations 603CMR [26:00](#) Amended 2012

NORTH MIDDLESEX REGIONAL SCHOOL COMMITTEE ORDER OF BUSINESS

At regular meetings of the District School Committee the following shall be the order of business:

1. Roll Call
2. Approval of the Minutes of the previous regular Meeting and any Intervening Special Meetings.
3. Information Items/Superintendent's Report*
4. Old Business.
5. New Business.
6. Adjournment/End of Meeting

*At this point in the meeting, the Chair may recognize any member of the public who wishes to address the Committee. Committee members may ask to have a member of the public recognized. In the event a member of the public does wish to speak, they should receive a copy of the procedures they are expected to follow. In the event a printed copy is unavailable, the Chair shall clearly explain the rules for addressing the Committee.

- a. The Committee must be informed of the topic to be addressed. Whenever possible, advance notice of the topic to be addressed should be given to the Chair or a member of the Committee. It should be determined that an individual has followed the appropriate chain of authority. Any written statement should be presented to the Committee and summarized when speaking.
- b. Persons addressing the Committee may address only issues over which the Committee has direct control. The topic should deal only with agenda items.
- c. A member of the public may have two minutes to address the Committee, unless the majority of the Committee wishes to grant more time to an individual.
- d. No motions or actions should be made or taken by the Committee during this portion of the meeting. The Chair may recognize the Superintendent, other administrators or members of the Committee if they wish to ask questions or address comments specific to the topic that has been raised. No one shall be recognized until the speaker has finished addressing the Committee or has used the allotted time.
- e. The Committee must insure that the rights of District employees and students are protected.
- f. Persons should avail themselves of NMRSD Policy Books available in all public libraries in the District and in each school in the District.
- g. This policy will be included in each school handbook.

STUDENT FEES, FINES, AND CHARGES

File : JQ

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent or eligible for free lunch are exempt from paying fees.* However, indigent students and/or students who qualify for free lunch are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them.

Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District. Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year as such debts are considered to be debts of the student to the District and not to a particular school. A notice of unpaid fees and/or charges will be sent home to parent/guardian on an annual basis.

* Students who qualify for reduced lunch may be required to pay a portion of fees.

SOURCE: MASC

Adopted 10/24/2011

STUDENT FUND RAISING ACTIVITIES

File: JJE

This policy governs fund raising activities in which students, coaches, parent/guardians, teachers, individuals and school facilities or the name of the NMRSD are involved.

Types of Fund Raising Activities:

1. Fundraisers which are community based (e.g. spaghetti suppers, movie nights, etc.) are highly encouraged.
2. Sale of advertising space in school publications is permitted.
3. Sale of tickets to scheduled events is permitted.
4. Proposals to raise funds for charitable purposes or for the benefit of the school or community (e.g.) scholarship funds, disaster relief or humane causes, local food banks) is permitted provided they are properly approved.
5. The sale of products directly provided by institutional vendors is permissible so long as the majority of the profits, beyond the basic costs of producing the product, go to the benefit of the fundraiser.
6. The sale of products purchased by a school-related organization is permitted.

Fund Raising Activity Parameters:

1. Safety is of utmost concern for all involved in any fund raising activity.
 - a. All door to door sales are prohibited.
 - b. All canning is prohibited at the elementary school level. Canning is discouraged at the middle and high school level for safety as well as the NMRSD image within the community.
2. All fund raising activities shall follow applicable local and state laws.
3. All fund raising shall follow district policies (i.e. wellness policy for food related activities).
4. Student participation in any approved fund raising activity shall be voluntary.

5. Monetary contributions to class funds (i.e. class dues) is voluntary.

Approvals/Administration:

1. All requests for fund raising and/or the use of letters, telephone and other communications requesting gifts of money or donations of materials from businesses and companies shall be presented to the building principal for approval.
2. Any event that uses the name of the NMRSD in their fund raising literature must receive prior written approval from the Superintendent's office. Those events using the name of a specific school must receive prior written approval from the building principal.
3. All requests that require a physical location are to be entered into the facilities use calendar, including outdoor space needed.

SOURCE: MASC

CROSS REFS.: JP, Gifts and Solicitations

KHA, Public Solicitations in the Schools

ADF, School District Wellness Program

Adopted 06/23/14

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT MEDICAL REQUIREMENTS

ALL NEW STUDENTS ENTERING DISTRICT GRADE 1-12:

The following documentation is required:

1. Copy of birth certificate
2. Immunization record indicating the child has received the following immunizations: DPT (5 doses), Polio (4 doses), MMR (2 doses), HepB (3 doses), Varicella (1dose or physician certified proof of chicken pox)
3. Recent physical exam.
4. Medical documentation of any allergies or medical concerns.

IN SCHOOL SCREENINGS AND GRADE REQUIREMENTS:

- ***Physical exams*** are offered in grades K, 4,8,10. Sports physicals are offered for High School in August. Check with individual schools for dates. Students participating in after school sports must have a physical exam on file in Nurse's office within one year of starting sport as per MIAA regulations.
- ***Vision Screening*** is provided for all students Kindergarten – Gr.5, Gr. 7, & Gr. 10.
- ***Hearing screening is*** provided for all students Kindergarten – Gr.3, Gr. 7, and Gr. 10.
- ***Postural Screening is*** provided for all students Grade 5-9. Middle school students are screened the week after winter break; 9th grade screened the week of January 24th between 2nd and 3rd quarter. Notices will go home prior to screening.
- ***Heights and Weights and BMI*** are provided for all students annually.

SEXUAL HARASSMENT POLICY: It is the policy of the North Middlesex School District to promote and maintain a working environment and educational atmosphere for students, which is free from sexual harassment. It is illegal and against the policies of the District for any student, male or female, to sexually harass another student. Administrators and supervisory personnel have a duty to maintain the school environment free of sexual harassment or intimidation. Sexual harassment may include, but is not limited to:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.

2. Gestures or unwarranted written communication of a suggestive or derogatory nature.
3. Continuing to express sexual interest after being informed the interest is unwelcome.

Sexual assault is the most serious form of sexual harassment and assault will be treated with the utmost severity. Sexual assault may include, but is not limited to, inappropriate touching or intentionally impeding movement. An assault is punishable by suspension, possible expulsion, and a report to the police department will be filed. The victim of a sexual assault or harassment is encouraged to express dissatisfaction with the other party immediately. The victim is to promptly inform an administrator. Sexual harassment between students may be punishable by suspension, possible police intervention, and possible expulsion. This policy extends to all school sponsored activities and functions whether or not they occur on school grounds.

SPECIAL EDUCATION POLICY - A student may be entitled to special educational services if he or she meets all three of the following requirements:

- He/she is between the ages of 3 and 21 years of age
- He/she has not obtained a high school diploma or its equivalent; and
- He/she has a disability (physical, emotional, or otherwise) that keeps him or her from making effective progress in a regular class.
- Referral for evaluation may be initiated by either the school, the parent, or any person in a caregiving or professional position if it is anticipated the student may be in need of special services.

SPECIAL EDUCATION-DISCIPLINE: The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days:
 1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
 2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
 3. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement.

- f. The parent shall have the right to appeal the manifestation Team’s determination, the imposition of a disciplinary change in placement, and the student’s placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

STUDENT RECORDS POLICY

Student records are of two types: transcript and temporary records. The transcript includes: name, address, course titles, grades, credits, and grade level educational progress. The temporary record includes such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons.

A parent, or a student who is at least 14 years old or in ninth grade, has the right to inspect all portions of the student record upon request to the Principal. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. The parent or the student has the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating the materials. The parent and student may request to have parts of the record interpreted by a counselor or other qualified professional at the school or may invite anyone else of their choosing to inspect or interpret the record with them. Student record information, and where it may be found, may include:

RECORD INFORMATION

CUMULATIVE FOLDERS
MEDICAL RECORD
ATTENDANCE RECORD

LOCATION

Guidance Office
Nurse’s Office
Main Office

Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls..

Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

STUDENTS’ RIGHTS UNDER SPECIAL EDUCATION

Because it is assumed that parents act in their children’s best interests, most of the rights to control a student’s education and to influence the Special Education Team process are given to the student’s parents while that student is not yet 18 years of age. Please contact the special education office for a description of these rights.

STUDENTS’ RIGHTS UNDER SECTION 504 - Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination against persons with disabilities, including both students and staff members, by school districts. The criteria for 504 eligibility is: A person has a physical or mental impairment

which substantially limits one or more major life activities (including learning) or a person has a record of such impairment, or a person is regarded as having such impairment. The intent of Section 504 is to accommodate for differences within the regular education environment so that a child can participate in and receive the benefits from public education programs without discrimination because of his/her disability. This includes all programs or activities provided by the school district.

Section 504 is not an aspect of special education, but the responsibility of the regular education programming within the school district. In order to fulfill its obligation under Section 504, the North Middlesex Regional School District recognizes a responsibility to avoid discrimination in policies and practices regarding its students and personnel. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school district.

If the school identifies that, because of a disability as defined under Section 504, a student needs either accommodations or related services in the regular setting in order to participate in the school program, the school must evaluate the student. The parent/guardian must be notified and consent obtained prior to the evaluation. The evaluation must be comprehensive and appropriate to assess the nature and extent of the student's handicap. A decision involving the school educators and the child's parent/guardian will be made regarding the development and implementation of a plan for the delivery of all needed services and accommodations for the child. The plan will be monitored and reviewed annually, with a formal meeting with parent/guardian.

If a parent/guardian disagrees with the determination made by the professional staff of the school, he/she has the right to discuss concerns with the School Principal, the district coordinator, the Superintendent of Schools, or seek a hearing with an impartial hearing officer.

The district coordinator, Ms. Linda Rakiey, can be reached at the Central Administration Office. The School Counselor is responsible for monitoring each student's Section 504 plan. The Principal is responsible for the successful implementation of each student's Section 504 plan.

WEAPONS, CONTROLLED SUBSTANCES, ASSAULT ON SCHOOL STAFF, FELONY CHARGES AND FELONY CONVICTIONS

All students and visitors to North Middlesex Regional High School are reminded that Massachusetts state law states that the possession of a firearm or other dangerous weapon in any building, on a school bus, or on the grounds of any elementary or secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. M.G.L. c. 71, § 37L requires school personnel to report incidents involving a student's possession of a dangerous weapon on school premises. Reports are to be transmitted by the Superintendent to the local Police Department, the Department of Children and Families, the office of student services or its equivalent in any school district, and the local school committee. An assessment of the student involved shall be arranged, and the student shall be referred to counseling.

The following provisions of M.G.L. c. 71, § 37H pertain to dangerous weapons, controlled substances and assault on school staff:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in **possession of a dangerous weapon**, including, but not limited to, a gun or a knife; or **a controlled substance** as defined in chapter 94C of the General Laws, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district.
- (b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district.

- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his discretion, decide to suspend rather than recommend expulsion to the superintendent for a student who has been determined by the Principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the pending of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under M.G.L. c. 76, § 21.

The following provisions of M.G.L. c. 71, § 37H1/2 pertain to students who are charged with or convicted of a felony:

- (a) Any student who has been charged with a felony or issued a felony delinquency complaint may be subject to suspension if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- (b) Any student who has been **convicted of a felony, adjudicated delinquent of a felony in juvenile court, or who enters an admission of guilt to a felony charge** may be subject to expulsion from the school or school district, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- (c) In both (a) and (b) above, the student shall have the right to appeal to the Superintendent, and shall notify the Superintendent of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold the hearing with the student and the student's parent/guardian within three calendar days of the student's request for appeal. The student has the right to present oral and written testimony on his behalf, and the right to counsel.

ANTI-BULLYING LAW:

Reporting, Investigation, and Notification of Bullying or Retaliation and Confidentiality of Student Record Information

I. Purpose:

Bullying, and retaliation against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying is prohibited. North Middlesex Regional School District has a written Bullying Prevention and Intervention Plan and School Committee policy to address the requirements of the Anti-Bullying Law. It may be accessed electronically, on the district and school websites, by hard copy in each school, at central office and in the public library in the towns of Ashby, Townsend and Pepperell.

II. Definitions and Terms:

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

harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Retaliation" means any form of intimidation, reprisal or harassment directed against a person in response to an action that person has taken or knowledge that the person has.

III. Reporting, Investigation and Notification:

Staff

A staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline. Staff may use the Initial Referral Form to report this conduct.

Reporting by Students, Parents or Guardians, and Others

The District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously; however, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Reports may be made orally or in writing. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Reports may be made via the district confidential email address: nmbpip@nmrsd.org. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Principal or designee.

Principal

When receiving a report of bullying or retaliation, the Principal or their designee will promptly respond to the incident and carry out an investigation. The Principal or designee will also consider whether the alleged bullying constitutes discrimination/harassment of a member of a protected class, and if so, will also investigate the matter as a potential civil rights violation under the relevant statute.

Parents/Guardians

The Principal or his/her designee will notify the parent/guardian of the alleged victim and the alleged perpetrator of a report of bullying or retaliation and of the school's procedures for investigating the report; school officials will notify parents/guardians of a victim of bullying or retaliation of actions that school officials will take to prevent further acts of bullying or retaliation.

Law Enforcement

Upon reviewing the report of the investigation, the Principal will decide whether to notify the police of the reported incident. The decision to notify the police is based on a reasonable belief that the incident may result in criminal charges against the alleged perpetrator. If the Principal decides to notify the police, she/he will document the reasons and immediately make notification. If the Principal decides not to notify the police, or the police determine that its involvement is not necessary under the circumstances, the Principal shall respond to the incident of bullying or retaliation with appropriate disciplinary action. If the Principal subsequently determines facts that cause him or her to believe that the perpetrator's conduct may be criminal, the Principal shall then notify the police.

In either case, nothing in the regulations shall prevent the Principal from taking appropriate disciplinary or other action pursuant to school policy and state law related to the incident.

IV. Confidentiality of Records

Parents/Guardians

A Principal may not disclose to a parent/guardian any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent's/guardian's child.

Law Enforcement

A Principal may disclose a report of bullying or retaliation to police without the consent of a student or his/her parent/guardian. The Principal shall communicate with law enforcement officials in a manner that protects the privacy of the victims, student witnesses, and perpetrators to the extent practicable under the circumstances.

Additional Authorities

A Principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the Principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The Principal must document the disclosures and the reasons that the Principal determined that a health or safety emergency exists.

V. Regulatory Authority:

603 CMR 49.00 is promulgated by the Board of Elementary and Secondary Education pursuant to M.G.L. c. 71, § 37O, as added by Chapter 92 of the Acts of 2010.

Student Confidentiality Laws: 603 CMR 23.07(e) and 34 CFR 99.31(10) and 99.36

STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100
AGE MAJORITY 5105

Any student reaching the age of 18 may apply for age majority status. Parents/guardians must sign a form of consent. Before consent is granted, a telephone conference with the administrator must take place. Age majority, in effect, allows the student to be recognized by the school as an adult so that they may be accorded the privileges of an adult, signing of attendance records to include dismissal notes, requesting records, and/or other similar type activities. However, the student must have any dismissals, tardies, and absences approved by administration. A student with age majority must call themselves in sick as early as possible on the day absent.

The administration will, however, take corrective measures if the age majority student is using this status to abuse the rules and regulations of the school which have been set up to instill consistency and a sense of orderliness within the building. Age majority status may be revoked if the student abuses this right.

The school reserves the right to inform the parent/guardian of the use of age majority of the students for each tardy, dismissal, or absence

BULLYING PREVENTION POLICY

File: JICFB

The North Middlesex Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards and strictly prohibits the bullying of students in any form. Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home.

Bullying is strictly prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities;
- at functions or programs whether on or off school grounds;
- at school bus stops;
- on school buses or other vehicles owned, leased or used by the school district;
- through the use of technology or an electronic device owned, leased or used by the North Middlesex Regional School District; or,
- in rental facilities used by the school department.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the North Middlesex School District if the act or acts in question:

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Definitions

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

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

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

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying

“Aggressor“ is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyberbullying, or retaliation.

“Target” is a person against whom bullying, cyberbullying, or retaliation has been perpetrated.

“Hostile environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education and staff’s workplace.

“Retaliation” is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which includes teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall recognize that

certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics and shall include the specific steps that the school district shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. The Bullying Prevention and Intervention Plan shall be reviewed and updated at least biennially.

The Bullying Prevention and Intervention Plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity or paraprofessionals. The Principal is responsible for the implementation and oversight of the Bullying Prevention and Intervention Plan within the school.

Reporting

Students and staff, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or building equity coordinator who will promptly notify the building principal. Parents/guardians, students, or members of the community, are encouraged to report an incident of bullying as soon as possible.

Investigation Procedures

Each school shall have a means for anonymous reporting by students of incidents of bullying although no formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student, or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

The school principal or principal's designees shall promptly investigate the report of bullying which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. Appropriate strategies will be implemented to protect the safety and privacy of the target and witnesses during the investigation. The Principal shall also promptly assess an alleged target's needs for protection and, if appropriate, shall develop and implement a safety plan that shall restore a sense of safety for that student. The Principal shall also make a preliminary determination as to the need for referral to law enforcement authorities. The investigation shall be completed within fifteen (15) school days from the date of the report.

If the school principal or principal's designee determines that bullying has occurred he/she shall promptly notify the parents or guardians of the student who has been the target and/or aggressor, of bullying consistent with the requirements of 603 CMR 49.00. Additionally, the school principal or equity coordinator shall take appropriate corrective and disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's liaison to the police department and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

Disciplinary actions for students or staff members who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying shall be strictly prohibited. Retaliation in any form will result in disciplinary action including suspension from school or termination of employment.

Target Assistance/Aggressor Assistance

The North Middlesex Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, families and staff members, affected by bullying, as necessary.

Training and Assessment

Ongoing training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the Bullying Prevention and Intervention Plan including the duties of faculty and staff shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the Bullying Prevention and Intervention Plan applicable to the school.

The Bullying Prevention and Intervention Plan shall be posted on the North Middlesex Regional School District Regional School District's website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: M.G.L. c.71, §370; 603 CMR 49.00

PROHIBITION OF HAZING

File: JICFA

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names

of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant. In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC

LEGAL REF.: M.G.L. 269:17, 18, 19

HAZING

JICFA-E

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

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conductor method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

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

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall

sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SOURCE: MASC

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS

File: JJIF

The North Middlesex Regional School District School Committee wishes to protect its students from the adverse effects of head injury and concussions, therefore, the Committee recommends that the School District comply with the requirements of the Commonwealth of Massachusetts Executive Office of Health and Human Services that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law (Massachusetts General Law, Chapter 111, Section 222) and related regulations (105 CMR 201.000) set forth by the state.

The requirements shall apply to North Middlesex middle and high schools, serving grades six through 12. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

Definition: A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also, following the injury, the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Concussion Protocol

Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from play immediately and shall not return to play until cleared by an appropriate health-care professional. **Medical personnel and/or the coach on the scene will make the decision to activate the emergency medical system immediately if deemed necessary.** The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately if EMS is activated; and if not, do so after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, whether paper or electronic format, by the end of the next business day.

The athlete must adhere to the following Return to Play Protocol:

1. The student-athlete **shall not** return to the practice or competition during which the student suffered, or suspected to have suffered, a concussion.
2. The student-athlete **shall not** resume extracurricular athletic activity until they have written clearance from the school's health care professional (this person must be a Medical Doctor,

Certified Athletic Trainer or other appropriately trained or licensed health care professional), or the family's health care professional.

3. The clearance may not be on the same date on which the student was removed from play.

4. "Away Contest Protocol": If in the event that the Away team does not have an appropriately trained health care professional on staff any student who has sustained a possible concussion is "done for the day" and will not be cleared to re-enter play until seen by a health care professional.

5. Once the student-athlete has been cleared by the appropriate health care professional they will follow the schools 3 Day Return-To-Play protocol. **Please note that if during any of these days signs and symptoms re-appear they will be deemed ineligible and require new clearance for return to play.**

Day 1: The first day back to play will involve exertional activities and drills only.

Day 2: The second day back will involve light contact drills.

Day 3: The third day back will involve contact.

Ref

MGL Ch 111, Sec 222

105 CFR 201.00

STUDENT ABSENCES AND EXCUSES

File: JH

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

The NMRSD School Committee believes that each school administration has the responsibility to monitor attendance and intervene when there is concern for the students well-being and/or academics. We also believe that there are circumstances where an absence should not count against the student.

Therefore, students will be exempt from the attendance requirements for the following reasons:

1. Bereavement
2. Legal or court appointment (documentation required).
3. School sponsored activities such as field trips.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

All school handbooks shall contain procedures that give specifics on attendance requirements and definitions of exempt, excused, unexcused, and truanancies.

In all cases the schools are to adhere to and uphold any local, state or federal laws pertaining to attendance.

SOURCE: MASC

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

Adopted 01.14.2013

STUDENT-TO-STUDENT HARASSMENT

File: JBA

Harassment of students by other students will not be tolerated in the North Middlesex Regional Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment. Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

UPDATED: June 2012

LEGAL REF.: M.G.L. [151B:3A](#)

Title VII, Section 703, Civil Rights Act of 1964 as amended

BESE 603 CMR [26:00](#)

REFS.: "*Words that Hurt*," American School Board Journal, September 1999

National Education Policy Network, NSBA

APPENDIX

LAWS & REGULATIONS PERTAINING TO STUDENT CONDUCT AND BEHAVIOR

M.G.L. c.71, §37H

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(A) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(C) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

M.G.L. c.71, §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or

guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school.

Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service.

Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any

incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

M.G.L. c. 269, § 17. Crime of Hazing: Definition: Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

M.G.L. c. 269, § 18. Duty to Report Hazing

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

M.G.L. c. 269, § 19. Hazing Statutes to Be Provided:

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

Added by St. 1985, c. 536; amended by St. 1987, c. 665.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

SUMMARY OF MASSACHUSETTS LAWS AND REGULATIONS PERTAINING TO STUDENT RECORDS

I. Inspection of the Student Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please see 'ACCESS FOR NON-CUSTODIAL PARENTS' below.

III. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls..

IV. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

V. Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

VI. Directory Information

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the North Middlesex Regional Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- . A playbill, showing your student's role in a drama production;
- . The annual yearbook;
- . Honor roll or other recognition lists;
- . Graduation programs; and
- . Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want directory information from your child's education records disclosed without your prior written consent, please notify the Principal in writing. The North Middlesex Regional School District has designated the following information as directory information:

- . Student's name
- . Participation in officially recognized activities and sports
- . Address

- . Telephone listing
- . Weight and height of members of athletic teams
- . Email address
- . Photograph
- . Degrees, honors, and awards received
- . Date and place of birth
- . Major field of study
- . Dates of attendance
- . Grade level
- . The most recent educational agency or institution attended

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.