

# Spaulding Memorial School



Parent Handbook  
2016-2017



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 2016-2017**

Ms. Randee Rusch, Chairperson	Mr. Michael Morgan
Mr. William Hackler, Vice Chairperson	Ms. Lisa Martin
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.

## **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/LUNCHESES**

This year, school lunches are being provided by Whitsons. 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. Lunches conform to all state and federal lunch program guidelines. This year lunch costs \$2.55; milk alone is sold for \$0.60. 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 lunches are available for qualifying families. Free/reduced 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 lunches 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, color, sex, religion, national origin, sexual orientation, disability, gender identity, and homelessness 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.

**MEDICATION PERMISSION FORM**

This form is to be completed by physician and parent for any medication to be dispensed at school.

Under Massachusetts General Laws (M.G.L.) Chapter 112, Section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner, or physician’s assistant in order to administer any medication, whether it is a prescription drug or over-the- counter medication.

Physician’s Order

Physician:

Please complete this form if the below named student must take prescribed medication during school hours, as you require it to be administered more than three times a day and it cannot be given at home only.

Student’s Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Medication Prescribed: \_\_\_\_\_

Dosage Prescribed: \_\_\_\_\_

Time during school day to be given: \_\_\_\_\_

Duration of medication: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician’s Signature

\_\_\_\_\_  
Telephone No.

Parent or Guardian:

I, the undersigned, give permission to the School Nurse to administer the above named medication to my child. I understand that school personnel are not responsible for any problems arising from the taking of this medication, its side effects (if any), or for the omission of medication. I further agree to indemnify and hold harmless the School Committee and its agents and servants against all claims as a result of any or all acts performed during this authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Telephone No.

(Please return to the school 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 1<sup>st</sup> 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](http://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 Policies and Information Section**

## **DISTRICT POLICY BOOK**

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

## **STUDENT RECORDS**

### **POLICY: 5504**

- (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/guardian, 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) On 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/guardians 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/guardian shall have the right on 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/guardian 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/guardian, 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/guardian 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/guardian. When granting consent, the eligible student or parent/guardian 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/guardian 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/guardian.

(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/guardian; 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/guardians a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent/guardian. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) On 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/guardian or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student on 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/guardians; 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) On 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 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/guardian, 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/guardian.

(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) On 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) On 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.

## **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](mailto: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***

On 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.

**BULLYING PREVENTION POLICY**  
**POLICY: 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 cyberbullying 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 cyberbullying.

### ***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.

“Cyberbullying” 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.

Cyberbullying 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. Cyberbullying 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 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.

**BUS DISCIPLINARY ACTION**  
**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 will meet with the student and the parent/guardian 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/guardians 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/guardians 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/guardians will be notified by telephone and written notice and a parent/guardian 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/guardians are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons. Parents/guardians 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/guardian specifies another destination, all students will be transported from the school directly to their regular bus stop. When parents/guardians wish to take their child home from school, arrangements should be made before the bus leaves the school. In no case should parents/guardians 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/guardian note approved by the school office has been received by the bus driver or in an emergency situation.

**CHILD ABUSE AND NEGLECT POLICY**  
**POLICY: 5704**

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.

**CLASS DUES**  
**POLICY: 5506**

At the beginning of each school year notice should be prominently placed in the student handbook that the payment of class dues is voluntary. Class dues are deposited in the class treasury of each class. Funds collected from class dues are used to subsidize class sponsored events.

Failure to pay class dues shall not be grounds for barring any student from participating in or attending a school event.

**EMPOWERED DIGITAL USE POLICY**  
**POLICY: IJNDB**

***Purpose***

The North Middlesex Regional School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital skill sets for using technology as a tool. Information and communication technology are integrated across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards.

***Availability***

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that using digital devices, whether personal or school-owned, in conjunction with the district network, including access to the Internet, is a privilege and must be in accordance with the school district guidelines.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- Every individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report use of technology that is in violation of law or district policy immediately.

These procedures shall be reviewed on an ongoing basis by district administration with input from students and teachers to provide a springboard for teaching and learning around topics such as internet safety, appropriate use of digital resources, and ethical use of technology.

**EMPOWERED DIGITAL USE AGREEMENT**  
**POLICY: IJNDB-R**

Access to the North Middlesex Regional School District (NMRSD) system/network, including the Internet, is a privilege granted to staff, students, and district guests to facilitate communications and access information in support of the district's educational goals. The

system/network will also be used for communication with staff, parents, students, and community members.

All users shall acknowledge that using digital devices, whether personal or school-owned, in conjunction with the district network, including access to the Internet, is a privilege and must be in accordance with the school district guidelines.

### ***District User Accounts***

The NMRSD utilizes several applications that are accessed through the Internet and require individual user accounts for access. Examples include a student information system, learning management systems, collaborative tools, authenticated resources, and email. District user accounts for access to these systems are only issued to students and staff after official completion of all registration or hiring procedures and paperwork including a signed Empowered Digital Use Agreement.

### ***Authorized Use***

1. Access to the NMRSD system/network will only be granted to staff and students with a signed Empowered Digital Use Policy Agreement.
2. Temporary Internet-Only access to the internet may be granted to district guests following digital acceptance of the Empowered Digital Use Policy Agreement.
3. All use of the NMRSD system/network must be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
4. All files stored, viewed, or distributed on the NMRSD system/network are expected to be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
5. No identifiable student data may be posted without principal and parent/guardian approval. Identifiable student data includes but is not limited to voice, picture, video, and any type of biographical data.
6. Copyrighted software or data shall not be placed on the NMRSD system/network without a district-owned license or legal permission from the holder of the copyright.
7. All hardware and software to be added to the NMRSD network must be approved by the Director of Technology.
8. No user of the NMRSD system/network may deliberately access materials that are in violation of any applicable laws, district policies, or school rules and/or persuade or show others how to access such materials.
9. Commercial use of the NMRSD system/network is prohibited.
10. All district and school-related web pages are subject to the district Internet Publication Policy, IJNDC.
11. All district and school-related email is subject to the district E-Mail Policy, IJNDA.

### ***Integrated Use***

1. Students will be taught about internet safety prior to integrating Internet resources and/or tools in the classroom. The Internet safety curriculum will include issues related to social networking, cyberbullying, Internet predators, acceptable content, information privacy, copyright, and internet etiquette.
2. Students using interactive web tools and digital communications are expected to act safely by keeping ALL personal information out of public posts and communications. 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). Students should not, under any circumstances, agree to meet anyone met over the Internet.
3. Student digital communications and publications are not guaranteed to be private and may be read by the teacher before the student distributes or sends to others.

4. Staff and students should never link to websites without reviewing the entire site to make sure it is acceptable for a school setting. If a student is unsure, they should ask a teacher, administrator, or parent/guardian first.
5. Use of digital communication and social networking tools must be approved by the principal/supervisor before the link is made public. The principal/supervisor should be notified in writing of all significant changes made to digital communication and social networking tools, and the principal/supervisor reserves the right to request changes and/or removal of published content at any time.

### ***Responsible Use***

1. Passwords are confidential! All passwords shall be protected by the user and will not be shared or displayed.
2. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
3. Revealing anybody's personal information is prohibited unless specifically authorized by an administrator in compliance with law or district policy.
4. Assuming another's identity while using the NMRSD system/network is prohibited.
5. Any activities designed to harass, bully, or defame others are prohibited.
6. Any malicious attempts to harm, destroy, or vandalize equipment, materials, or data are prohibited.
7. Deliberate attempts to degrade or disrupt system performance are prohibited.
8. Deliberate attempts to bypass or turn off NMRSD security features are prohibited.
9. All users should only access files and/or folders using the network accounts and network folders assigned to them by the district.
10. All files must be saved to the user-assigned network folders if future access is desired.
11. All information accessed through the NMRSD network/system is subject to the United States Copyright Law (Title 17, USC). Downloading, copying, duplicating and distributing software, music, audio files, videos, images or other copyrighted material without the specific written permission of the copyright owner is prohibited. Duplication and distribution of materials are only permitted when such duplication and distribution are within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### ***Personal Technology***

1. The North Middlesex Regional School District will not require any staff or students to supply personal technology in order to achieve any NMRSD-related educational goals, conduct NMRSD business, or participate in any NMRSD activities. All allowed use of personal technology is at the owner's discretion, and the North Middlesex Regional School District shall not be liable for any loss, damage, or costs related to the use of personal technology.
2. Any personal technology used on a NMRSD campus or in use for NMRSD business is subject to all guidelines in this document and is only to be used in support of educational goals.
3. Staff and/or student provided internet access points are prohibited from use on all NMRSD campuses in order to ensure compliance with all applicable laws and policies.
4. Internet access to personal technology will only be provided in schools with sufficient resources to support those devices without interrupting access to district-provided devices. Internet access to personal electronic devices must be approved by both the Director of Technology and the building principal and/or their designee.
5. Access to NMRSD system/network specific resources from a personal electronic device is prohibited. This includes access to network folders and files, printers, network software, etc.
6. The owner of any personal electronic device is responsible for all expenses and maintenance related to use of that device. Owner responsibilities include, but are not limited to, repairs and upgrades, software, drivers, cables, and other related supplies such as toner, paper, and bulbs.
7. No technology donations will be accepted by the North Middlesex Regional School District unless specifically approved by the Director of Technology.

### ***Digital Files and Communications***

Electronic communications and all data including documents, messages, and information transmitted using the NMRSD system/network in any manner are the property of the North Middlesex Regional School District and are subject to all applicable laws. Copies of all information created, sent, or retrieved may be stored on the district's backup systems. The district reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. When legally required, communications and data may be disclosed to law enforcement officials or other third parties without prior consent of the sender or receiver.

The user's electronic access to any remaining digital files, communications, and resources will be disabled on or shortly after the last official day of employment or student withdrawal. Requests to extend access must be submitted to the Director of Technology in writing prior to the student or employee's last official day in the district and must include a specific date for the extension to end. Approval for such requests should not be considered granted unless approval has been given by the Director of Technology.

### ***Content Filtering***

As required by law, the NMRSD has implemented an Internet filtering mechanism designed to protect minors from unlawful, obscene, or harmful material and situations. The filtering mechanism is 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.

The NMRSD shall not be liable for users' unapproved use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The NMRSD shall not be responsible for ensuring the accuracy or usability of any information found on networks, nor be liable for any loss, or corruption of data resulting while using the system/network.

### ***Student Digital Publications***

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

Publishing student photos on the NMRSD websites allows the district to show its pride in its students and their accomplishments. With parent/guardian permission, photos of students may be posted on the NMRSD websites provided no identifying captions, locations, or last names are included.

**Written parent/guardian permission must be verified PRIOR to use of any student work, photos, and/or other media in any NMRSD publications.**

### ***Enforcement***

1. The Superintendent or their designee shall be authorized to monitor or examine all data and system/network activities, including documents and electronic mail transmissions, as deemed appropriate, to ensure proper use of electronic resources.
2. Principals/Supervisors or their designees will be notified of any violations of the NMRSD Empowered Digital Use Policy Agreement.
3. Principals/Supervisors or their designees will be responsible for disseminating and enforcing policies and procedures in their respective building(s) and/or departments.

### ***Disclaimer***

Access to information all over the world via technology brings with it an availability of material that may not be considered educationally valuable. Though the North Middlesex Regional School District will take all reasonable precautions, it is impossible to control access to all materials and a user may unintentionally discover objectionable information. NMRSD policy affirms that the educational value of access to information and interaction on the Internet far outweigh the possibility that users may be exposed to materials not consistent with the educational goals of the district. NMRSD makes no warranties of any kind for the service it provides. The North Middlesex Regional School District, associated towns, or any municipal employees will not be liable for damages or injuries resulting from violations of the Empowered Digital Use Policy Agreement or any misuse of the system/network.

Nothing contained herein shall be held or construed to supersede or conflict with or limit the jurisdiction of the United States Government or any of the laws of the Commonwealth of Massachusetts. In the event that any provisions of these rules and regulations are legally found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining provisions.

## **HAZING**

### **POLICY: JICFA-E**

#### **CH. 269, S.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 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.

#### **DUTY TO REPORT HAZING**

CH. 269, S.18. 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.

#### **HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED**

CH. 269, S.19. 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

**PROHIBITION OF HAZING**  
**POLICY: 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.

**MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS**  
**POLICY: 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/guardian 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/guardian 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 healthcare 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 healthcare 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 healthcare professional.
5. Once the student-athlete has been cleared by the appropriate health care professional they will follow the school's 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.

### **MEAL CHARGE POLICY** **POLICY: EFCD (also JS)**

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 student's 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 1<sup>st</sup> 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.

**PHYSICAL RESTRAINT OF STUDENTS**  
**POLICY: JKAA**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the North Middlesex Regional School District. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only of last resort after other lawful, and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

Nothing in this policy or 603 CMR 46.00 prohibits a teacher, employee or agent of the school district from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort. It shall be prohibited except when a student's behavior poses a threat of assault or imminent, serious, physical harm to themselves and/or others, and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide, including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint, as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements, including, but not limited to: making reasonable efforts to orally notify the parent/guardian of the use of restraint within 24 hours of its imposition; and sending written notification to the parent/guardian by e-mail or regular mail within three (3) school working days of the restraint;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- Procedures for conducting periodic reviews of physical restraint as required by 603 CMR 46.06 (5) and (6); and
- A process for obtaining principal approval for a time-out exceeding 30 minutes.

Each building principal will identify staff members who will serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained, in accordance with 603 CMR 46.04 (2), regarding the school's physical restraint policy and accompanying procedures. The principal will arrange

training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to the destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

The use of "exclusionary time out" procedures, during which a staff member continuously observes and remains accessible to the student in an unlocked area, shall not be considered seclusion.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The superintendent shall provide a copy of the Physical Restraint regulations to each principal, who shall sign a form acknowledging receipt thereof.

### **SEXUAL HARASSMENT POLICY**

#### **POLICY: ACAB**

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.

### **STUDENT FEES, FINES, AND CHARGES**

#### **POLICY: 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 committee 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 penalties imposed for their failure to pay them.

Permissible penalties include withholding 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.

## **STUDENT FUNDRAISING ACTIVITIES** **POLICY: JJE**

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

### ***Types of Fundraising 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.

### ***Fundraising Activity Parameters***

1. Safety is of utmost concern for all involved in any fundraising 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 fundraising activities shall follow applicable local and state laws.
3. All fundraising shall follow district policies (i.e. wellness policy for food related activities).
4. Student participation in any approved fundraising activity shall be voluntary.
5. Monetary contributions to class funds (i.e. class dues) are voluntary.

### ***Approvals/Administration***

1. All requests for fundraising and/or the use of letters, telephone and other communiqués 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 fundraising 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.

### **STUDENT ABSENCES AND EXCUSES**

#### **POLICY: 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 student's 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/guardians can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents/guardians 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 trancies.

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

### **STUDENT-TO-STUDENT HARASSMENT**

#### **POLICY: 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.

### **AGE of MAJORITY** **POLICY: 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.

## **NMRSD 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.