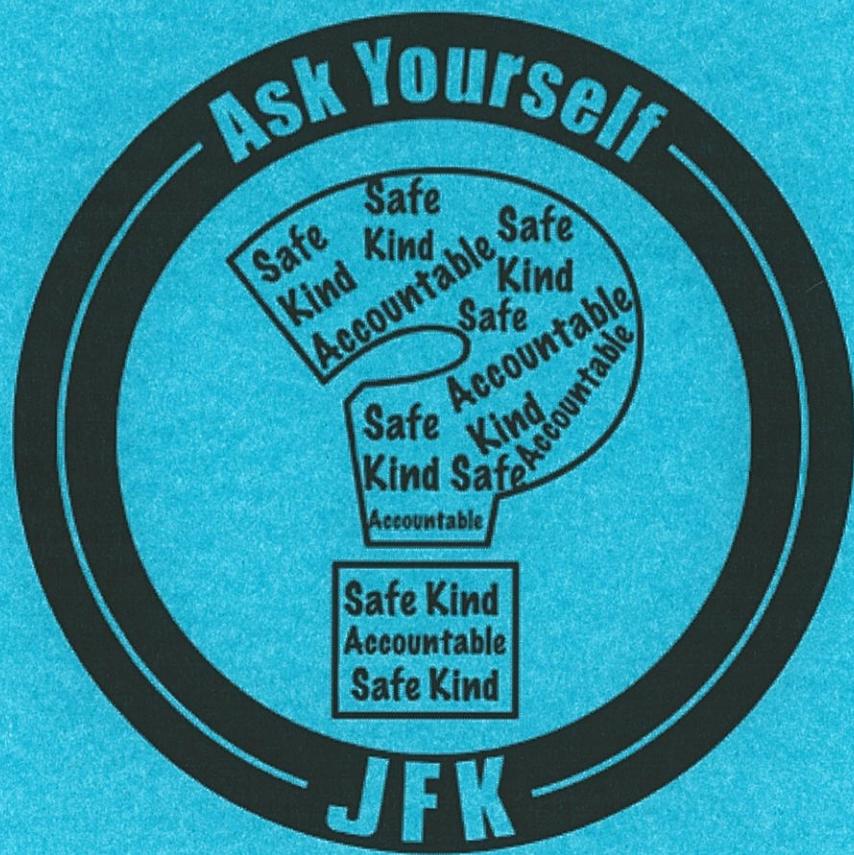


# J.F.K Middle School

## 2018-2019

### Student Handbook



**John F. Kennedy Middle School**  
100 Bridge Road  
Florence, MA 01062  
Telephone (413) 587-1489 or (413) 587-1478  
Fax (413) 587-1495

**HANDBOOK ACKNOWLEDGMENT**

This handbook is distributed at the beginning of every academic year to every student at John F. Kennedy Middle School. It is the presumption of the administration and the school system that all parents/guardians and students will read and understand the handbook. Even if a parent/guardian does not return the acknowledgment form attached to this handbook, such presumption is made.

# Welcome!

To Our Students:

Everyone at John F. Kennedy Middle School welcomes you to a new school year and we look forward to our work together in creating a school culture of pride and respect. JFK is a fabulous place to go to school. You will be part of a positive and accepting community of adults and students. You will be challenged academically with interesting, fun and rigorous learning experiences both during and after school, and you will find many chances to enjoy time with other students.

This handbook will help to answer some of your questions, inform you of important practices and procedures, and let you know of the opportunities at your school. Please read it with your parent(s)/ guardian(s).

As always, please let me know if there is something you need, that you would like to share, or if I can support you in anyway.

I am excited for a wonderful year together.

Sincerely,

Ms. Wilson, Principal



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## **NORTHAMPTON SCHOOL DEPARTMENT**

### **CENTRAL ADMINISTRATION**

Central Office: 587-1330 Fax: 587-1318

Dr. John Provost, Superintendent

Catherine Lamica, Business Administrator

Dr. Nancy Cheevers, Director of Curriculum

Molly McLoughlin, Computer Science & Digital Learning Coordinator

Karen Jarvis-Vance, Director of Health Services, Education and Safety

Mistell Hannah, Transportation Supervisor

Jennifer Towler, Registrar and School Choice Coordinator

To Be Determined, Director of Food Services

Glenda Stoddard, Director of Human Resources

### **SPECIAL EDUCATION DEPARTMENT**

Student Services: 587-1451 Fax: 587-1456

Pamela Plumer, Director of Student Services

### **SCHOOL COMMITTEE**

Mayor David Narkewicz, Chair

Edward Zuchowski, Vice-Chair

Molly Burnham

Rebecca Busansky

Laura Fallon

Ann Hennessey

Lonnie Kaufman

R. Downey Meyer

Howard Moore

Susan Voss

### **JFK MIDDLE SCHOOL ADMINISTRATION**

Lesley Wilson, Principal

Vincent Napoli, Associate Principal

Elaine Mount, Associate Principal for Special Education

## **JFK MIDDLE SCHOOL CONTACT INFORMATION**

John F. Kennedy Middle School  
100 Bridge Road  
Florence, MA 01062  
Telephone (413) 587-1489  
Fax (413) 587-1495

Our main number is 587-1489. You may reach the following individuals, as well as classroom teachers and other staff, by dialing the main number and following prompts to their extensions.

Lesley Wilson  
Principal

Vincent Napoli  
Associate Principal

Elaine Mount  
Associate Principal for Special Education

Janice Soucy  
Guidance Chairperson (grade 6)

Christa Chiarello  
Guidance (grade 7)

Clare Toohey  
Guidance (grade 8)

Sarah Kiritsis  
Adjustment Counselor

Scott Andrew  
Adjustment Counselor

Karen Schiaffo  
School Nurse

Please access the JFK Middle School website for additional information:  
<http://www.northamptonschools.org/project/jfk-middle-school/>

## **Northampton Public Schools Core Values**

1. Centrality of the Classroom: There is nothing more important than providing a high quality learning experience for our students. To achieve this, we must hire and retain high quality teachers and administrators who annually demonstrate success in student achievement with both qualitative and quantitative data. We must also preserve culture that respects instructional time, involves teachers in major decision making, curriculum development, and uses the capacity of our staff to strengthen the capacity of our staff.
2. Respect for Human Differences: The acceptance and celebration of individual differences will be central in our discussions of policy, curriculum, and practice including: active anti-racism, advocacy for people with disabilities, support for English Language Learners, honor and respect for religious affiliations, sexual orientation, and all constellations of family systems. This core belief will be reflected in our classrooms, in our expectations that all students are engaged in maximum educational challenge, and will be reflected in our School Improvement Plans.
3. Collegial Behavior: We will act in a way that promotes professionalism including active engagement in professional learning, sharing ideas and strategies, and building the capacity of our staff. We will support a structure in our schedule to provide for teachers to learn from each other about the art of teaching and effective instruction for student learning.
4. Communication: Our Administrative Leadership Team will continually and consistently make efforts to communicate with families, School Committee, and the community at large using a variety of methods to effectively, and factually, communicate successes and challenges in our schools.

## **Northampton Public Schools Mission**

The mission of the Northampton Public Schools, in partnership with parents, guardians and the Northampton community, is to promote and support high achievement by each student in a safe, healthy, secure environment and to enable each student to become a critical thinker and a socially responsible citizen in a global society.

## **John F. Kennedy Middle School Vision Statement**

The John F. Kennedy Middle School is committed to the achievement of high standards by all students.

## **John F. Kennedy Middle School Mission Statement**

The John F. Kennedy Middle School, recognizing the unique needs of the middle school adolescent, is dedicated to creating and maintaining a safe, caring, learning environment in realizing his/her full potential for excellence. To this end, students, teachers, staff, administrators and the community will work together in a spirit of mutual respect and cooperation. Therefore, the John F. Kennedy Middle School commits itself to the following goals:

Create a non-judgmental environment that treats mistakes as a valuable part of learning and encourages creativity.

Foster excitement for independent learning and encourage students to share their knowledge by helping others.

Establish clear, consistent expectations and provide the necessary guidance so that students will learn to be responsible and contributing members of the school community.

Create an environment of mutual trust and respect that promotes self-esteem, dignity, cooperation and the ability to resolve conflicts non-violently.

Recognize, respect and value the diversity of cultures, abilities and opinions within the community.

Promote a professional climate, which enhances respect for diverse teaching styles and subjects through communication, collegiality and staff development.

Encourage an open atmosphere, which involves parents/guardians and the community in school activities.

Support a variety of activities, which teaches students the attitudes and skills necessary for life-long learning.

Develop integrated curricula to help the students recognize the interrelationships of various subjects and be able to apply the common concepts.

Assess the effectiveness of these goals on a regular basis in order to modify either the program or the mission statement.

## DAILY ROUTINE

### Arrival at School

Students may enter the building at 7:30 a.m. to go to the cafeteria. They may only go to other parts of the building at that time if they are part of a morning program or have permission from a teacher. At 7:42 a.m. students may go to their lockers and homerooms. By 7:55 a.m., all students should be in their assigned homerooms.

### Dismissal from School

Dismissal is at 2:30 p.m. Students may remain in the building after dismissal only if given permission by Administration or if required to do so. Arrangements should be made the night before if a student is to remain after school. Teachers will be available after school for additional individual help on designated afternoons of their choosing. Returning to the school building without permission after hours is not allowed.

The school nurse is available until 2:40 p.m.

### Homeroom

Every student is assigned a homeroom on the first day of school. Homeroom is important because it is there that attendance is taken and announcements are made. It is important to arrive on time (7:55 a.m.), and be seated and ready to hear important announcements. The length of time spent in homeroom changes depending on whether the JFK Forum is being held on that day.

### Advisory (JFK Forum)

JFK has implemented an advisory program called the JFK Forum for all our students. Advisory Programs (also called advocacy program, homebase, teacher-based guidance, advisor-advisee) are predicated on the belief that:

"Every student should be well known by at least one adult. Students should be able to rely on that adult to help learn from their experiences, comprehend physical changes and changing relations with family and peers, act on their behalf to marshal every school and community resource needed for the student to succeed, and

help to fashion a promising vision of the future."

-Turning Points 2000

The purpose of the advisory is to meet the developmental, social, physical and academic needs of the middle level student. Under the supervision of a staff member, students meet three times per week in a smaller group immediately after homeroom. This enables each student to establish a positive relationship with a staff member and gain a sense of belonging to a group.

**The School-wide goals of the JFK Forum are to:**

- Create a tolerant and caring community of learners
- Embrace student question and concerns
- Mentor and support students
- Provide academic support
- Get to know students well

### Teams

JFK Middle School is set up with interdisciplinary teaching teams at its core. This framework, known as the middle school model, is at the center of our commitment to the success of JFK students.

At the beginning of each school year, students are assigned to a team. This group works together very closely to give students the best possible experience all year. Homerooms and team classrooms are very near one another. The team teachers meet every other day to coordinate student homework assignments and testing and quizzing schedules. Teachers make every attempt to prevent students from having several important assignments on the same night. Teachers also try to get to know their students very well by sharing each other's information and giving each other what they know about students' interests, likes, special talents and concerns.

Students see friends from other teams during times such as lunch, directed study, exploratory classes, physical education, band and chorus.

## **ATTENDANCE**

**Northampton Public Schools Policy  
Regarding Student Absences and Excuses**  
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.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of religious holidays.

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

Parents will be required to notify the school of their child's absence or tardiness. Parents may be required to provide a written explanation for the absence or tardiness of their 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.

Adoption date: September 14, 2006  
SOURCE: MASC Policy  
LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

**Importance of Regular Attendance**  
It is expected that students will attend school regularly. It is essential to the learning process and establishes good work habits. Beyond that, punctuality and responsibility are necessary life skills. According to state law (Chapter 76,

section 1), parents/guardians have the legal responsibility to ensure that their children are in attendance each day school is in session.

Excessive absences, tardiness and early dismissals have a negative effect on class participation, academic achievement, test scores and other criteria used by classroom teachers to assess performance.

The attendance of every student is monitored closely both for the sake of the student's safety and his/her academic progress. Efforts will be made by JFK to notify parents/guardians as attendance issues arise.

Students who are absent are ineligible for participation in after-school activities the day of the absence.

### **Attendance Verification**

School hours are 7:55 a.m. to 2:30 p.m.. Parents/guardians must notify the school of any absence by phone (587-1494), as near to 8 a.m. as possible. Students who are absent from school whose parent/guardian has called or written a note will be marked as a notified absence.

*Please note that this call or note only verifies that the parents/guardians are aware that their child is not in school; it does not excuse the absence as is relates to the attendance policy.*

When a student is absent without notice to the school, a representative from the Main Office will leave a recorded message for parents/guardians via the School Messenger system.

### **Excused and Unexcused Absences**

Absences from school for **religious holidays** and **bereavement** are considered "excused" absences when parents/guardians notify the school of the reason for the absence. Absences may also be excused for court proceedings and medical reasons. *In order for JFK to excuse absences for court proceedings, illness or other medical reasons, parents/guardians must provide documentation to the school from a court or medical professional identifying the day(s) the student should be excused from school. Parent/guardian notification of student illness alone does not excuse an absence as it relates to the attendance policy.*

Family vacations are always considered “unexcused” and are discouraged on days when school is in session. There should not be an expectation that teachers will provide in advance work that students will miss while on a family vacation.

### **Interventions for Unexcused Absences**

Massachusetts state law (Chapter 76) sets a standard that a student should have no more than seven unexcused absences in a six month period. If a child accrues four unexcused absences, JFK will contact the parent/guardian by phone or through a letter to inform the parent/guardian of the number of unexcused absences and/or to request information as to the reasons for the absences. The goal of this initial contact is to clarify attendance issues and to provide an opportunity for discussion about support and available resources around attendance. If a child continues to accrue unexcused absences after this initial contact, the Associate Principal and the District Outreach Social Worker/Supervisor of Attendance will meet with parents/guardians to discuss JFK’s attendance policy, the reasons for the continued absences, to offer supports and resources, and to develop a plan for improved attendance.

### **Schoolwork Missed During Absences**

It is the responsibility of the student to make up classwork missed during any absence. Classroom teachers will provide work for absences due to illness or other excusable circumstances. After three consecutive missed days, make-up work can be arranged through a student’s Guidance Counselor by calling the main office at 587-1489. Additional arrangements should be made with the classroom teachers to clarify when and how missed work needs to be completed. A student can always call a friend for assignments if he/she is absent for a day or two.

### **Tardies**

Students are allowed to enter the building at 7:30 a.m. Homeroom begins at 7:55 a.m. and students are considered tardy if they are not in their seats at that time. After 7:55 students must report to the office to pick up an admittance slip to class. Students should have a written note or the office must receive a phone call from a parent/guardian stating a reason for the tardiness. If the student fails to report to the

office, his/her name will appear on the absent list and an unnecessary call will be made to his/her home. Students who arrive late because of a late bus or other extenuating circumstance as deemed acceptable by the administration will be marked as an excused tardy but must report to the office.

### **Interventions for Excessive Tardies**

A student’s homeroom teacher will assign a consequence to students for tardiness following the student’s fourth unexcused tardy. **Students who are chronically late will be addressed by the administration and assigned after-school detentions.** In alignment with the standards for absenteeism, if a child is tardy **seven times**, JFK will contact the parent/guardian and request information and/or documentation determining the reason for the tardies. The goal of this initial contact is to clarify attendance issues and/or provide an opportunity for discussion about support and available resources around attendance. The School Outreach Social Worker/Supervisor of Attendance will be notified of all attendance related issues and may become involved.

### **Classroom Tardies**

Adequate passing time is allotted between each class during the course of the school day and students are expected to be in their assigned class when the bell rings. Four unexcused class tardies will result in a detention assigned by the teacher.

### **Early Dismissal**

Students who are to be dismissed before the end of the day must either have had a phone call placed to the office by a parent/guardian or a written permission note signed by a parent/guardian. Students can be dismissed only to those individuals that are listed on the Emergency Form. The Parent/Guardian must be able to show a picture ID. No student can be released from school unless the parent/guardian has made arrangements for transportation.

### **Educational Services in Home or Hospital**

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not

less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

The Massachusetts Department of Elementary and Secondary Education has issued written guidelines on the implementation of these regulations through its *Question and Answer Guide on the Implementation of Educational Services in the Home or Hospital*

*603 CMR 28.03(3)(c) and 28.04(4)* (issued February 1999, Revised January 2002) (hereafter DESE Guide). The DESE Guide makes clear (in question #3) that, at a minimum, the school district must receive a physician's signed statement that includes "the medical reasons for the confinement" to the home. The DESE regulations state that in order to be qualified for home tutoring, the student must submit a statement from a physician verifying that the student "must remain at home" (i.e., is confined to the home) for "medical reasons." A simple recitation of diagnosis is not sufficient.

## TRAVEL TO AND FROM SCHOOL

### Safety

There is a great deal of bus and automobile traffic before and after school. Parents/guardians should drive slowly and carefully while dropping off and picking up students.

Parents/guardians and students should be aware of their own safety as well as the safety of others at all times while using the parking lot.

### Bus Transportation

All school rules apply to students who ride the busses. Any questions regarding transportation should be directed to the Transportation Supervisor at the Superintendent's Office (587-1331 x2).

### Parent/Guardian Drop-Off

Parents may drop off and pick up students around the flagpole. Please obey the signs that indicate no traffic during our bus times (7 a.m. – 8 a.m. and 2 p.m. – 3 p.m.) in the main bus loop. Please be respectful of our neighbors and to regular Bridge Road traffic.

### Bicycles

Racks are provided for bicycles and scooters at the side of the building. Locks are strongly suggested, as JFK will not be held responsible for lost or stolen bicycles. Bicycles and scooters must be walked on sidewalks while buses are unloading (7:30 a.m. – 7:50 a.m.) or loading (2:30 p.m. – 2:45 p.m.). Any careless or reckless riding of bikes, skateboards, scooters, roller blades can result in the loss of having these items on school property.

### Walkers

Students walking to and from school should be very safety conscious, using the sidewalks and crosswalks to avoid accidents. Running across the parking lot and the driveway entrances to the school is extremely dangerous because of the heavy bus and automobile traffic. Students should be mindful of and respect our neighbors' property and quality of life.

## MOVEMENT IN THE BUILDING

### Bells

Students are given a copy of the bell schedule to keep in their notebooks. Teachers also post the bell schedule in their classrooms. The bells signal homeroom period, the changing of classes, lunch and dismissal. Students are allowed three minutes to get from one place to another. This should be sufficient time since most classes are located close together. Teachers expect students to be seated and ready to work when the bell rings.

### Passing Between Classes

When passing in the corridors, students should keep to the right, especially on the stairs, to ensure a smooth flow of traffic. Students should always take the most direct route to class and they should not congregate in the middle of the corridor or at the top or bottom of stairways as this blocks traffic. Not all classes pass at the same time so students should move through the halls in a quiet and orderly manner. Seventh and

eighth graders should avoid the sixth grade hallways when traveling to and from lunch. It may mean walking a little farther, but it is important that these classes not be disturbed.

### **Passes**

A pass from a teacher is required to leave a classroom to go to the nurse, bathroom, library, guidance, office, etc. Students may not roam the halls without a pass, and they must show a pass to any staff member who requests it. When leaving a classroom and traveling through the halls, students should remember that instruction is taking place in classes. Classes should not be disturbed in any way.

## **CAFETERIA AND STUDENT MEALS**

### **Breakfast**

Breakfast is served in the cafeteria between 7:30 a.m. and 7:50 a.m., which is staffed by faculty. Students should report straight to the cafeteria from their buses. Students should make every effort to report to homeroom on time.

### **Lunch Schedule**

There are three lunches scheduled every day. On the bell students will proceed directly from class to lunch, using the most direct route, and without disturbing other classes. Milk may be purchased during lunch.

### **Lunch Cards**

JFK utilizes a scan card system for the purchasing of food items. Student ID cards act as the debit card. Parents/guardians can send in cash or a check (made out to the City of Northampton) to be applied to their child's account. The computer system monitors the amount of available credit each student has on account. Students are to make payments in the morning before homeroom. Purchases can still be made with cash. Some students qualify for free or reduced lunch. They will receive application forms in September.

### **Behavior in the Cafeteria**

We recognize that lunch is a time when students like to mingle and socialize. It is expected that students will act responsibly. Some basic rules are necessary:

- Students must walk and use an indoor voice during lunch.

- Students will form orderly lines and be patient while food is being served.
- Students will not throw food or take food off other students' trays.
- Students are allowed to be out of their seats to get lunch or milk, to throw away trash or to change seats. At all other times students must remain seated.
- Students must have a pass to leave the cafeteria for the bathroom or to go to a teacher's classroom.
- Students must be quiet for announcements given during lunch by any adult.
- Students must wait for an adult to check their table and dismiss them.

Consequences for offenses may include but are not limited to:

- Exclusion from the cafeteria for lunch
- Loss of recess, lunch detention, after-school detention
- Community service
- Suspension

## **GUIDANCE DEPARTMENT**

### **Guidance Counselors**

The middle school guidance counselors provide counseling services to all students in grades six, seven and eight. As educators, they are fully aware of the tremendous changes that occur during the middle school years with regard to your physical, emotional, social and intellectual growth. The guidance staff's most important function is to provide an environment in which you may discuss both academic and personal concerns. Students may also seek information regarding courses, careers, programs and resources. Both students and their parents/guardians are encouraged to maintain frequent contact with the counselors throughout the year.

A counselor will be assigned to work closely with each team of teachers. They will attend team meetings, communicate with parents/guardians and oversee the educational planning for each student. Students may drop in to see counselors at any time before or after school, during lunch and during the changeovers between classes. Class time should not be missed unless teacher permission is obtained.

## **School Adjustment Counselor**

The School Adjustment Counselor (SAC) is available to all students at JFK. The SAC assists students in developing decision making skills, self-advocating skills, obtaining information, understanding opportunities and alternatives in educational programs, setting educational goals, accepting responsibility for their own actions, developing skills in interpersonal relations and utilizing school and community resources. The SAC ensures that each individual has the opportunity to explore, develop and express his/her own unique personality, strengths and talents. Individual as well as group counseling/conversation and mediation are part of the role of the SAC. The social worker consults with teachers, guidance counselors, outside agencies, administrators and parents/guardians to help solve problems involving students.

## **Private School Applications**

Private school applications must be received in the guidance office three weeks prior to the anticipated deadline. The parent/guardian portion of the application should be completed. A release of information form must be completed prior to the dissemination of paperwork. Envelopes should have adequate postage.

## **REPORT CARDS, PROGRESS REPORTS, AND PROMOTION**

### **Report Cards**

Report cards document the grades earned over a specific marking period. They are issued four times during the school year, approximately every ten weeks. The dates of issuance are on the school calendar, which students receive in homeroom in September. Report cards must be signed by a parent/guardian and returned to the homeroom teacher within one week of receiving it.

### **Progress Reports**

These are issued to all students during the fifth week of a quarter between report cards. These must be signed by a parent/guardian and returned to the homeroom teacher. Progress Reports assess academic achievement, effort and conduct.

## **Parent Signature for Progress Reports and Report Cards**

Two copies of progress reports and report cards are sent home with students. Parents are to review and send a signed copy back within one week. If a student does not return the signed copy in a timely manner, he/she will be assigned a detention by his/her homeroom teacher.

## **Grading System**

- A - Ranges from 90 (A-) to 100
- B - Ranges from 80 (B-) to 89 (B+)
- C - Ranges from 70 (C-) to 79 (C+)
- D - Passing grade ranging from 60-69
- F - Below 60 indicates not passing

## **Promotion**

Any student who fails two or more academic subjects for the year may be retained in grade. The principal will make the final decision with input from teachers and the guidance staff.

## **HEALTH OFFICE/ SCHOOL NURSE**

### **Health Services Overview**

The mission of the health services department of the Northampton Public Schools is to promote and protect the physical and emotional health of students and staff. The Health Services Department, through the School Nurses, provides comprehensive health programs that advance the well-being, academic success, and life-long achievement of all students.

Each school in the Northampton Public Schools has a full time registered nurse. It is the responsibility of the parent/guardian to inform the school nurse of any health condition that may impact their child while at school. It is the responsibility of the school nurse, working with parents/guardians, teachers, and other staff, to develop an individualized health care plan for any student who has a significant health care need. In certain situations, a student's health-need may be a disability as defined by Section 504 of the Rehabilitation Act of 1973; in such a situation, the student may have a Section 504 plan which outlines accommodations and services which the student requires as a result of his/her health-need rather than an individual health plan.

The school physician is available to the school nurses for consultation.

### **Student Health Services**

Activities may include identification of student health needs, development of health care plans, health screenings, communicable disease prevention, surveillance, and control, emergency care of the ill and injured, health counseling, health and safety education, liaison with parents and health care providers, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services to the school nurses and administrators.

### **Procedures for Emergency at School**

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents/guardians shall supply information indicating the name, address, and contact phone numbers for family, friends, or neighbors to be contacted in case the parent is not available; and any allergies or health care problems the student may have.

### **Student Illness or Injury**

In case of significant illness or injury, the parent or guardian will be contacted and asked to provide transportation home or to further medical care.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Adoption date: September 14, 2006 SOURCE:  
MASC Policy Manual LEGAL REF.: M.G.L.

71:53;54;54A;54B;55;55A;55B;56;57 CROSS  
REF.: EBB, First Aid

### **Contact with Parent/Guardian**

Students must not use their cell phone (see cell phone policy) or classroom/office phone to contact a parent/guardian about going home due to illness. If a student does contact a parent about feeling ill from a phone outside of the nurse's office, the nurse requests that the parent/guardian instruct the student to go to the Health Office for an evaluation. The nurse will then contact parent with findings.

### **Emergency Form**

An emergency form is sent home the first week of school. It is vital that the form be completed properly and signed so that the child will be able to receive needed treatment. Emergency information must be as accurate and up to date as possible for student safety. Parent/guardians must keep the school nurse informed of any changes to the emergency form. Changes can include alternate emergency contact people, phone numbers, street addresses, medications, new allergies or medical conditions.

### **Medication**

Parents/guardians are required to bring in all medications, including over-the-counter medications, and discuss the administration plan with the school nurse. Medications may only be administered to students by the school nurse under the specific written request of the parent and under the written directive of the student's health care provider. The school nurse will develop and maintain the medication administration plan. In some cases a student may be allowed to self-administer a medication, but this can only occur with written parental permission, a comprehensive assessment by the school nurse of the student's ability to self-administer, and if requested by the school nurse, written permission from the health care provider. It is the responsibility of the parents to provide adequate medication supplies to the school nurse.

For field trips, the District has full medication delegation authority and it is the responsibility of the school nurse to set up an appropriate medication plan in these circumstances.

## **Health Screenings and Physical Examinations**

The purpose of screening is to identify and take appropriate actions with respect to disabilities and medical conditions of school children as soon as possible. In addition, non-identifiable aggregate data from screenings may be used to support the health of students. It is the desire of the Northampton School Committee to enable all children to obtain the fullest benefit of their educational opportunities and to identify and take appropriate action with respect to contagious or communicable diseases among students. School screenings under this policy are intended to supplement, not supplant, oversight of care by the student's primary care provider.

Students will receive screenings according to the guidelines and schedules developed by the Massachusetts Department of Public Health. Results of screenings will be reported to parents/guardians per state regulations. Parents and legal guardians shall be provided with an opportunity to request, in writing, that their child not participate in the program.

Regular physical examinations are also required according to the schedule developed by the Department of Public Health. The school nurse will review and keep copies of these forms. The results of these examinations may be the basis for determining what, if any, modifications in school activities are recommended.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. Except in an emergency, the school physician will not prescribe for or treat any student.

The school physician will examine school employees when, in his/her opinion, the protection of the student's health may require it.

Adoption date: September 14, 2006 Revised:  
February 14, 2013 SOURCE: MASC Policy Manual  
LEGAL REFS.: M.G.L. 71:53; 71:54;  
71:56; 71:57 105 CMR 200.000: PHYSICAL

## **EXAMINATION OF SCHOOL CHILDREN**

CROSS REF.: JF, School Admissions

### **Sexuality Education**

The school nurses present puberty education classes to the fourth, fifth, and sixth graders. Parents are encouraged to speak directly with their school nurses regarding the curriculum for the classes and parents may choose to opt their children out of these classes. This must be done in writing to the school nurse.

### **Health Records**

All students entering the school system must provide the school with immunization records, or copies, which meet the requirements of the Massachusetts Department of Public Health. Proof of a comprehensive physical examination within the past 6 months is required. It is the responsibility of the parent/ guardian to provide current immunization records and a copy of the most recent physical exam. The health record is considered a temporary record and it is the practice of the Northampton Public Schools that if a student transfers to another school district, the paper record, and any pertinent electronic record, will be transferred directly to the receiving nurse. The original health record may also be given to the parent/guardian at the time of transfer. An electronic copy of the immunization record will be kept. Health records are maintained separately from student educational records and there is no access to the records by anyone other than the school nurse.

### **Immunization and Exclusion Policy**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present an immunization certificate or record that indicates they have been immunized according to the Massachusetts requirements for school entry. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization is contraindicated due to a medical condition; or, the student's parent/guardian provides a written statement that immunization is contrary to the religious beliefs of the parent or student.

Following the recommendations from the Massachusetts Department of Public Health, students who are not in compliance with the

immunization requirements for school entry, will be excluded from school until the appropriate documentation is received.

Adoption date: September 14, 2006 SOURCE: MASC Policy Manual LEGAL REF.: M.G.L. 76:15 CROSS REF.: JR, School Admissions

### **Guidelines for Illness and School Attendance**

- In the event of fever >100 degrees, vomiting/diarrhea, please keep your child home until 24 hours fever/vomiting/diarrhea-free
- For any diagnosis of infectious disease (such as strep throat or pink eye), please keep your child home until 24 hours on the appropriate antibiotic therapy.
- If your child is taking a narcotic pain reliever for an illness or injury, in most cases your child should not attend school.
- Please contact your school nurse and/or primary care provider if you have further question regarding whether your child should attend school.

### **Scent-Reduced Environment**

To protect those individuals with fragrance sensitivities, NPS is asking for voluntary cooperation towards a scent-reduced environment. Staff, students and visitors are strongly encouraged to avoid or reduce the use of fragranced products, and to replace them with unscented alternatives. Additionally, please avoid using products (e.g. air fresheners or potpourris) that give off chemical based scents in your work area.

## **PHYSICAL EDUCATION**

State law mandates physical education. Exemptions: 1) Students may bring a written note from home excusing them from one but not more than two gym classes due to illness or injury. 2) Any extended illness or injury requires a doctor's note stating length of absence from class, nature of injury and returning date to class. All medical excuses are kept on file in the nurse's office.

Students are required to wear sneakers, socks, shorts or sweatpants and T-shirts or sweatshirts. Clothes are to be loose fitting and comfortable. During the swimming unit, a one-piece bathing suit is required. If a student is not properly dressed and ready to participate in class, he/she will receive a warning on the first offense and a detention thereafter. A student not dressed for gym class receives a zero for participation that day. Students will be provided with a gym locker. Money, clothing or other valuables should not be left where they can be taken. A teacher, upon request, will lock valuables in his/her office.

### **Showers**

A student is required to take a shower before swimming. Showering is optional for other physical education classes. Towels, shampoo, etc. are not provided.

## **SAFETY AND SECURITY**

In all schools, all doors are locked on the outside. Visitors will need to be let in after ringing the bell. All visitors to JFK Middle School during school hours must check in with the main office. In case of an emergency, children have access to the outside. If individuals enter the building on non-school business and appear threatening in any way, the police and the Superintendent will be notified immediately.

### **Lockers**

Homeroom teachers will assign lockers. The doors should not be slammed or kicked shut. Locks should be kept locked at all times. Common sense should be used and anything of value should be locked. Students may go to their lockers anytime between classes providing they arrive to class on time. Backpacks should be left in lockers. Damage to lockers should be reported to homeroom teachers or a custodian. Lockers should be cleaned as needed.

Lockers or locker combinations should not be shared with other students.

The school cannot be responsible for items lost or stolen because a locker has been left open or a combination has been shared with other students.

Students will also be assigned a gym locker. The same rules apply.

### **Contraband**

Contraband is defined as instruments/devices/other materials which the student is not allowed to have in his/her possession under either the criminal law or the Code of Conduct.

### **Searches**

School lockers, desks, computer tables and other furniture and equipment are the property of the school and are subject to search at any time for any reason. A student's person and personal belongings are subject to search when the school has reasonable suspicion to believe that the student is in possession of contraband, drugs, weapons, or that the student is in possession of evidence of a crime or violation of the Code of Conduct, or if there is reason to believe there is an immediate threat to the school and/or students, or if there is reason to believe that the student has violated or is violating the law or school rules.

### **Buildings and Grounds Security (Surveillance Equipment)**

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate to the individual situation.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the district. All video recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos will be made only as permissible pursuant to applicable law. Videotapes will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district and may be used by the school district as evidence in any disciplinary action.

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the

schools, school buses, and/or on school grounds. Such notification may include, but is not limited to, faculty handbook and student handbook.

The Superintendent of Schools or the Superintendent's designee is directed to develop appropriate regulations to implement this policy and to inform the School Committee of such regulations. In addition, the Superintendent will annually report to the School Committee regarding installation of any surveillance equipment.

Adoption date: February 10, 2005

SOURCE: MASC Policy, US Department of Justice, Office of Justice Programs Published Research Report

### **Building Evacuation**

At the sound of the fire alarm:

1. Leave the building quickly, quietly and in an orderly manner in single file, following the prescribed exit route posted in each room.
2. There must not be any talking during a fire drill so that directions given over the intercom may be heard clearly by all.
3. If you carry a pocketbook, take it with you during a fire drill.
4. Exit doors are to be held by the first two students to reach them
5. Once outside, remain with your teachers in assigned areas. Teachers will take attendance.

In the event that the fire alarm goes off during passing time, students should move quickly in an orderly fashion to the nearest exit, and move away from the building to await instructions from teachers and/or emergency personnel.

### **JFK Building Lockdown: Student Procedures**

1. Office will announce: "**THIS IS A LOCKDOWN. TEACHERS PLEASE LOCK YOUR DOORS AND FOLLOW THE LOCKDOWN PROCEDURE. REPEAT THIS IS A LOCKDOWN.**" This is a situation that requires you to remain where you are until you hear otherwise.

If you are in one of the following places (not in a classroom):

- **HALLWAYS AND STAIRWELLS:** Teachers will call out into the hall and stairwell. Immediately follow the closest teacher into his/her classroom.
  - **RESTROOMS:** Teachers will call out into restrooms. If you are in the restroom, follow the teacher into his/her classroom.
  - **GUIDANCE SUITE:** Counselors will call out into the guidance area. If you are in the guidance area, follow the counselor's instructions.
  - **CAFETERIA:** All students and staff will sit on the floor by the round tables (locker room side of cafeteria).
  - **\*\*\*SAFE ZONES – The 6<sup>th</sup> grade teachers' workroom (front hallway) and the second floor teachers' room have been designated as SAFE ZONES.** Any student who is in the hall, and has not been instructed by a teacher to go with him/her, should report to the nearest **SAFE ZONE**.
2. Upon announcement of a **LOCKDOWN**, students will:
- Remain quiet and seated on the floor or against the wall, away from windows and the door.
  - No students are to use the phone.
3. If a lockdown is announced during passing time, students and staff will **REPORT TO THE CLOSEST ROOM**.
4. Once the situation has been contained/resolved, the Lockdown Team will unlock the door and inform those inside to remain in lockdown mode until the Principal announces the lockdown is over.

## **GENERAL PROCEDURES, PRACTICES, AND INFORMATION**

### **Care of Property and Textbooks**

Textbooks are loaned to students and are assigned by teachers. When students return textbooks they must pay for damage or wear, if it is excessive. Students losing a textbook must pay the cost of replacement. If a lost book is found, the fine will be returned. Students are responsible for any school equipment or school property loaned to them. Students must have their name and homeroom number on all book

covers. Any student who deliberately marks, damages or destroys school property is liable for the cost of repairs or replacement.

### **Classroom Phones**

The telephones in the classroom are not for student use.

### **Computers and Their Use**

On the reverse side of the Student Handbook and Code of Conduct verification of Receipt and Review form there is a copy of the JFK Middle School Acceptable Use form. It is expected that students will adhere to these rules and use the technology appropriately. Failure will result in disciplinary action.

### **Electronic Devices**

Due to the high risk of damage, loss or theft JFK Middle School strongly discourages students from bringing electronic devices to school. During school hours the use of devices such as cell phones, handheld games, IPODS, MP3 players or other listening devices is not permitted. These items are expected to be off and away. Use of these devices may result in disciplinary actions according to the Code of Conduct.

### **Extracurricular Activities**

There is an after school program for students at JFK which offers a wide variety of extracurricular activities including yearbook, school newspaper, science club, SOCA (Students of Color Alliance), Civil Rights Committee, and academic support and student council. Students will be given information about these and other activities in September and at the beginning of each quarter.

### **Field Trips**

During the school year opportunities for learning outside of the building are coordinated and planned by individual Teams and Departments. JFK's behavioral standards as outlined in the Code of Conduct apply to field trips. Teams may call for a field trip contract form prior to the event to ensure and encourage student's expectations and standards of behavior.

### **Gender Identity**

Transgender and Gender Nonconforming Students

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, defines “gender identity” to mean “a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.” Every student has the right to be addressed by a name and pronoun that corresponds to their gender identity. Northampton Public Schools will respect student wishes to be referred by a name and pronoun based on an affirmed change in gender identity, regardless of the student's assigned sex at birth. A court-ordered name or gender change is not required, and the student need not change their official records.

The responsibility for determining a student's gender identity rests with the student or, in the case of young students not yet able to advocate for themselves, with the parent/guardian. As such, any student or parent/guardian, as appropriate, may inform a school staff member of their desire to be consistently recognized at school using their stated gender identity.

Students may choose to involve their parents/guardians in their transition process, but parental participation is not required. Cases where students have not disclosed their transgender status to their parents/guardians will be assessed on an individual basis. The paramount consideration in such situations shall be the health and safety of the student, while also ensuring that the student's gender identity is affirmed in a manner that maintains privacy and confidentiality.

School personnel will make every effort to engage the student and the parent/guardian, as appropriate, to develop a plan that addresses and supports the individual needs of the student with respect to their transition. Topics addressed in the plan may include, but are not limited to: confidentiality and privacy; disclosure to

classmates and teachers; student safety; preferred name, pronouns and gender marker; student records; access to preferred activities and facilities; communication with parents/guardians; and written correspondence to the home.

All students are entitled to have access to facilities that are sanitary, safe, and adequate, so they can comfortably and fully engage in their school program and activities. Students in the Northampton Public Schools shall have access to restrooms, locker rooms, and changing facilities that correspond to their gender identity.

All students shall be permitted to participate in physical education classes, intramural sports, and interscholastic athletics in a manner consistent with their gender identity. The Massachusetts Interscholastic Athletic Association (MIAA) will rely on the gender determination made by the student's district; it will not make separate gender identity determinations.

Whenever students are separated by gender in classes, classroom activities, extra-curricular activities or are subject to otherwise lawful gender-specific rules, policies, or practices, students in the Northampton Public Schools shall be permitted to participate in such activities or conform to such rules, policies, or practices in a manner consistent with their gender identity.

## **Library**

The library hours are 7:30 a.m. – 3:00 p.m. during the regular school day. In addition, the library is open from 2:45 p.m. – 3:45 p.m. on three afternoons (to be determined) as part of the after school program. Students are encouraged to make use of the library books and materials. They may take books out for research and recreational reading for a period of time. They may do this during a study period or before and after school daily.

## **Lost And Found**

There are three Lost and Found areas. One is located to the left of the stage in the cafeteria. A second is located in the office where items considered of value will be held. Each physical education locker room also maintains a lost and found. Check in the office for lost books or personal property (eyeglasses, jewelry, etc.).

Pocketbooks or valuables should never be left unattended. It is a good idea to label personal property such as eyeglass cases, musical instruments, books, book bags, etc. Items left unclaimed are donated to local charities.

### **Money**

Students should not bring large amounts of money to school. Under no circumstances should money be left in a backpack or pocketbook unattended.

### **Newsletter**

A newsletter is sent home with students attached to their report card. This includes a calendar of events that are happening at JFK.

### **Parent/Guardian Involvement**

Parents are strongly encouraged to become involved in the school community. There are many ways in which this can take place including but not limited to: meeting with your child's team, chaperoning dances or team activities, volunteering to help run the school store, sharing your expertise in classrooms, attending workshops throughout the year, or becoming a member of the P.T.O. or School Council. Call your child's teacher or the main office to inquire.

### **Pool and Other Facilities**

The pool, gym, tennis courts and other facilities are available to JFK students during school hours. The Recreation Department runs some after school programs. Any inquiries about their programs should be directed to the Recreation Department at 587-1040.

### **School and District Phone Messages to Parents**

The Northampton Public Schools utilizes School Messenger. School Messenger is a system in which a phone call is placed to the home of each child to inform about important dates and events. In the event that school is canceled or delayed, a call will be made by the Superintendent of schools.

### **School Events**

In order to attend an after-school event such as but not limited to a band or chorus performance or a school-sponsored dance, students must attend school the day of that event. Tickets for dances must be purchased at school. A ticket and

student I.D. are required for entry. School sponsored dances are limited to JFK students only.

### **School Store**

The JFK School Store is staffed solely by volunteers who are coordinated through the PTO. It is open on designated days during school lunches. If you are interested in assisting in the school store, please contact the middle school office.

### **Student Recognition Programs**

In an effort to recognize all of our students, JFK embraces programs to honor those whose positive school contributions deserve acknowledgement. Team based programs and school wide initiatives will be scheduled throughout the year. Academic awards are given out at the end of the school year.

### **Visitors**

All visitors to JFK Middle School during school hours must check in with the main office. Upon receipt of identification you will receive a visitor's pass. Visitor parking is available on both sides of the building. Students from other schools will not be allowed to visit during school hours. Unauthorized visitors/trespassers will be asked to leave property immediately, and failure to do so will result in Police involvement and a Trespass Notice.

## **ACADEMIC INTEGRITY**

Students should develop a thorough understanding of what academic integrity means, including knowing what plagiarism is and how to use sources correctly. The middle school staff will work in cooperation with parents/guardians to help students understand the importance of doing and being responsible for their own work. Students must credit all material copied or gathered from a CD Rom, Internet or software sources, just as they would footnote references from printed materials and books. Teachers are strongly encouraged to involve parents/guardians in every case of academic dishonesty. Examples of academic dishonesty may include, but are not limited to, the following:

- Communicating with another student during an examination or quiz;

- Copying material during an examination or quiz or copying another person's assignment;
- Allowing a student to copy from one's examination, quiz, or assignment;
- Using unauthorized notes or devices;
- Obtaining, removing or accepting a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- Submitting a paper or project which is not the student's work, including issues related to plagiarism;
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Altering a teacher's grading system.
- Forgery of a document which is used for any school-related activity; examples include, but are not limited to, forgery of a parent's signature on a note excusing the student's absence, forgery of a teacher's signature on a letter of recommendation, and forgery of a parent's signature on a check used to pay for a school-related activity.

## **APPROPRIATE DRESS**

In order to ensure a positive and safe learning environment for all students, the John F. Kennedy Middle School community has established the following Dress Guidelines.

These guidelines were developed to minimize disruption, provide for real world expectations and out of concern and sensitivity to the objectification of both males and females in society.

Students are expected to dress in a manner consistent with reasonable standards of health, respect, safety, and cleanliness. Students' rights to freedom of speech and freedom of expression are given careful consideration. In keeping with the mission of the Northampton Public Schools, the following goals were considered:

- To encourage the health, safety, self-confidence, self-respect, and self-esteem of all students
- To create a learning environment free from distraction that promotes positive student achievement

- To develop in all students a sense of community and respect for themselves, for their teachers and for their peers.

## **John F. Kennedy Middle School Dress Guidelines**

1. Students are encouraged to wear clothing that is neat and clean.
2. Students are expected to wear safe footwear at all times. Some footwear may not be appropriate for certain activities and teachers and/or staff will inform students of these exceptions (e.g., flip flops and sandals are not allowed in physical education or technology education).
3. Exposed undergarments are not acceptable.
4. Students should not wear clothing or accessories that create a disruption to the classroom or atmosphere of the school, such as but not limited to promoting products not legally available for teenagers, illegal substances, sex, violence, profanity, gangs, and prejudicial or racist attitudes, (e.g., clothing displaying racial slurs, alcohol advertisements or references, sexually suggestive words/images, violent/disruptive images, references to illegal drugs or drug use, or clothing/paraphernalia promoting gang activity).
5. Student's faces should be visible at all times during the school day with the exception of coverings ordered by a doctor or for religious beliefs. The hoods on sweatshirts should not be worn during the school day, nor should hats or sunglasses.

When a student's attire is deemed in violation of the guidelines, efforts will be made to find suitable clothing within the building or by calling home.

## **CODE OF CONDUCT**

### **Introduction**

Learning is our primary goal. All have the right to expect a safe, secure school environment. We strive to teach mutual respect among all members of the school community by recognizing the dignity of each individual. The Northampton Public Schools are committed to promoting multicultural understanding and establishing a sense of community.

In a positive, safe learning environment, parents/guardians and staff know the rules of the school community. Effective communication of the rules helps students take responsibility for their actions in school and society. Our Code of Conduct defines the responsibilities of community members. The code is enforced to meet the goal of providing a safe and orderly school in which students can learn and grow. Good discipline and citizenship must be taught. It is expected that students will learn to work out their differences through non-violent means with the help of the home and school community.

### **Guidelines**

The first place behavioral incidents might occur is in the child's classroom. Every effort will be made by the teacher to resolve an issue prior to involving administration with a behavioral concern. This may include but is not limited to classroom detentions, team interventions, notes or phone calls home, requests for parent conferences as needed and/or loss of privileges.

The behavioral expectations (and potential consequences for violating them) described herein also apply to students on the way to and from school, whether students are walking, biking, or riding the bus, and during all school-sponsored activities, such as but not limited to, field trips and dances.

Communication among parents/guardians, the student, and principal or associate principal will occur with the imposition of any penalties arising from violations.

If it is determined that a student is responsible for damages to school property or equipment, the student and/or parent(s) or legal guardian(s) of the student will be liable for restitution in the amount necessary to restore the property or equipment to its original condition and any other penalty allowed by law.

Before returning to school after a suspension, the student and/or parent/guardian may be required to meet with the principal or associate principal. In cases of drug or alcohol possession,

use and/or sale, the student will be referred for counseling on substance abuse.

Students suspended (in-school or out-of-school) on the day of a school-sponsored event may not attend the event.

The principal or associate principal will use his or her discretion in the interpretation of the Code of Conduct. Particular attention will be paid to the circumstances of the behavioral infractions and the individual needs of the students involved. Relevant circumstances may include but are not limited to:

- Age of student(s)
- Disability of student(s)
- Remorsefulness of student(s)
- Conduct history of student(s)
- Impact of students' behavior on learning
- Witness testimony
- Social dynamics surrounding the incident

While taking these factors into consideration, administrative responses to inappropriate behaviors may include but are not limited to: verbal warnings and conferences; meetings with a school counselor; detentions; suspension from extra-curricular and after-school activities; suspensions from classes or school; community service; restitution; and police involvement.

To the extent possible, Restorative Practices will be included in disciplinary responses. Restorative Practices can include meetings facilitated by a counselor with those who have committed harm and those who have been harmed by inappropriate behavior, and/or the identification of steps to repair harm done. With parent/guardian permission, community service may be a component of Restorative Practices. In utilizing Restorative Practices, the motivation is to allow students to reintegrate into the school community with a positive resolution to the infraction that has occurred.

Behavior not specifically covered in the Code of Conduct will be considered on an individual basis.

**John F. Kennedy Middle School**  
**Code of Conduct Summary**  
**2018 - 2019**

**A safe, orderly and respectful environment is a requirement for learning.**

Unacceptable Behaviors	Consequences
Physical violence and/ or threat of physical violence directed at any member of the school staff (1993 Education Reform Act Law Chapter 71, Section 37H)	Minimum 10 day suspension Recommendation for expulsion Police notification/ involvement
Possession of a weapon (1993 Education Reform Act Law Chapter 71, Section 37H)	Minimum 10 day suspension Recommendation for expulsion Police notification/ involvement
Acts of arson, bomb threats, false alarms	Minimum 10 day suspension Recommendation for expulsion Police notification/ involvement
Inappropriate physical contact directed at a staff member	1 <sup>st</sup> : Potential 3 day suspension 2 <sup>nd</sup> : Potential 5 day suspension
Assault	1 <sup>st</sup> : Potential 5 day suspension, police notification 2 <sup>nd</sup> : Potential 10 day suspension, police notification, recommendation for expulsion
Verbal or written threat of physical violence toward a student	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension
Physical aggression directed at a student (e.g.: hitting, punching, spitting, kicking, choking, pulling hair, throwing things, arm twisting, restraining or pinning someone)	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension, recommendation for expulsion
Obtaining money, material goods or favors by threat of physical harm	1 <sup>st</sup> : Restitution, Potential 1 day suspension 2 <sup>nd</sup> : Restitution, Potential 3 day suspension
Inappropriate physical “play”/ rough-housing	1 <sup>st</sup> : Potential office detention(s) 2 <sup>nd</sup> : Potential 1 day suspension 3 <sup>rd</sup> : Potential 3 day suspension
Willful obscene, inappropriate, abusive or profane language/ gestures, actions towards students	1 <sup>st</sup> : Potential office detention(s) 2 <sup>nd</sup> : Potential 1 day suspension
Willful obscene, inappropriate, abusive or profane language, gestures, or actions to staff including slanderous statements	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension
Bullying/ Cyber bullying	1 <sup>st</sup> : Potential 1 day suspension

	2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension
Violation of the Northampton Public Schools Civil Rights Policy; Nondiscrimination Policy; Harassment/ Cyber harassment	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension
Sexual harassment (verbal or physical)	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension, recommendation for expulsion
Hazing	1 <sup>st</sup> : Potential 5 day suspension/ consequences & police involvement as defined in M.G.L. Chapter 269 Sections 17, 18, 19 2 <sup>nd</sup> : Potential 10 day suspension, recommendation for expulsion
Retaliation	1 <sup>st</sup> : Potential 3 day suspension
False reporting of bullying/ harassment/ retaliation	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension 3 <sup>rd</sup> : Potential 5 day suspension
Vandalism/ defacing/ creating a mess of school or personal property	1 <sup>st</sup> : Restitution (clean up/ replace/ restore) Potential office detention 2 <sup>nd</sup> : Restitution (clean up/ replace/ restore) Potential 1 day suspension 3 <sup>rd</sup> : Restitution (clean up/ replace/ restore) Potential 3 day suspension
Theft or destruction school or personal property	1 <sup>st</sup> : Restitution/ potential 1 day suspension 2 <sup>nd</sup> : Restitution/ potential 3 day suspension
Behavior which might endanger persons or damage property	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension
Behavior which disrupts the atmosphere of the classroom or school	1 <sup>st</sup> : Potential detention 2 <sup>nd</sup> : Potential 1 day suspension 3 <sup>rd</sup> : Potential 3 day suspension
Willful disrespectful behavior directed at any member of the school staff	1 <sup>st</sup> : Potential detention(s) 2 <sup>nd</sup> : Potential 1 day suspension 3 <sup>rd</sup> : Potential 3 day suspension
Open and/ or defiant behavior toward any school personnel acting in their official capacity	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension
Failure to identify oneself properly upon request of school personnel acting in their official capacity	1 <sup>st</sup> : Potential detention 2 <sup>nd</sup> : Potential 1 day suspension
Walking out of class without permission	1 <sup>st</sup> : Potential detention 2 <sup>nd</sup> : Potential 1 day suspension 3 <sup>rd</sup> : Potential 3 day suspension

Unauthorized sale of products	1 <sup>st</sup> : Potential detention 2 <sup>nd</sup> : Potential 1 day suspension
Possession of a lighter or matches	1 <sup>st</sup> : Potential 1 day suspension
Gambling	1 <sup>st</sup> : Potential office detention 2 <sup>nd</sup> : Potential 1 day suspension

**The use of tobacco, drugs and alcohol are prohibited by policy and by law.**

Unacceptable Behaviors	Consequences
Possession of drugs or related paraphernalia on school property or at a school sponsored event, wherever held (1993 Education Reform Act Law Ch 37H)	Minimum 10 day suspension Police involvement Recommendation for expulsion
The sale or distribution of drugs or related paraphernalia on school property, or at a school sponsored event, wherever held (1993 Education Reform Act Law Ch 37H)	Minimum 10 day suspension Police involvement Recommendation for expulsion
Possession of alcohol on school property or at a school sponsored event, wherever held	Minimum 10 day suspension Police involvement Recommendation for expulsion
The sale or distribution of alcohol on school property, or at a school sponsored event, wherever held	Minimum 10 day suspension Police involvement Recommendation for expulsion
Being under the influence of drugs or alcohol on school property or at school sponsored events, wherever held	1 <sup>st</sup> : Minimum 5 day suspension 2 <sup>nd</sup> : 10 day suspension and recommendation for expulsion
Possession or use of a tobacco product or an electronic delivery system used for vaporizing and inhaling tobacco products	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension

**Honesty, personal accountability, academic integrity and respect for the rights of others are hallmarks of a strong school community.**

Unacceptable Behaviors	Consequences
Plagiarism on an assignment or test (refer to Academic Integrity Guidelines on pp. 18-19 of this Handbook)	1 <sup>st</sup> : Teacher does not accept assignment. Teacher conferences with pupil. Parents contacted. Referral submitted to administrator. Assignment is redone and resubmitted. 2 <sup>nd</sup> : Potential 1 day suspension and work is resubmitted.
Cheating on an assignment, quiz or test	1 <sup>st</sup> : Potential detention 2 <sup>nd</sup> : Potential 1 day suspension

	3 <sup>rd</sup> : Potential 3 day suspension
Forgery and/ or unauthorized use of a school related document	1 <sup>st</sup> : Potential 1 day suspension 2 <sup>nd</sup> : Potential 3 day suspension
Inappropriate use of computers (See Acceptable Use Policy Appendix F)	1 <sup>st</sup> : Potential loss of privileges 2 <sup>nd</sup> : Potential 3 day suspension/loss of privileges 3 <sup>rd</sup> : Potential 5 day suspension and computer privileges revoked for the year.
Truancy	1 <sup>st</sup> : Parent notification, potential internal suspension, notification of truancy officer 2 <sup>nd</sup> : Same as above and potential 2 days internal suspension followed by an office detention
Leaving school grounds without proper authorization	1 <sup>st</sup> : Potential 1 day suspension; potential police notification
Skipping a class	1 <sup>st</sup> : Potential 45 minute after school detention with teacher, parent notification 2 <sup>nd</sup> : Potential 1 day suspension 3 <sup>rd</sup> : Potential 3 day suspension
Failure to serve teacher detention	1 <sup>st</sup> : Warning for potential office detention if teacher detention is not served 2 <sup>nd</sup> : Potential office detention 3 <sup>rd</sup> : Suspension if office detention is not served
Failure to serve office detention	1 <sup>st</sup> : Warning for potential suspension if office detention is not served 2 <sup>nd</sup> : Potential 1 day suspension
Unauthorized use of an electronic device such as but not limited to a cell phone, audio and video recording device, iPod, iPad, Game Boy, laptop, mp3 player, etc. ( <b>These items are required to be off and away unless they are being used with the permission of the teacher.</b> )  Additionally, Northampton Public Schools discourages students from taking videos or pictures of other students while engaged in school activities or while on school property for any reason. Taking videos or pictures of other students may be prohibited by law. Further, taking any videos or pictures of students which violate the student's privacy rights is prohibited by the Code of Conduct and may be considered bullying prohibited by law and the Northampton Bullying Prevention policy if it occurs during the school day, on school grounds or at school-related activities.	1 <sup>st</sup> : Staff warning to turn off and put away object 2 <sup>nd</sup> : Confiscation to be reclaimed at the end of the day 3 <sup>rd</sup> : Confiscation to be reclaimed by parent/guardian

**For students riding buses to and/or from school.**

<b>Transportation Violations</b>	<b>Consequences</b>
<p>The following offenses, in addition to being subject to consequences cited above, may also result in a denial of bus transportation:</p> <ul style="list-style-type: none"> <li>● Bullying/Harassment</li> <li>● Smoking</li> <li>● Fighting/Pushing</li> <li>● Eating</li> <li>● Creating a mess</li> <li>● Causing damage to the vehicle (cost of repair /responsibility of the parent)</li> <li>● Injuring another student</li> <li>● Swearing</li> <li>● Disobeying the directions of the bus driver</li> <li>● Jeopardizing safety by diverting the driver's attention away from the road</li> </ul>	<ol style="list-style-type: none"> <li>1. A written warning to the parent/guardian by the principal or associate principal</li> <li>2. Up to two-week denial of transportation on second offense</li> <li>3. A one-month denial of transportation on the third offense</li> <li>4. Denial of transportation for the rest of the year on the fourth offense</li> </ol>

**DISCIPLINE FOR STUDENTS WITH DISABILITIES**

**Students identified as having special needs**

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws requires that additional provisions be made for students who have been found by an IEP team to have special needs and whose program is described in an Individualized Educational Plan (IEP). Students with special needs may be suspended for up to ten (10) days under current state and federal laws and may also be suspended in excess of ten (10) days as fully outlined under the M.G.L., Ch. 71B, and the Individual with Disabilities Education Act, the IDEA. The due process procedures, in addition, will reflect all state and federal laws as they come into effect.
2. The IDEA allows school personnel to remove a student with disabilities to an interim alternative educational setting for up to 45 school days, if that student has brought a weapon to school or a school function or is on school grounds, possesses or uses illegal drugs (including prescription drugs which are not prescribed for the student) or sells or solicits the sale of a controlled substance or what the student says is a controlled substance, while at school or a school function or on school grounds, or inflicts serious bodily injury on a person including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP Team.
3. The IDEA also allows school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) days in a school year, such that a substantial change in placement is occurring or will occur, relevant members of the IEP Team will meet to conduct a manifestation determination.
5. The Principal (or designee) will notify the Special Education Office of the suspendible offenses of a special needs student and a record will be kept of such notices.

**Students identified as having a disability and provided with a Section 504 plan**

Students are expected to meet the expectations for behavior identified in this Handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15)

cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.

## **STUDENT SUSPENSION PROCEDURES**

### **Massachusetts Student Discipline Regulations 603 CMR 53.00**

Procedural requirements applicable to the suspension of a student for a disciplinary offense *other than*: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the school staff; and d) a felony charge or felony delinquency complaint or conviction, as provided in M.G.L. c. 71, §§37H or 37H ½.

#### **Definitions**

**Expulsion** – removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, §§37H or 37H ½ (see next section “**STUDENT EXPULSION**”).

**In-School Suspension** – removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, is not considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, such suspension will be considered a long-term suspension.

**Long-Term Suspension** – removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A long-term suspension may be served in school. Except for M.G.L. c. 71, §§37H and 37H ½ offenses, no student will be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year.

**Short-Term Suspension** – removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

**Suspension** – short-term suspension and long-term suspension unless otherwise stated.

**Parent** – a student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

**Principal** – the instructional leader of a public school or his or her designee for purposes of school disciplinary matters.

**Superintendent** – the chief executive officer employed by a school committee to administer a school system or his or her designee appointed for purposes of conducting a student disciplinary hearing.

**Written Notice** – refers to notification made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent; notification to be provided in English and in the primary language spoken in the student's home if other than English.

**Oral Notice** – reasonable efforts to provide oral notice to parents refers to two documented attempts at contact in the manner specified by the parent for emergency notification.

### **Alternatives To Suspension Under Section 37H ¾**

A principal will exercise discretion in deciding the consequences for a student who has committed a disciplinary offense; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

### **Notice of Suspension and Hearing under Section 37H ¾**

Except for emergencies provided in 603 CMR 53.07 and in-school suspension authorized by 53.10, a principal will not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, along with an opportunity for a hearing on the charge and an opportunity for the parent to participate in the hearing.

The principal will provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English. The notice will include:

1. The disciplinary offense;
2. The basis for the charge;
3. The potential consequences, including the potential length of the student's suspension;
4. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, and for the parent to attend the hearing;
5. The date, time, and location of the hearing;
6. The right to an interpreter, if needed;
7. If the student may be placed on long-term suspension following the hearing:
  - a. the rights set forth in 603 CMR 53.08 (3)(b); and
  - b. the right to appeal the principal's decision to the superintendent.

### **Emergency Removal under Section 37H ¾**

A student may be temporarily removed from school when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal will immediately notify the superintendent in writing and describe the danger presented by the student. The temporary removal will not exceed two (2) school days following the day of the emergency removal. During the emergency removal period, the principal will:

1. Make immediate efforts to orally notify the student and the student's parent of the emergency removal, the reason for the removal, and other matters set forth in 603 CMR 53.06(2);
2. Provide written notice to the student and parent;
3. Provide the student an opportunity for a hearing with the principal, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless the principal, student, and parent otherwise agree to an extension of time;
4. Render a decision orally on the date of the hearing and in writing no later than the following school day.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation

### **Principal's Hearing under Section 37H ¾**

Because the rights of the student are different under short and long-term suspensions, the principal must determine the extent of the rights to be afforded the student at a disciplinary hearing based on anticipated consequences for the offense.

#### **Principal Hearing – Short-Term Suspension**

The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident, provide the student an opportunity to dispute the charges, explain the circumstances surrounding the alleged incident and present mitigating information, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. Parents are permitted to participate in the hearing.

The principal shall notify the student and parent in writing of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

#### Principal Hearing – Long-Term Suspension

The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

1. Prior to the hearing, the opportunity to review the student's record and the documents on which the principal may rely in making a determination;
2. To be represented by counsel or a lay person at his/her own expense;
3. To produce witnesses and to present the student's explanation of the incident, but the student may not be compelled to do so;
4. To cross-examine witnesses presented by the school district;
5. To request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. The principal will advise all parties if an audio recording is requested.

The principal will send the written determination to the student and parent. If the principal decides to impose a long-term suspension, the written determination will:

1. Identify the disciplinary offense, the date of the hearing, and the participants at the hearing;
2. Record the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Notify the student of his/her opportunity to receive services to make academic progress during the suspension;
5. Inform the student of the right to appeal the principal's decision to the superintendent. Notice will include the following information:
  - a. the appeals process requires the student or parent to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days;
  - b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

#### **Superintendent's Hearing under Section 37H 3/4**

A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the suspension to the superintendent. The student or parent must file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days. If the appeal is not timely filed, the superintendent may deny the appeal or allow it to go forward in his or her discretion.

Hearings by the superintendent will occur within three (3) school days of the request, unless the student or parent requests an extension of up to seven (7) additional calendar days. The superintendent will make a good faith effort to include the parent in the hearing and will send written notice to the parent of the date, time, and location of the hearing.

The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense, and if so, the appropriate consequence. The superintendent will advise all parties that a hearing will be audio-recorded and a copy will be provided to the student or parent upon request. The student will have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).

The superintendent will issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but will not impose a suspension greater than that imposed by the principal. The decision of the superintendent is the final decision.

#### **In-School Suspension under Section 37H ¾**

The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The principal will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charge or explain the circumstances. If the principal determines that the student committed the disciplinary offense, the principal will inform the student of the length of the student's in-school suspension, which is not to exceed 10 days, cumulatively or consecutively, in a school year.

The principal will notify the parent orally on the day of the in-school suspension decision. The principal will also invite the parent to a meeting to discuss the student's academic performance and behavior as well as strategies for student engagement and responses to the behavior. The meeting will be scheduled on the day of the suspension if possible, and if not, soon thereafter.

The principal will send written notice on the day of the in-school suspension to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal, if a meeting has not already occurred.

#### **Exclusion from Extracurricular Activities and School-Sponsored Events**

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to M.G.L. c. 71, § 37H ¾ or 603 CMR 53.00.

## **STUDENT EXPULSION PROCEDURES**

There are two laws pertaining to student expulsion. The first law (**M.G.L. Chapter 71, Section 37H**) pertains to expellable offenses, such as possession of a dangerous weapon or controlled substance or assaulting staff or faculty.

- (a.) Any student who is found on school premises or at school-sponsored or school-related events, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b.) Any students who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the principal.
- (c.) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d.) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of

- the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e.) If a student who is expelled under the provisions of this section, applies for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

The second law concerning student expulsion pertains to felony complaints or convictions (**M.G.L. Chapter 71, section 37H ½**).

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

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

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

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

## **RIGHT TO EDUCATION SERVICES DURING SUSPENSIONS AND EXPULSIONS**

Any student who is serving an in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity when the suspension is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services that will enable the student to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

## **SPECIAL EDUCATION AND SECTION 504**

### **Child Find / Referral Process for Special Education and Section 504**

The Individuals with Disabilities Education Act (IDEA) includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child.

The Northampton Public Schools is committed to ensuring that every effort is extended to support our students in achieving their potential. When students experience difficulty (including, but not limited to: learning, emotional or social development, medical or health related issues or behavioral difficulties), the following measures exist to provide assistance and, if appropriate, guide the referral process for special education and Section 504:

#### **1. District Curriculum Accommodation Plan (DCAP)**

The purpose of the DCAP is to assist administrators and educators in planning and providing a general education program to accommodate students' diverse learning needs. The plan is designed to assist the regular classroom teachers' in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education program including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning.

#### **2. Student Support Team (SST)**

The SST is school-based and uses a collaborative problem-solving approach. The SST ensures that the needs of students who are experiencing difficulty in school are identified and that a variety of solutions and interventions are implemented.

If the SST has determined that all appropriate regular education interventions have been exhausted and that the student continues to experience difficulty in academic, behavioral or social-emotional areas, then

the SST will refer the student to be assessed in order to determine qualification for special education services.

IDEA requires that no instructional support program or any other intervention limit the right of a parent to refer his/her child for a special education evaluation. When a parent referral has been received and the SST has not discussed the student, it is the responsibility of the building liaison or ETL to encourage the parent to allow the district to pursue this level of intervention. The parents' right to refer, however, should not be impeded.

### **3. Initial Referral for Special Education**

A student may be referred for an evaluation by a parent, a caregiver, a physician, or the school-based SST.

When a student is referred for an evaluation to determine eligibility for special education, the school district shall send written notice to the child's parent within five days of receipt of the referral. The notice shall seek the consent of the parent for the evaluation to occur, and provide the parent with the opportunity to express any concerns or provide information on the student's skill or abilities. Notice of the parent's rights will also be included. No assessments may begin until informed parental consent is received.

Upon receipt of the parent's signed consent, the ETL will distribute the details of the evaluation to Team members along with the due dates for assessment completion. The special education eligibility Team meeting and, if eligible, the Individualized Education Plan (IEP) development meeting shall occur within forty-five school working days from the date written parental consent is received. Students who are determined to have a specified type of disability and who, because of one or more of those conditions, need specially designed instruction, may be found eligible for special education.

### **4. Referral for Section 504**

Section 504 of the Rehabilitation Act of 1973 is a general education and curriculum response. It protects all disabled students, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Students disabled under Section 504 may need services, accommodations or auxiliary aids and devices in order to access the regular education program, but do not need specially designed instruction.

A student may be referred for an evaluation by a parent, caregiver, a physician, or the school-based SST. The type of disability believed to be present and the type of services the student may need determines what is required for the Section 504 evaluation. The evaluation must be sufficient to accurately and completely assess the nature and extent of the disability and what the district needs to do in order to provide a Free and Appropriate Public Education (FAPE). If formal testing is requested, the school shall seek written parental consent for the evaluation to occur.

A Team will then review the nature of the impairment, whether it substantially limits a major life function, how it affects the student's education and his/her participation in school activities, and whether accommodations and services are needed. If the student is determined to be disabled under Section 504, the district must develop and implement a plan for the delivery of FAPE, including all needed services, accommodations and auxiliary aids and devices.

### **Nondiscrimination on the Basis of Disability (504)**

The Northampton Public Schools are committed to ensuring that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district, or be subject to discrimination because the district's facilities are inaccessible or unusable by individuals with disabilities. The Northampton Public Schools will adhere to the regulations set forth in Title II of the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504). The

district will set procedures in compliance with these regulations to include prompt and equitable resolution of complaints.

ADA and Section 504 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Both Acts define a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such an impairment.
3. Is regarded as having an impairment.

In order to fulfill its obligation under ADA and 504, the Northampton Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The district shall make reasonable modifications in policies or procedures, as necessary, to avoid discrimination, and to include accommodations in the manner of communication and in the use of auxiliary aids and services.

The Northampton Public Schools will have procedures to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The procedural safeguards will include the right to a hearing with an impartial hearing officer.

**Notice:**

The Northampton Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of ADA and Section 504, and its applicability to the services, programs, or other activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by these Acts.

The Northampton Public Schools shall designate at least one employee to coordinate efforts to comply with and carry out its responsibilities under ADA and 504, including any investigation of complaints. The district shall make available to all interested individuals, the name, office address, and telephone number of the employee(s) so designated.

Adoption date:                    March 13, 2003

Amended:                         August 12, 2004

LEGAL REFS: Title II of The Americans with Disabilities Act of 1972, Section 504 of the Rehabilitation Act of 1973, M.G.L. 71B: et. seq., 603 CMR 28.00, Individuals Disability Education Act.

CROSS REFS.:                    IHB, Special Instructional Programs and Accommodations

**Notice of Parent/Student Rights Under Section 504**

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal<sup>1</sup> to those provided to nondisabled students. An eligible student under Section 504 is a student who has, or has a record of having, or is regarded as having, a physical or mental impairment which substantially limits one or more major life activities such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

*Dual Eligibility:* Some students will be eligible for education services under both Section 504 and the Individual with Disabilities Education Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504.

*Procedural Safeguards* (Due process procedures for parents and children) prepared by the Office of the Superintendent of Public Instruction is available through the District's Special Education Department and sets out the rights assured by the IDEA. It is the purpose of this notice to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA.

The enabling regulations for Section 504 as set out in 34 C.F.R. Part 104 provide parents/and students with the following rights:

1. You have the right to be informed by the District of your rights under Section 504. (The purpose of this Notice form is to advise you of those rights.) (34 C.F.R. 104.32.)
2. Your child has the right to a free appropriate education designed to meet his/her individual needs as appropriately as the needs of non-disabled students are met. (34 C.F.R. 104.33)
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. (34 C.F.R. 104.33)
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. (34 C.F.R. 104.34)
5. Your child has a right to placement in the least restrictive environment. (34 C.F.R. 104.34.)
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. (34 C.F.R. 104.35.)
7. Testing and other evaluation procedures must conform to the requirements (34 C.F.R. 104.35) as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. (34 C.F.R. 104.35.)
8. Placement decisions must be made by a group of persons (i.e., Student Intervention Team and/or Central Office 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. (34 C.F.R. 104.35.)
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. (34 C.F.R. 104.36.)
10. You have the right to examine relevant records. (34 C.F.R 104. 36.)
11. You have a right to notice of any action by the District in regard to the identification, evaluation, or placement of your child. (34 C.F.R 104.36.)
12. You have a right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. (34 C.F.R 104.36.)
13. If you wish to challenge the actions of the District's 504 Committee in regard to your child's identification, evaluation, and education placement, you should file a written request for a hearing with your state department of education's Section 504 compliance office. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to review of that decision by a court of competent jurisdiction. (34 C.F.R 104.36.)
15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a discrimination complaint with the District's Equity and Compliance Office, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You have the right to file a complaint with the Office for Civil Rights.

<sup>1</sup> Equal educational benefits and opportunities does not mean the “same” benefits and/or opportunities.

## **DISTRICT POLICIES**

### **BULLYING AND HARASSMENT**

#### **Guiding Principal:**

The Northampton School Committee believes that preventing bullying and/or harassment is critical for creating and maintaining a safe, secure and positive school climate and culture, which in turn supports academic achievement, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community.

#### **Goals:**

The Northampton School district will not tolerate bullying or harassment of/by any student, teacher, administrator, staff member, parent or community partner participating in any sanctioned school activity.

#### **This policy will:**

- comply with state law;
- clearly define what constitutes actions of bullying and/or harassment;
- reinforce the district’s commitment to respond to bullying and harassing behaviors;
- through the development of a prevention and intervention plan and procedures, clarify the response of the district to reports of such behaviors;
- clarify the extent to which the administrators of the Northampton Public Schools are directed to apply disciplinary actions, as specified in the following Northampton School Committee policies and school district procedures: Student Rights and Responsibilities, Code of Conduct, Student Discipline, and the School Safety Plan.

#### **Definitions:**

**Aggressor** is a member of the school community who engages in bullying, cyberbullying, or retaliation towards another member of the school community.

**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more members of the school community of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. causes physical or emotional harm to the target or damage to the target’s property;
2. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. creates a hostile environment at school for the target;
4. infringes on the rights of the target at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

**Cyberbullying** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

**Cyber-harassment** is defined as any willful and repeated harm inflicted through, but not limited to, Web pages, social networking sites, email, instant messaging or text messaging using computers, cell phones and other electronic devices which is motivated by the target individual or individual’s membership in a protected group, whether real or perceived.

**Harassment** is defined as unwelcome, intentional, unprovoked discriminatory behavior toward an

individual or individuals, motivated by membership (real or perceived) in a protected category including: race, color, religion, ethnicity/natural origin, disability, gender, gender identity, sexual orientation and age. Harassment includes **cyber-harassment** (see definition above).

**Hazing** is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Hostile environment**, as defined in M.G.L. c. 71, § 37O, 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 a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Policy, or for taking action consistent with the policy.

**School Community Member** is defined as any student, district or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

**School Staff** includes, but is not limited to: educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Sexual harassment** is defined in Massachusetts as: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities (**quid pro quo** sexual harassment); or,
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment (**hostile environment** sexual harassment).

Sexual harassment may occur student to student, adult to student, student to adult, adult to adult, male to female, female to male, female to female, and/or male to male.

**Target** is a school community member against whom bullying, cyberbullying, or retaliation has been perpetrated.

**Policy scope:**

Any form of bullying, harassment, cyberbullying, and/or cyber-harassment is prohibited, whether in the classroom, on school premises, immediately adjacent to school premises, traveling to or from school, or at school-sponsored events, whether or not held on school premises.

"Traveling to or from school" includes on a school bus or other school related vehicle, at official school bus stops, and walking to or from school within a reasonable time before or after school hours.

Bullying or harassment, including cyberbullying and/or cyber-harassment, that is not conducted at locations noted above are covered by this policy if the incident results, or could result, in a substantial disruption of the school learning environment for one or more individuals and/or the orderly day-to-day operations of the school.

#### **Reporting and Investigations:**

Each member of the school community is responsible for reporting any observations of bullying or harassment, or credible information that such an act has taken place.

Reports of bullying or harassment incidents, including cyberbullying and/or cyber-harassment, occurring outside the scope (see above) of the school/district will be investigated to determine if the incident(s) resulted in a potential or actual disruption of the school learning environment for one or more individuals and/or the orderly day-to-day operations of the school.

Parent(s)/guardian(s) of both targets and alleged perpetrators of bullying or harassment incidents, including cyberbullying and/or cyber-harassment, will be notified of such incidents within a timeframe that will be set per the district's procedures. Results of investigations of incidents will be communicated to parent(s)/guardian(s) of both targets and alleged perpetrators within a timeframe that will be set per the district's procedures, and also within the restrictions of the Federal Education Rights and Privacy Act. If additional time is required to conduct the investigation, this will be communicated to the parent(s)/guardian(s) and no more than two such extensions shall be permitted under this policy.

#### **District Procedures:**

The Superintendent, and/or his/her designee, will define the guidelines and procedures to implement this policy in the district's "Bullying and Harassment Prevention and Intervention Plan and Procedures". The written plan and procedures developed by the Superintendent, and/or his/her designee, to enforce this policy shall comply with applicable laws, including without limitation the Federal Education Rights and Privacy Act, as amended.

The plan shall provide for schools, at each level, appropriate procedures for reporting and investigating incidents of bullying and/or harassment. Specific staff positions responsible for receiving and following up on reports will be identified in these procedures. The procedures will include a standard reporting form that may be used by any school community member for all incidents and types of bullying and/or harassment. The purpose of the reporting form is to trigger an investigation, which protects the safety of the target, bystanders, and/or concerned family/community members.

The plan will also specify procedures, in conjunction with the district's memorandum of understanding with the Northampton Police Department and Northwestern District Attorney's office, for notifying local law enforcement where criminal charges may be pursued against the perpetrator.

Within the requirements of FERPA, the guidelines and procedures to implement the Bullying and Harassment Policy shall include a specific amount of time within which parents will be informed of a complaint and a specific amount of time for investigations to be completed.

Additionally, the plan will include procedures for communicating with parent/guardians, including dissemination of prevention information; a professional development plan for all staff; and instruction for students at all school levels in social-emotional learning and violence prevention.

#### **Consequences:**

Consequences and appropriate remedial action for students who commit acts of bullying and/or harassment may range from positive behavioral interventions up to and including suspension or expulsion

as outlined in the schools' Codes of Conduct.

Retaliation or threats of retaliation in any form designed to intimidate the target of bullying and/or harassment, those who are witnesses to such behavior or those who are investigating such behavior will be subject to discipline as outlined in each school's student Code of Conduct and the Staff Handbook [to be developed].

Acts of bullying or harassment allegedly committed by adult members (including teachers, administrators, staff members, other school personnel, parents/guardians, community partners, or other visitors to the school) of the school community will be reported to school administrators and/or the Superintendent's office, for investigation and consequences, in accordance with applicable procedures, including appropriate legal actions.

Retaliation or threats of retaliation by adult members (including teachers, administrators, staff members, other school personnel, parents/guardians, community partners, or other visitors to the school) of the NPS community in any form designed to intimidate the victim of bullying or harassment, those who are witnesses or those investigating an incident of bullying or harassment, will be subject to additional consequences, in accordance with appropriate procedures.

### **Oversight and Accountability:**

The "Bullying Prevention and Intervention Plan" will be reviewed and revised by the district administrative team every two years and such revisions will subsequently be presented to the School Committee.

The Superintendent, and/or his/her designee, will report on the total number of complaints, investigations, verified acts and any trends of bullying, harassment, cyberbullying and/or cyber-harassment district-wide at least annually to the School Committee.

### **Other Legal Remedies:**

Any school community member may also pursue legal remedies or other avenues of recourse, including, but not limited to, filing a complaint with:

Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700.

The Massachusetts Commission Against Discrimination (MCAD)

U.S. Department of Health & Human Services, the Office for Civil Rights (OCR)

Adoption Date: July 8, 2010  
Revised: May 14, 2015

Legal References: See "School Committee Policies" on the Northampton Public Schools website

## **HAZING**

The Northampton Public Schools will not tolerate hazing in any form. The Superintendent will ensure that the district will adhere to the Massachusetts General Laws, as cited:

### **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 conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

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

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

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

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

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

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

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy

has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

Adoption date: September 14, 2006

Revised: January 2005

SOURCE: MASC Policy

## **NONDISCRIMINATION**

The Northampton Public Schools are committed to promoting multi-cultural understanding, appreciation and harmony, to ensuring that no student is denied access to any educational program or other activity of the Northampton Public Schools for reason of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, economic status, or ethnic background, and to compliance with all applicable state and federal law, including state and federal civil rights and anti-discrimination laws relating to the employment practices, the educational programs and all other activities of the Northampton Public Schools. Northampton Public Schools shall comply with all such law, all applicable federal and state law pertaining to individuals with disabilities.

Students and staff of the Northampton Public Schools shall not, at any time, do or say anything that would, in any way, tend to cast aspersions on the race, color, sex, gender identity, religion, national origin, sexual orientation, economic status or ethnic background of any individual or group or otherwise engage in racist or other discriminatory behavior.

This commitment to the community is affirmed in the following statements of School Committee intent to:

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

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

Adoption Date: March 13, 2003

Revised: August 12, 2004

## **PHYSICAL RESTRAINT AND BEHAVIOR SUPPORT**

The Northampton School Committee is committed to maintaining a safe, secure and orderly school climate, which supports academic achievement while respecting the rights of the individuals comprising the school community. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. At times, physical restraint of a student may be necessary to protect that student or other individuals.

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. Physical restraint shall only be used when needed to protect a student and/or a member of the Northampton Public Schools community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

This policy shall be reviewed annually and provided to Northampton Public Schools staff and made available to the parents/guardians of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Northampton Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

### **Methods for Preventing Student Violence, Self-Injurious Behavior, and Suicide**

**Individual Crisis Planning/Crisis Intervention Plans:** When students present as in crisis or aggressive, their case will be discussed with the Student Study Team (SST) to determine a plan of action and who will carry that out. This plan may include, but is not limited to, a functional behavior assessment, clinical assessment, a behavior intervention plan, safety plan, and/or support from related service providers.

**De-Escalation Techniques:** Verbal or non-verbal de-escalation strategies are used when a student is showing signs of agitation, anxiety, and defiance. These behaviors may include shutting down, pacing, work refusal, inappropriate verbalizations, and destroying academic materials. The de-escalation response is to offer assistance, a break, space and quiet time to calm down, setting clear limits, or providing other positive choices to the current behavior.

### **Methods for Engaging Parents/Guardians**

Any parent/guardian with concerns about the use of physical restraint at any school within the Northampton Public Schools may request a meeting with the building Principal or the Superintendent to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure described in Section X, below.

### **III. Alternatives to Physical Restraint and Methods of Physical Restraint**

**Alternatives - Physical restraint shall not be used unless the following, less intrusive behavior interventions and supports have been unsuccessful or deemed inappropriate by school staff:**

1. Verbal redirection
2. Verbal directive to cease behavior
3. Opportunity for a break
4. De-escalation techniques
5. Loss of earned tokens/rewards/privileges
6. Opportunity for time-out

**B. Methods of Physical Restraint**

Physical restraint shall not be used as a means of discipline or punishment; if the student cannot be safely restrained due to medical contraindications which have been documented by a licensed physician and provided to the District; as a response to property destruction, disruption, refusal to comply with rules or staff directives, or verbal threats when those actions do not constitute a threat of assault or imminent, serious, physical harm. Physical restraint shall not be used as a standard response for any individual student. Physical restraint is an emergency procedure of last resort.

The following forms of physical restraint shall only be administered by trained personnel, using only the amount of force necessary to protect the student or other member(s) of the school community from assault or imminent, serious, physical harm. The staff member(s) administering physical restraint shall use the safest method available and appropriate to the situation. Staff shall continuously monitor the physical status of the student during restraint, and the student shall be immediately released from the physical restraint if the student expresses or demonstrates significant physical distress.

**IV. Grievance Procedures**

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

- A. The complaint must be submitted in writing or electronic record to the Director of Student Services.
- B. The Director of Student Services will meet with the complainant within ten (10) school days of receipt of the complaint.
- C. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Director of Student Services and the Department of Elementary and Secondary Education.
- D. A written report will be developed by the Director of Student Services and provided to the complainant.

**SAFE SCHOOLS REGULATION**

**PURPOSE:** It is the purpose of the Northampton Public Schools to provide schools which are safe at all times for students, staff members, parents, and community, within the context of an environment that promotes learning, tolerance, acceptance and respect for all students. **A Safe Schools Plan**, should be reviewed in conjunction with this regulation, to which it is a companion.

**I. CENTRAL ADMINISTRATION:** The Superintendent of Schools shall establish and maintain regulations and practices that promote school safety and shall regularly assess the effectiveness of these regulations and practices. The Superintendent shall inform the School Committee of the safety needs of the schools and shall work with the Committee to obtain and provide the resources needed to maintain a safe environment. Finally the Superintendent shall encourage and promote a student-centered environment that fosters learning and a sense of safety and belonging for all students. The Superintendent and staff of the central office shall observe these guidelines in accomplishing the purpose of this regulation:

- A. The Superintendent shall direct each principal to develop and maintain plans for the safe operation of their school, consistent with the directives and guidelines of this regulation and other pertinent regulations, to regularly assess the adequacy of safety practices, and to conduct practice drills.
- B. The Superintendent shall conduct a district-wide assessment of school safety at least once every three years, involving building principals, central office staff, representatives of the Northampton Police and Fire Departments, and other safety professionals as deemed appropriate. The results of this assessment shall be communicated to the assessment team and to the School Committee.
- C. The Superintendent shall annually schedule a discussion with District Council regarding district-wide school safety matters. In addition to school administrators, representatives of Northampton Police and Fire Departments, and other professionals, as deemed appropriate, will provide guidance on matters of school safety.
- D. There should be, within the district and in each school, systems of communication and information management that support safety and access to information in time of crisis.
- E. Each school should provide such staff training as is necessary to promote safety and violence prevention/intervention and to help staff identify the early warning signs of violent behavior.
- F. The Northampton Public Schools shall cooperate with the Northampton Police and Fire Departments in organizing joint programs that improve instruction and behavior for the students of the Northampton Public Schools.

**II. SCHOOL ADMINISTRATION:** The principal of each school shall establish and maintain within the school an environment that promotes learning and a sense of safety and belonging for all students. The principal should work closely with staff, parents, public safety officials, and the public at large to provide a sense of caring community. Guidelines that promote learning and a sense of security and belonging for all students are as follows:

- A. BUILDING SECURITY

1. Each school shall keep locked all external entrances that do not need to remain open for efficient operation of the school or for temperature control.
2. Each school shall maintain current school maps, building keys, phone numbers of essential staff, flashlights, and other items requested by safety officials.

#### B. VISITORS

1. All visitors must report first to the main office, where they shall be required to sign in and obtain a Visitor's badge, which they shall wear throughout their time within the building.
2. Staff members may question any visitor in the building to assure that he or she has checked in to the main office, or because of suspicious activity. If a visitor refuses to check into the main office or to explain his/her presence or activity, the principal or vice-principal should be called, and police may be called if it is deemed necessary.
3. No unauthorized person will be permitted access to any classroom. If a teacher does not know the visitor or has suspicions about his/her activities, the teacher may refuse access to the classroom. If a visitor refuses to accept direction or behaves in an inappropriate fashion, the principal or vice-principal should be summoned.
4. If a visitor is unruly or refuses to accept direction, the main office or the nearest classroom should be called and adult assistance requested, and the Northampton Police Department summoned.

#### C. STAFF TRAINING

1. Each principal shall institute and train staff in procedures to assure the proper referral for services of students in distress or exhibiting multiple warning signs of violence. These procedures should include the encouragement of students to report threats to responsible school authorities.
2. Principals should use school district and city resources to educate and provide assistance for students, staff, and parents.
3. Principals should annually provide training to staff on the early warning signs of violence and procedures for handling violence or responding to crisis.

#### D. CRISIS INTERVENTION

1. Each school shall maintain a crisis intervention plan that uses a Crisis Intervention/Response Team to plan for local action and to serve as a resource in time of crisis.

2. In the face of a crisis beyond the ability of the school staff to manage, the Northampton Police Department shall be called immediately, **dialing 9-911 (from a school phone)**. Central Dispatch shall be briefed on the nature of the emergency, and the school staff should follow any advice/direction offered by Central Dispatch.
3. Any staff member who has evidence of an imminent threat to the safety of students or staff may call 9-911 (from a school phone) without authorization if he/she deems it essential to safety. (If a staff member has a cellular phone dial 911.) The principal shall be notified as soon as possible following the call.
4. The school safety plan should include the possibility of a school lock-down upon the use of a predetermined code word.
  - a. In a school lock-down, upon the announcement over the public address system, all teachers and staff members shall call all students from hallways and shall lock all doors, keeping students in safe locations within rooms until otherwise notified.
  - b. Custodial staff shall lock all external doors, according to pre-determined assignments.
  - c. No one other than known school personnel or public safety personnel shall be allowed in or out of the building during a school lock-down.
  - d. The Northampton Police Department and the Superintendent of Schools shall be notified immediately in the event of a school lock-down.
  - e. Each school shall conduct a school lock-down drill at least twice a year.
5. It may be necessary to evacuate the school during a school lock-down. Since the conditions leading to a lock-down may vary, administrative staff must work closely with public safety personnel in each situation to assure that the evacuation is conducted safely in the light of the then current threat. In all cases, school staff must be ready to exercise independent judgment if the nature of the immediate threat makes it necessary to deviate from established procedures.
  - a. The fire alarm system will NOT be used to order an evacuation during a school lock-down, because the system may not be under the control of responsible authorities and could be used to manipulate students and compromise their safety.
  - b. Before evacuating students and staff, the school's parking lot, driveways and street should be checked.

- c. Following an evacuation, students should gather with their teachers in the safe area designated during the evacuation announcement. Classroom teachers shall record the names of all students present and shall compare that list with the list of students present for the day. A list of missing students shall be provided immediately to the nearest administrator or public safety officer. Staff members who do not have classroom responsibility will be assigned to locate the teacher of each class to obtain the list of persons who are missing.
  - d. The principal and public safety personnel shall confer and decide on next steps to take and shall so inform staff and students.
- 6. In the event that an elementary school needs to be evacuated, each elementary school principal will determine, in advance, as part of the Safe School Plan, an alternative site to bring students while parent(s)/guardian(s) are telephoned, or to hold until regular dismissal time when buses will take children home. Elementary school children will not be sent home during the school day unless parent(s)/guardian(s) are notified and pick their children up.
- 7. In the event of a school lock-down and/or evacuation (other than a drill), the Superintendent of Schools will be notified immediately and will designate and publicize the location of an Information Officer.
- 8. The Superintendent of Schools shall coordinate further action with police, fire or other emergency personnel.
- 9. Each school shall conduct drills at least bi-annually to test its procedures for school lock-down and school evacuation.
- 10. Each principal should assure that these safety procedures are provided to all substitute staff.
- 11. Each school, at least annually, shall bring to the attention of all students their responsibility in maintaining a safe environment.

**III. SCHOOL STAFF:** All staff members should remain aware at all times of their obligation to maintain a safe environment and should be alert to intrusions by people or events which endanger health or safety. Staff members should place the highest priority on maintaining a safe environment and should be guided by the following principles in doing so:

- A. In maintaining safety for the many, first and foremost, the intent should be to get help for a child at risk early. The early warning signs of possible trouble should not be used as a rationale to stigmatize children, only to obtain help for them.
- B. Staff should be alert to the personal demeanor of students, including their psychological or emotional state and their behavior. Principals or resource personnel should be notified if it appears that a student is undergoing a time of particular stress or is acting out in any unusual manner.

- C. Staff should promote an environment in which every student is free from the fear of harassment for any reason. Behavior that infringes on the rights of others should be the occasion for counseling, the involvement of parents, and disciplinary action if needed.
- D. Staff should regularly encourage all students to approach trusted staff members to seek help and guidance in times of personal need, as well as to obtain assistance for friends or peers.

IV. **STUDENTS:** Students are the principal reason for maintaining safe schools, so that they may learn and grow. Students also have a role to play in creating a safe school environment.

- A. Students have the obligation to be familiar with the Student Handbook for their school and to maintain and observe the Code of Conduct, particularly with regard to the rights of others.
- B. Students should refrain from behavior that is harassing or prejudicial to others, since it is such small acts of violence that lay the groundwork for larger acts of violence.
- C. Students must responsibly report to school authorities signs of potentially unsafe behavior on the part of others, in or out of school.
- D. Students should be alert to the presence on school grounds of students or outsiders who pose an immediate threat to safety, and should immediately inform a school staff member.
- E. Students should follow emergency procedures or the directions of school or public safety personnel carefully, calmly, and in an orderly manner.

Approved by the Northampton School Committee on October 14, 1999

Adoption date: March 13, 2003, Revised 2004

## **SEXUAL HARASSMENT**

It is the goal of the Northampton Public Schools (NPS) to promote a learning and working environment that is free of sexual harassment. Sexual harassment of employees or students occurring in the work or learning environment or in other settings in which employees and students find themselves in connection with their employment or school sponsored activities will not be tolerated by the NPS. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is similarly unlawful and will not be tolerated. To achieve the goal of providing a learning and working environment free from sexual harassment, the conduct described in this policy will not be tolerated and a procedure has been provided by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the NPS take allegations of sexual harassment seriously, there will be a prompt response to complaints of sexual harassment and where it is determined that such conduct constituting sexual harassment has occurred, prompt action will be taken to eliminate the conduct and impose such corrective action as necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the goals of promoting a learning and working environment that is free from sexual harassment, the policy is not designed or intended to limit the authority to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Definition of Sexual Harassment:**

In Massachusetts, the legal definition for sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or learning environment that is hostile, offensive, intimidating, or humiliating to male or female workers/students may also constitute sexual harassment.

While it is not possible to list all additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances-whether they involve physical touching or not;
- unwanted sexual flirting;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comment on an individual’s sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- stalking;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiring into one’s sexual experiences; and
- discussion of one’s sexual activities.

All students/employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the NPS.

Sexual harassment may involve behavior which is student-to-student, student-to-staff, staff-to-student, and staff-to-staff.

### **Complaints of Sexual Harassment:**

If any of the employees or students of NPS believes that he or she has been subjected to sexual harassment, the individual has the right to file a complaint with the NPS. This may be done in writing or orally.

All staff may report allegations of sexual harassment against them to the building principal or the direct supervisor or to the sexual harassment coordinator.

Any other person alleging sexual harassment may contact the sexual harassment coordinator. All reports of sexual harassment will be reviewed by the sexual harassment coordinator and referred as follows: Reports alleging sexual harassment by staff will be referred to the superintendent. All other reports will be referred to the principal of the school where the alleged harassment occurred. If at any time during an investigation a complaint concerning any abuse of a child is substantiated, then as mandated reporters the school department will file a 51-A with the Department of Social Services.

If you would like to file a complaint, you may do so by contacting:

Karen Jarvis-Vance  
Director of Health, Safety & Equity  
Sexual Harassment Coordinator  
Northampton Public Schools  
380 Elm Street  
Northampton, MA 01060  
Telephone: (413) 587-1361  
FAX: (413) 587-1374

This person is also available to discuss any concerns you may have and to provide information to you about the NPS policy on sexual harassment and the complaint process.

### **Sexual Harassment Investigation:**

When a complaint is received, the allegation will be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation has been completed, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct, will be informed of the results of that investigation.

The building principals and the superintendent will refer complaints of sexual harassment to the sexual harassment coordinator for investigation.

### **Disciplinary Action:**

If it is determined that conduct constituting sexual harassment has occurred, prompt action will be taken to eliminate the offending conduct. If it is determined that conduct constituting sexual harassment has been committed by a student or an employee, such action as is appropriate under the circumstances will be taken. Such action may range from counseling to termination of employment or suspension/expulsion, and may include other forms of disciplinary action. The consequences for students are outlined in the Student Handbook and Code of Conduct. The Northampton Public Schools will take whatever action is appropriate to preserve a learning/work environment free from sexual harassment from outside vendors and visitors.

### **State and Federal Remedies:**

In addition to the above, if anyone believes that he/she has been subjected to sexual harassment, he/she may file a formal complaint with either or both of the government agencies set forth below. Using the NPS complaint process does not prohibit anyone from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-300 days, MCAD-300 days).

1. The United States Equal Employment Opportunity Commission (EEOC),  
One Congress Street, 10<sup>th</sup> floor, Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination (MCAD):  
Boston Office: One Ashburton Place, Room 601, Boston, MA 021008  
(617) 994-6000  
Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103  
(413) 739-2145.

Adoption date: May 12, 2005

SOURCE: Massachusetts Commission Against Discrimination  
LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX)  
Board of Education 603 CMR 26:00

## **VISITOR AND OBSERVATION OF EDUCATIONAL PROGRAMS**

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. While the School Committee encourages the involvement of parents and community members in the education of students, we have a duty to protect the safety and confidentiality of our students, as well as to ensure that the integrity of the educational process is not unnecessarily disrupted.

The following guidelines to classrooms and school visits should be followed:

1. Evaluators hired by the parent or guardian, are to observe on behalf of the parent or guardian. Therefore, the parent or guardian may not simultaneously observe the student or program.
2. All evaluators will provide objective data as part of the evaluation regarding the student or program upon which educational decisions can be based and not evaluate the teacher, her/his performance as a teacher or her/his contractual duties.
3. All evaluators will have a release form signed by a parent/guardian to perform the observation.
4. Parents who would like to visit/observe or any potential observer must complete and submit an "Observation Request Form" at least five (5) school days in advance of any requested date for observation, except in exigent circumstances. So we can best respond to each request, this form will ask visitors/observers to note the purpose of their visit/observation and whom or what they wish to visit or observe.
5. The length of the visits, the frequency, the number of observation periods and the number of observations will be determined on an individual basis at the discretion of the building principal/Director of Pupil Services depending on the nature of the individual program being visited. The start and end time of the observation periods and a schedule of observation periods will be stated in advance. Multiple appointments may be made to observe a variety of classes/periods/therapy sessions. Due to the possible distraction caused by any visitor's presence, we will encourage only one visitor/observer per visit.
6. The visitor/observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This is particularly important, since the presence of parents/visitors can influence both the performance of their child(ren) and those of others.

7. The principal/Director of Pupil Services will have the sole discretion to approve observations and to determine the number, times, and dates of observations. Every effort will be made to accommodate the preferences of the observer as indicated on the "Observation Request Form". Under ordinary circumstances, observations are strongly discouraged during the first two weeks of school in September, and January, during MCAS administration and parent/teacher conference weeks and during the month of June. After the form is submitted to the main office of the building in which the observation is sought, a representative of the principal will call the visitor/observer within 3-5 days to schedule the visit and will send the observer written confirmation.
8. Visitors/observers will be punctual on the date of the scheduled visits/observations. Visitors/observers should arrive at the main office fifteen (15) minutes prior to the scheduled observation to sign in and otherwise comply with visitor/observation procedures as set forth in the attached "Visitor/Observer Procedures." Late arrivals may have to reschedule their visit or wait until the following period to enter a classroom.
9. Visitors are asked to limit the materials they bring with them. Video recorders, tape recorders and cell phones are not allowed. Food, drinks, books, catalogues, test reports, laptops, and other materials are discouraged, but a notepad is expected. Visitors/observers should not speak to staff or students during the observation or otherwise disrupt the class or therapy in anyway.
10. In advance of an observation, a visitor/observer may request a conference with appropriate staff members. Such conferences may be limited by the availability of the particular staff member and shall be arranged at the discretion of the building principal. A designated staff member will be assigned to accompany visitors throughout their observations and during such staff conferences.
11. All Visitors will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials, which may be part of students' records, from plain view. In the event that removal is not possible the visitor may be asked to sign a non-disclosure agreement.
12. A school administrator, or designee, also may observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.
13. If a written report is completed, by either the visitor/observer or the school administrator, the report will be made available to parents and school personnel at least 5 days prior to any meeting/conference, or TEAM meeting to be held. Such report will also be placed in the student's file.

Adoption date: December, 12, 2009

LEGAL REF: 71B:3

MDESE TEC Advisory SPED 2009-2 January 8 2009

CROSS REF: KI: Visitors In the Schools

## STUDENT RECORDS

### A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18

years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel included those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed as an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical school, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

B. Directory Information Notice

The Northampton School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the director information designated.

C. Rights Of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his child's 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 or to the custodial parent 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.

The District shall place in the students record any documents indicating that a non— custodial parent's access to the students record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, ~~Le~~, does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request the principal and/or his/her designee shall 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 under 1-4 above.

When the student record is released to the non-custodial parent, the school will 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 will be marked to indicate that they shall not be used to enroll the student in another school.

D. Amending Your/Your Child's Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - a) If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the students record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

- b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons - for the decision. If the decision is in favor of the parent the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect
- c) If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- d) If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

E. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. Destruction of Records

- 1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
- 2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions / expulsions / exclusions), any notes from the Parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
- 3. The transcript part of a student record must be maintained by the Superintendent of Schools for sixty (60) years following graduation, transfer or withdrawal from school. The transcript contains administrative records that constitute minimum information necessary to reflect a student's education progress and to operate the education system. The temporary part of a student record will be destroyed seven (7) years after a student graduates, transfers or withdraws from school. The temporary record consists of all information in the student record, which is not contained in the transcript. This information clearly shall be of importance to the education process. Such information may include relevant family background, standardized test results, class rank (when applicable), sponsored extracurricular activities, and evaluations by teachers, counselors and other school staff. You have the right to receive the information in whole or in part.

#### Complaint Procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA.

FPCO's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

#### MEDICAL INSURANCE COVERAGE

The School Department does not carry insurance that covers the medical expenses of students. The School Department does offer a voluntary medical coverage plan that parents may purchase on their own to assist with medical expenses for their students. Information on this coverage is available on the district's website. All questions, payments, and claims should be addressed directly to the insurance company listed on the website. Purchase of this coverage is not intended to comply with state or federal requirements to carry health insurance, but is an option to provide for additional coverage should you wish to purchase such.

## **WHO DO I CALL ABOUT...?**

**Reporting your child's absence.....** Main Office 587-1489 or 587-1478  
Please call as early as possible.

**School Council.....** Main Office 587-1489 or 587-1478

**Parent Teacher Organization.....** Main Office 587-1489 or 587-1478

**Discipline (classroom).....** Call the teacher if you know his/her unassigned period. Otherwise, call the office at 587-1489.

**Grades, homework, class work, make-up work or other academic concerns .....** Main Office at 587-1489 and follow prompts to teacher's or counselor's number.

**Homework if your child is absent.....** Main Office 587-1489 or 587-1478 on the third day of absence. Please try to call before 10:00 AM.

**Medical Concerns** (the dispensing of medications, excusing child from gym because of illness/injury, information about physical, testing, etc.) ..... Nurse 587-1488

**Team Activities.....** Main Office 587-1489 and ask for the team leader.

**Discipline (school grounds, cafeteria, bus stop, to or from school, etc.) .....** Associate Principal through the Main Office 587-1489.

**Crisis at home or outside of school that you feel we should be aware of.....** Guidance Department through the Main Office 587-1489.

**Scheduling concerns .....** Guidance counselor through the Main Office 587-1489

**Message for your child.....** Main Office 587-1489

**Transportation matters.....** Transportation Supervisor, at 587-1331, extension 2 for information about bus routes or if you have concerns about transportation issues.

**Cafeteria Concerns.....** Director of Food Service in the Cafeteria Office 587-7052.

## GLOSSARY OF TERMS

The following terms are defined as they are used in the Code of Conduct.

- absenteeism* – absence from school  
*accumulate* – to collect  
*alternative* – a choice between two (or more) things  
*(an) appeal* – a request to review the case  
*appreciation* – an awareness of the worth and value of something  
*appropriate* – proper, suitable for the occasion  
*arrange* – to make plans for  
*arson* – the criminal act of deliberately setting fire to property  
*assault* – verbal: threatening to strike (hit) or harm; physical: battery - the act of battering, beating or pounding  
*assessment* – an evaluation  
*belief* – something that is believed or accepted as true  
*borne* – taken care of by  
*bystander* – a witness and/or spectator to an event  
*cast aspersions* – to put down, damage the reputation of  
*code* – a body of laws arranged systematically for easy reference  
*committee* – a group of people chosen to work on an issue  
*communication* – the sharing of information  
*compelled* – forced  
*confiscate* – to take the property of  
*confront* – to face, to stand up to  
*cross-examine* – to question in order to challenge the truthfulness of previous testimony  
*custody* – care, protection, guardianship  
*defiance* – open, bold resistance to authority  
*deny (privileges)* – to refuse the use of  
*detention* – an assigned time for which a student is kept after school for disciplinary reasons  
*determine* – to decide  
*discharge (weapon)* – to fire or set off  
*disobeying* – not following orders or instructions  
*disrupt* – to disturb  
*due process* – following the legal proceedings which protect the student's rights  
*environment* – the surrounding conditions  
*ethnic* – designating a population subgroup having a common cultural heritage  
*evidence* – something that tends to prove  
*exhausting* – running out of  
*expectation* – that which is looked for or expected  
*expel* – ask to leave without the possibility of returning  
*facilities* – buildings or rooms  
*fair* – just and honest, meeting an individual's needs  
*forgery* – a counterfeit or false signature or document  
*gamble* – to play a game for money  
*gender* – the state of being male or female  
*grievance* – unfair treatment  
*guardian* – a person who takes care of or protects another  
*harass* – to bother repeatedly  
*hearing* – a meeting at which the student has a chance to give his/her side of the story

*immediate* – happening right away, at once  
*impose* – to place or set  
*imprisonment* – time spent in prison  
*incur* – to bring upon oneself  
*inappropriate* – unsuitable actions or words deemed improper for the school setting  
*influence (under the influence of)* – affected by  
*in-school suspension (I.S.S.)* – being suspended from classes but allowed to remain in school supervised by a staff member  
*liable* – legally responsible  
*limitation* – something that limits or restricts a person's ability to do something  
*malicious* – done on purpose to hurt or harm  
*manifestation determination* - The goal of the manifestation determination is to decide whether the conduct for which a student is being disciplined was a result of or affected by the student's disability  
*misconduct* – improper behavior  
*modification* – a change  
*national origin* – the country in which a person was born  
*nonetheless* – nevertheless  
*notification* – written notice  
*obscene* – deeply offensive to a person's feelings, disgusting  
*obtaining* – getting possession of  
*offense* – the breaking of a rule or law  
*option* – a choice  
*orientation* – a program for making someone familiar with the way of doing things  
*original* – the first or earliest  
*out-of-school suspension (O.S.S.)* – suspended from classes and not allowed on school grounds  
*penalty* – punishment  
*personnel* – people employed by the school department (teachers, principals, secretaries, custodians, lunch supervisors, etc.)  
*(in) possession (of)* – to hold as your property  
*premises* – a building and the land surrounding it  
*prior to* – before  
*privileges* – rights or favors  
*prohibited* – not allowed  
*prompt* – quick, done without delay  
*provisions* – things or conditions provided or supplied  
*race* – any geographical population  
*reasonable* – sensible, not extreme  
*recklessly* – carelessly, without concern for others  
*reclaim* – to recover, get back  
*recommendation* – suggestion  
*referred* – sent or directed to someone for information or guidance  
*regulations* – rules or laws by which conduct is regulated  
*remedy* – something that corrects or puts right  
*representation* – someone who is present and can speak on a student's behalf  
*restitution* – giving back to the rightful owner that which has been taken away; reimbursement  
*school sponsored event* – one for which the school department is responsible (Parent's Night, band concert, Arts exhibit, etc.)  
*strive* – to try hard  
*sufficient* – as much as is needed

*Superintendent* – the person in charge of the school department

*suspended* – barred or excluded from school for a period of time as a penalty

*testimony* – a statement made under oath, usually in response to questions

*theft* – the act of stealing

*threaten* – to express intention of hurting someone

*truancy* – being absent from school without permission

*ultimately* – finally

*unauthorized* – without permission

*willful* – done on purpose, deliberate

*vicinity* – the neighborhood or area surrounding the school

*violence* – physical force used to injure or damage

*violation* – the breaking of a law or rule

## **Handbook and Code of Conduct**

### **Parent/Guardian Verification of Receipt and Review**

#### **Parent/Guardian Verification:**

This is to certify that I have received and reviewed JFK Middle School's Student Handbook and understand that this document governs the standards of behavior for students in the Northampton Public Schools. I understand that these standards of student behavior apply to school sites, off-site school sponsored activities and on any form of transportation provided by JFK Middle School. I have also reviewed the remainder of the Student Handbook including the sections entitled "Academic Integrity", "Appropriate dress", and the Appendix including "Policies, procedures and information". I understand policies which may be revised and updated throughout the year may also be found on the district's website (<http://www.northamptonschools.org/project/jfk-middle-school/>)

Student Name \_\_\_\_\_  
(Please Print)

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Each student and parent/guardian must sign return this verification form indicating he/she has received and read the Student Handbook. If your child's assigned homeroom teacher does not receive the form by September 15<sup>th</sup>, then JFK Middle School will presume that the student and parent/guardian have received and reviewed the handbook.

\* Please read and review the back side of this page regarding computer usage

## **John F. Kennedy Middle School Technology Acceptable Use**

JFK Middle School recognizes that knowledge and use of computer technology is an important skill in every aspect of modern day society. In recognition of this fact, JFK Middle School provides access to computers, network and Internet resources to enrich and enhance student educational experiences and to educate students in responsible and skillful use of computer technology to help prepare the student for the information age. At JFK, this access is considered a privilege and not a right, and such access entails responsibility on the students' part in order to keep this privilege.

Every student, after agreeing to the Code of Conduct, reviewing the penalties for violations and obtaining the appropriate signatures on this form, will be granted login ID and password to use the JFK Computer Network.

### **Computer use Code of Conduct**

#### While using a school computer the student will not:

- Willfully attempt to use or cause damage to the computer hardware or network
- Enter the computer network using someone else's login and password
- Use a removable media storage device from home without permission
- Install, delete, or change files of programs in the computer or network
- Change or reconfigure any of the computer's preset settings or properties
- Save any unnecessary or frivolous files to the hard drives
- Use the computer for things other than educational purposes

#### In using the Internet the student will not:

- Visit inappropriate web sites as defined by normal school standards
- Use e-mail, instant messengers, chat lines, chat rooms, blogs unless directed by a teacher
- Use abusive, foul, obscene, threatening, harassing, annoying, or libelous language
- Download any files or programs unless directed by a teacher
- Listen to music or watch videos unless directed by a teacher
- Divulge any personal information such as addresses and phone numbers

PENALTIES for any VIOLATION of the above may include limiting, suspending, or terminating, access to the computer, network, or Internet. In addition, restitution may be required for damages, repair, or replacement. Criminal prosecution may also be sought if vandalism or harassment is involved.

Students, parents and guardians should also be aware that even though the Internet will provide a vast resource of educational information from a variety of sources, some of the materials accessible via the Internet may be obscene, abusive, offensive, defamatory, inaccurate, or illegal. Since JFK Middle School does not condone the use of such material it will NOT PERMIT the usage of such material. Many times the teachers cannot control the content of such material but will whenever possible. The school has already taken some preventative precaution including the use of filters and blocking software. JFK Middle School believes the educational benefits from the Internet far exceed any disadvantages.

Your signatures below indicate that you have read this policy and agree to abide by it.  
Please return to school as soon as possible. Failure to do so will result in the restriction from all JFK computers.

Print Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 1:1 Chromebook Program

The chromebook program will provide access for students in grades 6-8 to individually assigned chromebooks. Students in grades 7-8 will be able to bring the devices home. Students in grade 6 are asked to keep the devices at school, however, accommodations can be made for students who do not have access to a computer at home to complete work and assignments.

## Device Protection Plan

Parents/Guardians are offered the option to pay a non-refundable premium to cover any accidental first and second occasion damage to their child's device. The plan does not cover any damage deemed by Administration to be intentional, negligent, malicious, or vandalistic. Protection plan premium is due in full before receiving the device. Additionally, the plan does NOT cover any damage or loss of school provided accessories such as cases or chargers.

### **Optional Plan Amount: \$25.00 per device per year\***

#### **\*Exceptions:**

- Students who qualify for free or reduced lunch will have a reduced premium.
- Students receiving a device halfway through a school year may have a reduced premium.

#### **Cost for damages may be as follows:**

	<b>Accidental</b>	<b>Not Accidental*</b>
<b>First Occasion</b>	No cost/covered by plan	Full repair or replacement** of device determined by the extent of damage.
<b>Second occasion</b>	No cost/covered by plan	Full repair or replacement** of device determined by the extent of damage.
<b>Third and all future occasions</b>	Full repair or replacement** of device determined by the extent of damage.	Full repair or replacement** of device determined by the extent of damage.

\*Not Accidental includes, but not limited to, intentional, reckless negligent, malicious, or vandalistic damage, loss or theft.

\*\*Full replacement cost of the device is determined by the type of device and the cost to the district to purchase its replacement. Average cost (as example only): \$150

#### **Replacement of lost accessories/peripherals:**

The protection plan premium does NOT cover the loss of accessories or peripherals.

Accessories and peripherals include: charger, case, shoulder strap, etc. Costs to replace an accessory or peripheral are dependent on the make/model of the specific item. Average costs (as example only): charger: \$35, case: \$40, shoulder strap: \$10.

**It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss. Failure to pay for damages 30 days after receipt of an invoice may result in charges filed.**

### Damage or Theft

All physical damage to the device must be reported immediately to a school official. The Technology Department will arrange a loaner as needed for the length of the repair. **The parent/student is responsible for all damages to district issued device and may be subject to a cost of repair or replacement not exceeding \$235 depending on the type of device and extent of the damage. Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.**

### When your device needs repair

There will be a drop off bin in the main office for students who need their school issued device repaired. It is expected the student will fill out the repair form (accessible on the school webpage) available on a chromebook at the main office. This form will notify the Technology Department and they will send a technician to investigate the problem and determine the next steps for repair.

While a student has his/her device in for repair, there are available loaner devices available for check out in the library. If the device was intentionally damaged, the Technology Department reserves the right to not permit a loan of a new device but can issue an older device for use. The loaner device assumes all aspects and policies of the student's originally issued device.

### Troubleshooting

Students are encouraged to ask two other students for help. If the issue is still not resolved, students should then report any problems to the classroom teacher, Tech Integration Specialist or Technology Department as soon as possible. **Under no circumstance shall the district owned device be taken to a third party for repair or troubleshooting.** Failure to abide by this policy, regardless of the resolution, may be considered vandalism and/or negligence.

### Liability:

The device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs or replacement. Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.

Access to school email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential district files and folders.

Attempts to access another person's email or similar electronic communications or to use another's name, email, or device to send email or similar electronic communications are prohibited and may be subject to disciplinary action. Anonymous or forged messages may be treated as violations of the school code of conduct. All users must understand that the district cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a manner of law should not be communicated over email.

The district reserves the right to access email to retrieve information and records, to engage in routine device maintenance and housekeeping, to carry out internal investigations, to check internet access history, or to disclose messages, data or files to law enforcement authorities. Any information contained on any chromebook, ipad, laptop, cloud service or internet data that is transmitted through or purchased by the Northampton School District are considered the property of the district. Files stored or transmitted on district equipment, cloud services, or the network are property of the district and are subject to review and monitoring. The district reserves the right to confiscate the property at any time.

This agreement applies to all devices connected to the district network or internet. Any attempt to violate the provisions of this will be addressed according to the code of conduct.

## Other

### Headphones:

The district strongly encourages students bring in their own headphones for hygienic reasons. Sharing of headphones is highly discouraged to help prevent the spread of germs. However, over the ear headphones will be available for students as needed.

## Opt Out

A parent/guardian may choose to decline a device for their child(ren). To opt out, a form must be completed. The opt out form is available in the main office of the school.

**An important consideration:** Should your child opt-out and choose to use a personally owned device instead, please understand that software (apps) purchased by the district may not be available or distributed to personally owned devices.

Why opting out is discouraged:

- **Students who opt out will not receive technical support** for any personally owned devices. It will be the responsibility of the student to ensure the device is working properly and effectively every day.
- **Students using personally owned devices are responsible to purchase any software/apps required for a class.** The district will purchase software/apps for district owned devices only.
- **Bring Your Own Device Forms (BYOD) need to be filled out for any non-school issued devices.**

## Internet Access

Should a student need access to wireless at home, wireless hotspots will be available for checkout in the school library. In addition, many public locations such as Lilly Library, Freckled Fox and Forbes offer free wireless.





*“Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation.”*

*President John F. Kennedy*

