

**North Brookfield Jr/Sr High School  
2020-2021  
Parent Student Handbook**



*North Brookfield Public Schools*

**North Brookfield Jr/Sr High School**  
**10 New School Drive**  
**North Brookfield, MA 01535**  
**Phone: (508)867-7131**  
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**School Hours: 7:35am-1:58pm**

**Timothy McCormick**

**Mary Jane Rickson**  
***Superintendent***

**School Committee**

Ron Ryel- Chair  
Timothy Canada-Vice Chair  
Christie Omasta-Secretary  
Chris Hickman-Member  
Matt Grant-Member

**The information in this handbook is current as of August 2021 publication. The North Brookfield Public Schools reviews and revises its policies and curriculum on a regular basis to meet local and state guidelines.**

Please call the main office at the school if you would like a copy of this document translated into a language other than English.

Por favor llame a la oficina principal en la escuela si desea una copia de este documento sea traducido a otro idioma que no sea Inglés.

Por favor, ligue para o escritório principal da escola, se você quiser uma cópia deste documento traduzido em uma língua diferente do Inglês.

يرجى الاتصال على المكتب الرئيسي في المدرسة إذا كنت تريد نسخة من هذه الوثيقة مترجمة إلى لغة غير اللغة الانكليزية.

Gelieve telefonisch contact op het hoofdkantoor op de school als u graag een kopie van dit document vertaald in een andere taal dan het Engels.

만일 당신이 그 문서의 사본을 영어가 아닌 다른 언어로 번역하려는 학교에 메인 사무실로 전화 주시기 바랍니다.

### **No-school announcements are posted to the following live media outlets:**

RADIO STATIONS WBZ, WSRS

TELEVISION CHANNELS 4, 5, 7, 25, 40, NECN

In the event of extreme weather conditions, no-school and/or early dismissal announcements will be broadcast over the same stations. Please do not call the police or fire departments.

One Call-The district employs an emergency phone system which allows the district to communicate with families in an effective and efficient manner. This system is used when school is canceled, delayed or dismissed early. It is also used if an emergency situation arises.

Please check the North Brookfield Public Schools website for school and district information and updates:

<https://www.nbschools.org/>

**North Brookfield Public Schools  
District Improvement Plan  
2019-2024**

**Mission Statement**

The North Brookfield Public Schools is a community that provides students with opportunities to grow academically, socially, emotionally, and physically, with the goal of producing successful, productive citizens, and future leaders.

**Vision Statement**

The North Brookfield Public Schools envision a community where all students will grow to become resilient, adaptable, passionate, confident, curious learners in an evolving and diverse world.

**Core Values**

We Believe...

In respectful relationships

In student's engagement in, and ownership of, their learning

In highlighting student strengths, abilities, and successes

In community connections

In ensuring a safe and supportive learning environment

Every child can and will learn

Goal 1	Goal 2	Goal 3	Goal 4
If we continue to create a rigorous, relevant, engaging curriculum, and provide students with appropriate instruction, supports, interventions, and extensions, then students will learn at a high level.	If staff have access to personalized, on-going, and collaborative professional learning that focuses on individual, school, and district goals, then staff performance will be improved resulting in improved student outcomes.	If we support student and staff wellness through programs, activities, and initiatives that are based on the needs of students, families, and staff, then students will be more ready to learn at the highest level possible resulting in improved student outcomes.	If we continue to improve a strong sense of community through communication, collaboration, shared leadership, and shared decision-making, then all members of our community will be invested and engaged making us more able to provide what students need resulting in improved student outcomes.

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The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of safety and welfare of our students.

These rules and policies apply to any student who is on school property, who is in attendance at school, or any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

*All students are responsible for adhering to the current rules  
and regulations set forth by the state of Massachusetts.*

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### Statement of NON-DISCRIMINATION:

Massachusetts state law prohibits discrimination against students in public schools, including protection against discrimination based on sexual orientation. It states:

*No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.*

The North Brookfield Public Schools offer all courses of study, extra-curricular activities and school services without regard of race, color, sex, religion, national origin or sexual orientation. In addition, the School Department adheres to the Federal requirements provided under Title VI, Title IX and Section 504.

The North Brookfield Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or handicap in admission to, access to, treatment in or employment in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

### Civil Rights Laws/District Coordinator Information:

All programs, activities, and employment opportunities provided by the North Brookfield Public Schools are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness. Any questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below:

<p><b>Title VI of the Civil Rights Act of 1964</b></p> <p>This statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. It ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.</p> <p>Coordinator:  <b>Mark Minnucci,</b>  10 New School Dr.  N. Brookfield, MA 01535  508-867-3166</p>	<p><b>Equal Educational Opportunities Act of 1974</b></p> <p>This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(t))</p> <p>Coordinator:  <b>Mark Minnucci</b>  10 New School Drive  North Brookfield, MA 01535  508-867-3166</p>
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<p><b>Title IX of the Education Amendments of 1972</b>  Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have a grievance procedure through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 1518, S3A)</p> <p>Coordinator:  <b>Mark Minnucci</b>,  10 New School Dr.  N. Brookfield, MA 01535  508-867-3166</p>	<p><b>MA General Laws Chapter 622, Section 5</b>  This state law provides that "Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation."</p> <p>Coordinator:  Richard Lind,  10 New School Dr.  N. Brookfield, MA 01535  508-867-9821</p>
<p><b>Section 504 of the Rehabilitation Act of 1973</b>  Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap.(34 CFR 104.33)</p> <p>Coordinator:  <b>Mark Minnucci</b>,  10 New School Dr.  N. Brookfield, MA 01535  508-867-3166</p>	<p><b>Title I of the Elementary and Secondary Education Act of 1965</b>  Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring an ESL student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).</p> <p>Coordinator:  <b>Jeanne Powers</b>,  10 New School Dr.  N. Brookfield, MA 01535  508-867-7131</p>
<p><b>American with Disabilities Act of 1990</b>  The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate a least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee(s) designated pursuant to this paragraph."(34 CFR 35.107(a))</p> <p>Coordinator:  Richard Lind,  10 New School Dr.  N. Brookfield, MA 01535  508-867-9821</p>	<p><b>McKinney-Vento Homeless Education Assistance Act</b>  The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records, or proof of residency. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.</p> <p>Coordinator:  <b>Mark Minnucci</b>,  10 New School Dr.  N. Brookfield, MA 01535  508-867-3166</p>

## DISTRICT POLICIES

Below is the list of School Committee Policies available at:

<https://www.nbschools.org/district/school-committee/pages/nbps-policy-manual>

In particular, parents and students must review the following School Committee policies:

- [Non-Discrimination](#)
- [Student Conduct on Buses](#) & [Student Conduct on School Buses](#)
- [Harassment](#)
- [Equal Educational Opportunities](#)
- [Empowered Digital Us Policy](#)
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- [Student Welfare](#)
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- [Managing Life Threatening Food Allergies](#)
- [Emergency Plans](#)
- [Meal Charge Policy](#)
- [Student Publications](#)

## CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE PLAN:

### Student Due Process Rights

Parents/Guardians will be notified of any disciplinary issues their child encounters. Parents/Guardians will be made aware of impending disciplinary action and have an opportunity to discuss ways of resolving the behavioral problems. Students and parents also have the right to speak to a teacher who has initiated the disciplinary action and to the administration if a further explanation or a hearing is necessary.

“Court rulings have defined certain student rights with regard to suspension from school. Prior to being suspended for 10 school days or less, a student will be told the nature of the charges, given an opportunity to respond, and if he or she denies the charges, given an explanation of the evidence supporting the charges during an informal meeting with a school administrator. If emergency circumstances exist, a student may be suspended immediately. In such cases, the student will be given notice of the charges against him or her, an explanation of the evidence, and an opportunity to present his or her version of events as soon after the suspension as possible.

The parents/guardians of a student being considered for exclusion or expulsion shall be notified in writing of an opportunity for a hearing. The student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.”

The following is a list of violations that may result in serious disciplinary consequences up to and including suspension, exclusion, or expulsion. In determining the appropriate consequence, administrators will conduct an investigation to gather all pertinent information regarding the incident, including the facts of the particular situation,



previous history of those involved, and any special/extenuating circumstance related to the incident or the individuals involved.

1. Possession, use, distribution, sale of alcohol, drugs or drug paraphernalia on school property. In some cases, expulsion may result. (Grafton Police notified). See School Department Policy JICH.
2. Drug-imitating behavior.
3. Smoking in school.
4. Possession of incendiary devices such as lighters, matches, etc.
5. Profanity, obscene gestures or obscenities.
6. Fighting or threatening behavior.
7. Willful destruction of school property. Arrangements for full restitution must be arranged before readmission to school.
8. Stealing.
9. Illegal acts – Police notified
10. Insubordination.
11. Leaving the school without permission during the day.
12. Any act that interferes with the operation of the school.
13. Possession of a weapon (or replica). Expulsion from school may occur.
14. Derogatory racial, ethnic, religious, or cultural remarks to another.
15. Sexual harassment (See School Department PolicyNor).
16. Committing any act that is perceived to place the health or safety of another person in jeopardy.
17. Asking another student or students to threaten or harm another student.
18. Persistent misconduct.
19. Cheating, plagiarism.

## Suspension

The Principal may issue a suspension if, in his/her judgment, a student's behavior has gone beyond reasonable limits. After an infraction of the code of conduct is reported, the Principal will investigate the matter by collecting evidence and hearing witnesses. The Principal will then decide if suspension from school is necessary. Suspension from school can range from 1 to 10 days in length. Students are expected to make up all work missed during suspension; zeros will be assigned for work not completed. A student who is suspended may be excluded from school-related activities at the discretion of the Principal (dances, field trips, etc.) until the next marking period.

## Exclusion

Exclusion is an out of school suspension lasting between 11 and 179 days, and is specific to incidents involving drugs, weapons, an assault on a staff member, or if a student is charged with/convicted of a felony and that student's presence produces a substantial detrimental effect to the operation of the school. In these instances, the Principal will conduct an Exclusion Hearing within 10 school days of the occurrence. The parent/ guardian may appeal exclusion to the Superintendent.

## Expulsion

In instances involving drugs, weapons, an assault on a staff member, or if a student is charged with/convicted of a felony and that student's presence produces a substantial detrimental effect to the operation of the school, the Principal may expel a student from school. Expulsion is the permanent removal of a student from the public school system. The Principal will conduct an Expulsion Hearing within 10 school days of the occurrence. Expulsion from school is the responsibility of the School Principal and may be appealed to the Superintendent.

## PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES:

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615 (k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794 (A), the school may suspend or remove your child from his or her current placement for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan

### Case-by case determination:

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who after disciplinary actions has been found to have violated the school code of conduct. (IDEA Regulations: 34 CFR Part 300, M.G.L. c71, §§ 37H, 37H ½, and 37H ¾)

### Procedures for suspension(s) not exceeding 10 school days:

Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

### Procedures for suspension of students with a disability when suspension exceeds 10 school days.

If your child is suspended for more than 10 school days in a school year, this removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.

Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child’s problematic behavior.

Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child’s disability. This consideration is called a “manifestation determination”. Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.

At a manifestation determination meeting, the Team will consider:

- Did the student’s disability *cause* or have a *direct and substantial relationship* to the conduct in question?
- Was the conduct a *direct result* of the district’s failure to implement the IEP?

If the manifestation determination decision is that the disciplinary action *was* related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans.

If the manifestation determination decision is that the disciplinary action *was not* related to the disability, then the school may suspend or otherwise discipline your child according the school’s code of conduct. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension.

### Special circumstances for exclusion

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10<sup>th</sup> school day of suspension.

School personnel will provide Parent’s Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding

the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office of Civil Rights (Section 504). Until issues are resolved, the student remains in his or her current placement.

## MGL Chapter 71, Section 37H, 37H ½, & 37 ¾ :

### Section 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

### Section 37H1/2

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written

testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

### Section 37H3/4

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

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

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

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

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

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

# Bullying Prevention Plan:

Please see the entire North Brookfield Public Schools Bullying Prevention and Intervention Plan located at:  
<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention>

## I. PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

## II. LEADERSHIP

The Bullying Prevention and Intervention Plan directly supports the work of the North Brookfield Public Schools. Once the plan has been approved, the North Brookfield Public Schools will submit the Plan to the Massachusetts Department of Elementary and Secondary Education and post it on the North Brookfield School website. The Plan will be reviewed and updated at least biennially, as mandated by M.G.L. c. § 37O sec 5(d).

A. Public involvement in developing the Plan. As required by M.G.L. c. 71, § 37O, the Plan must be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. On May 31, 2017 a meeting that included school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement, students, parents, and guardians gathered to review the plan and to provide input to the Plan.

B. Assessing needs and resources. The Superintendent and the Bullying Prevention and Intervention Plan Committee, with input from families, the community, and staff, will assess the current programs. The assessment(s) may be done in any one or more of the following ways:

- Review of current policies and procedures;
- Review of available data on bullying and behavioral incidents;
- At least once every four years beginning with 2017/18 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department;
- Administer and review the Prevention Needs Assessment Surveys every other year at the Jr./Sr. High School to help identify patterns of behavior and inform decision-making for prevention strategies;

The elementary school will use a research based assessment system of intervention (Positive Behavioral Intervention System) in collaboration with the mental health staff to assess school climate

C. Planning and Oversight

- The Superintendent of Schools, the Director of Student Services, and the building administrators are responsible for the implementation of the plan.
- Principals K-6 and 7-12 are the designees in each school who are responsible for receiving reports, conducting investigations, contacting the parents of targets and aggressors of confirmed incidences of bullying, and inputting these into School Brain.
- Adjustment counselors and guidance counselors provide and monitor progress of individual and group support for both targets and aggressors.



- Principals annually provide information to teachers, students, and families on Recognizing, Responding and Reporting Prevention and Intervention.  
<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention>
- The School Committee has developed and approved a policy on Bullying Prevention and Intervention  
<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention/pages/reporting-procedures>
- Codes of Conduct, school handbooks, and the Incident Report form and investigation format will be reviewed yearly and revised as necessary.
- Parent resources are posted to the website to address bullying and cyber-bullying

D. North Brookfield Public Schools priority statement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying within the school district. The Plan is created by students, staff, families, law enforcement agencies, and community members to prevent issues of bullying and cyber-bullying. In consultation with these constituencies, we have established this plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. We recognize that certain students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school and district will recognize specific steps it will take to create a safe, supportive for the vulnerable populations in the school community, and provide all students and staff with the skills, knowledge, and strategies to prevent or respond to bullying, cyber-bullying, harassment or teasing. We will not tolerate any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation and take prompt action to evaluate that behavior and restore the targets sense of safety. This includes informing parents and involving them in the process. We will support this commitment in all aspects of our school community, including extracurricular instructional programs, staff development, extracurricular activities, and parent or guardian involvement. The Plan also includes clear and consistent consequences.

### III. TRAINING AND PROFESSIONAL DEVELOPMENT

A. Annual staff training on the Plan. Annual training on the Plan for all school staff has taken place at the start of the school and will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

B. Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district wide professional development will be informed by research and will include information on:

- Teacher training on a variety of Researched based Programs, Advisory Programs, Social Skills Groups conducted by Guidance Counselors and Adjustment Counselors;
- Second Step lessons provided by teachers;
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying offered by the District Attorney's Office
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment. Special education administrators, teachers, and counselors, will be offered training to address both the skills needed by by targets of bullying and those whose actions meet the definition of bully or perpetrator and the ways to prevent and respond to bullying or retaliation for students with disabilities in order to develop appropriate Individualized Education Plans (IEPs)
- Special Education training on Bullying consideration at all IEP meetings and annual review in IEP writing/Social Skills;
- Annual Opening Day of School Presentation for all teachers and staff on the bullying law and procedures for "Recognizing, Responding, and Reporting"; and
- Internet safety issues as they relate to cyberbullying offered to students by District Attorney's Office.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will

include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching student's skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making;
- Maintaining a safe and caring classroom for all students; and
- Engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors

C. Written notice to staff. The North Brookfield School District will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties and bullying of students by school staff, in the school or district employee handbook and the code of conduct.

#### **IV. ACCESS TO RESOURCES AND SERVICES**

A. Identifying resources. The North Brookfield Public Schools shall provide counseling and other services for targets, student aggressors, and their families. The adjustment counselors, guidance counselor and school psychologist will be on-site to offer services. Other resources that may be available include, but are not limited to include: adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services. A list of outside agencies that provide services will be furnished to families.

Current Resources identified in the North Brookfield Public Schools:

At each level age appropriate interventions are provided for all students, targets, and student aggressors, and their families where appropriate:

- Full-time adjustment counselors at elementary school provides counseling for identified targets, and student aggressors
- The Student Assistance Team at the elementary (principal, counselors, school nurse) meet on a weekly basis to discuss student issues
- The Student Assistance Team at the junior/senior high school (principal, counselors, school nurse) meet on a weekly basis to discuss student issues
- Researched based Bullying Prevention Curriculum taught at all grade levels

B. Counseling and other services. The North Brookfield Schools have a relationship with Community Health Link, and several other Community Service Agencies (CSAs) for Medicaid eligible students. The Director of Student Services, The Board Certified Behavior Specialist, and private counselors assist the schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. In addition, North Brookfield Public Schools' current tools include, but are not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. The district website contains a list of available resources.

<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention/pages/support-services>

C. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team considers what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

#### **V. ACADEMIC AND NONACADEMIC ACTIVITIES**

Anti-bullying programs currently in place:

- In the elementary school, Second Step, including the units on Bullying;

- Responsive Classroom and Positive Behavioral Intervention Programs are part of the curriculum at the elementary school; and
- In the junior/senior high school, researched based bullying program is offered through the advisory program

A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. The Plan should include specific information about how and when the school or district will review the Plan with students.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in nonacademic and extracurricular activities, particularly in their areas of strength.

## **VI. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

A. Reporting bullying or retaliation.

- All school and district staff are required to immediately report to the principal (or other school official as reported below) any instances of bullying or retaliation, about which the staff member becomes aware or witnesses. This includes bullying of a student by another student or by a staff member.
- Staff, students, parents or guardians, or others, may report bullying or retaliation orally or by voicemail and/or in writing or by email. Oral reports made by or to a staff member shall be recorded in writing. Students, parents, or guardians, and others may request assistance from a staff member to complete a written report and discuss an incident of bullying with a staff member, or with the principal or designee.
- A school or district staff member is required to report immediately to the principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously.
- The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.
- Use of an Incident Reporting Form is not required as a condition of making a report.
- The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the



counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.

- At the beginning of each school year, the school or district will provide the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation.
- A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

#### 1. Reporting by Staff

A staff member will report immediately to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### 1. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor.

#### B. Responding to a report of bullying or retaliation – Allegations of Bullying by a Student.

##### 1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. (Include locally established student safety planning policies and procedures here.)

#### 2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, nonpublic school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so

that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

### C. Investigation.

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation. (Align this with school or district procedures.)

D. Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the student's teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d) (v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

1. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

1. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

F. Responding to a Report of Bullying by School Staff

- Upon receipt of a report of alleged bullying of a student by school staff, the principal/designee will be responsible for taking appropriate actions in accordance with this Plan and other applicable district policies and procedures, including providing for the safety of the alleged target where necessary. If the principal is the alleged aggressor, then the Superintendent/designee shall be responsible for such actions. In the event the Superintendent is the alleged aggressor, the School Committee/designee shall be responsible for such actions.
- A staff member who is the subject of a complaint of a serious nature will be informed promptly and will be afforded the opportunity to present facts as he/she sees them, in accordance with district policies and procedures, including any applicable collective bargaining agreements.

- Procedures for investigating reports of bullying and retaliation by staff are consistent with district policies and procedures for investigations of other alleged misconduct by staff. If necessary, the designated school official will consult with legal counsel about such procedures. Investigations may include interviews of staff, students, and others deemed appropriate. School officials will remind individuals (1) that retaliation is strictly prohibited and will result in disciplinary action and (2) of the importance of being truthful. To the extent practicable given their obligation to investigate and address the allegations at issue, the school officials will maintain confidentiality during the investigative process.
- In the event a designated school official determines that the staff member has engaged in bullying or retaliation against a student, the student's parent/guardian will be notified of what action is being taken to prevent further such acts and to restore the student's sense of safety. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of personnel records, the school official will not report specific information to the target's parent or guardian about any disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.
- In the event disciplinary action against an employee is under consideration, appropriate due process will be provided. Any disciplinary action imposed will be based upon facts found by the designated school official and appropriate standards and expectations in light of the employee's role and responsibilities. School officials will develop a method to record confirmed acts of bullying by staff.

## **VII. COLLABORATION WITH FAMILIES**

### **A. Parent education and resources.**

The North Brookfield Public Schools, in collaboration with the Parent Teacher Organization, and the Special Education Parent Advisory Council, School Councils will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.

### **B. Notification requirements.**

Each year the building principal will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The North Brookfield Public Schools will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats. The school or district will post the Plan and related information on its website.

## **VIII. Problem Resolution System:**

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the 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. Hard copies of this information is also available at the Superintendent's office.

## **IX. DEFINITIONS**

*Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below. Schools or districts may add specific language to these definitions to clarify them, but may not alter their meaning or scope. Plans may also include additional definitions that are aligned with local policies and procedures.*

Aggressor is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

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

- i.causes physical or emotional harm to the target or damage to the target's property;
- ii.places the target in reasonable fear of harm to himself or herself or of damage to his or her property;

- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. 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.

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 directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

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.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

## **X. RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, M.G.L. c. 71, §§41 and 42, M.G.L.c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

## CO-PRINCIPAL'S MESSAGE

Welcome to North Brookfield Jr-Sr High School for the 2020-2021 school year!

In this document you will find important information about how the school operates as well key school policies. Students and their parents/guardians should read and become familiar with the contents of the Student Handbook and to refer back to it whenever you have questions or concerns.

Getting ready to start a new school year is always a very busy time, but this year is so different than any others that any of us have experienced. The events of the past 6 months has left us wondering what the “new normal” will be? We are opening this year in a Hybrid Learning Model, where students may be attending in-person everyday if they are a high needs student; others are attending in a remote only model due to health and safety concerns; and finally, many students are attending school 2 days per week in-person, and working remotely for 3 days. Whatever model each student is participating, please know we are and will work incredibly hard to support their needs.

The staff at North Brookfield Jr/Sr High School are working incredibly hard to ensure that everything is ready to open school, and that each student has everything needed to be successful. The Custodians have put the final touches on the building and it looks amazing. Teachers and Staff are working during our extended professional learning time preparing for any and all possibilities. Our goal is to provide the best possible education for every student.

There are a couple of core initiatives that we will be focused on this year at the Jr/Sr High School. First and foremost, we will be working to build (rebuild) relationships. Our students have been out of school since March 13th. That is nearly 6 months! We need to work to rebuild strong relationships with our students. Without strong relationships, learning will not occur. Second, we will be working to personalize learning for all students. This is something we aspire to all the time, but it has never been more important than now. Students have missed out on instruction, curriculum, and support during the school closure, and it will be incredibly important to work to support each student by meeting them where they are and moving them forward. And finally, we will be working to integrate technology in a meaningful way. This year, North Brookfield Jr/Sr High School will be implementing a 1:1 Chromebook program. Each student will receive a Chromebook that they can take back and forth between school and home. This has been in the works for a couple of years, and we are excited to provide this valuable 21st Century learning tool to our students.

If you have any questions or concerns about information in this handbook (or anything else) feel free to contact either of us.

We look forward to a great year!

Richard Lind  
[rlind@nbschools.org](mailto:rlind@nbschools.org)

Jeanne Powers  
[jpowers@nbschools.org](mailto:jpowers@nbschools.org)

North Brookfield Jr-Sr High School does not discriminate based on a person's race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness or disability.

## Student Learning Expectations

1. Communication: Graduates will be able to communicate effectively in a variety of ways to a range of audiences.
2. Critical Thinking: Graduates will be able to reach reasonable and meaningful conclusions through analysis of given information.
3. Problem Solving: Graduates will be able to assess a given problem, and then develop or choose and implement a strategy for resolving it.
4. Literacy: Graduates will be able to extrapolate meaning from a variety of media, including text, visual, and auditory within a given context.
5. Creativity: Graduates will be able to demonstrate originality and inventiveness in work and thought.
6. Self-Directedness: Graduates will be able to plan, prioritize, and manage their own efforts to achieve an intended result.
7. Resilience: Graduates will be able to incorporate critical feedback and overcome obstacles in order to meet a specified expectation.
8. Collaboration: Graduates will be able to collaborate with others to accomplish a group goal.
9. Civility: Graduates will be engaged, respectful members of their community, that are able to adhere to a variety of behavioral norms.
10. Self-Advocacy: Graduates will be able to identify their needs and take appropriate actions to address them.

## Staff Listing

### NORTH BROOKFIELD PUBLIC SCHOOLS SCHOOL COMMITTEE

Ms. Maria Tucker, Chair	Ms. Deb Maggio
Ms. Ruth Honthumb, Vice Chair	Mr. Timothy Canada
Ms. Elizabeth Melad, Secretary	

### SUPERINTENDENT OF SCHOOLS

Mr. Richard Lind

### NORTH BROOKFIELD JR/SR HIGH SCHOOL STAFF

Jeanne Powers & Richard Lind	Co-Principals
Jeanne Powers	Assistant Superintendent of Teaching and Learning
Mark Minnucci	Director of Student Services
Kevin Sloan	Athletic Director
Megan Sears	Grades 7-12 Guidance Counselor
Jason Keller	Grades 7-12 Adjustment Counselor
Maureen Floyde	School Nurse
Allyson Bulger	Main Office Secretary
Cynthia O'Hara	Technology Coordinator
Martin Shaw	Facilities Director
Richard Rigney	Librarian/Media Specialist
Ellen Davenport	Special Education
Nancy DiPilato	World Language
Shelly LaCaire	Special Education
Caitlyn Malone	Science
Stephanie Martin	STEM/Science
Kevin McNeill	Physical Education
Julia Pettee	Mathematics
Heather Dukarski	English/Language Arts
Daniel Reardon	Health
Andrew Hatch	English
Margaret Rising	Special Education
Kristen Rose	World Language
Damian Sarrette	English
John Giannopolous	Special Education
Kevin Sloan	Math
Joshua Snyder	Science
Monica Boyce	Science
Kurt Stanley	Social Studies
Michael Tift	Social Studies
Louis Martinez	Art
Michael Weber	Music
Pam Bachelor	Paraprofessional
Brenda Casey	Paraprofessional
Margaret Hanson	Paraprofessional
Megan Hanson	Paraprofessional
Corice Boyer	Paraprofessional
Amanda Hart-McCaffery	Paraprofessional
Cheryl Zalauskas	Paraprofessional
David Cutrumbes	Custodian
George Noulette	Custodian
Andre Gaumond	Custodian
Lisa Cutrumbes	Custodian
Donna Holmes	Food Services Manager
Karen Chishom	Cafeteria
Cheryl Johnson	Cafeteria



## SCHOOL COUNCIL

Massachusetts Education Reform Act of 1993 created the School Council. The law explicitly gives the school principal responsibility for defining the composition and overseeing the formation of the Council pursuant to a representative process approved by the superintendent and School Committee. As co-chair of the Council, the principal is also responsible for convening the first meeting of the Council. At this meeting, the other co-chair is to be elected.

The law leaves it up to each principal, “pursuant of a representative process approved by the superintendent and school committee,” to define the size and composition of the council. It does, however, make three stipulations about membership:

1. Parents “shall have parity with professional personnel on the school councils.” Regardless of the size of the council, the number of parent representatives must be equal to the number of teachers who serve on the council plus the principal.
2. “Not more than fifty percent of the council shall be non-school members.” “Non-school members” are defined as members who are “other than parents, teacher, students and staff at the school.
3. The membership of school councils “should be broadly representative of the racial and ethnic diversity of the school building and community.”

### Membership:

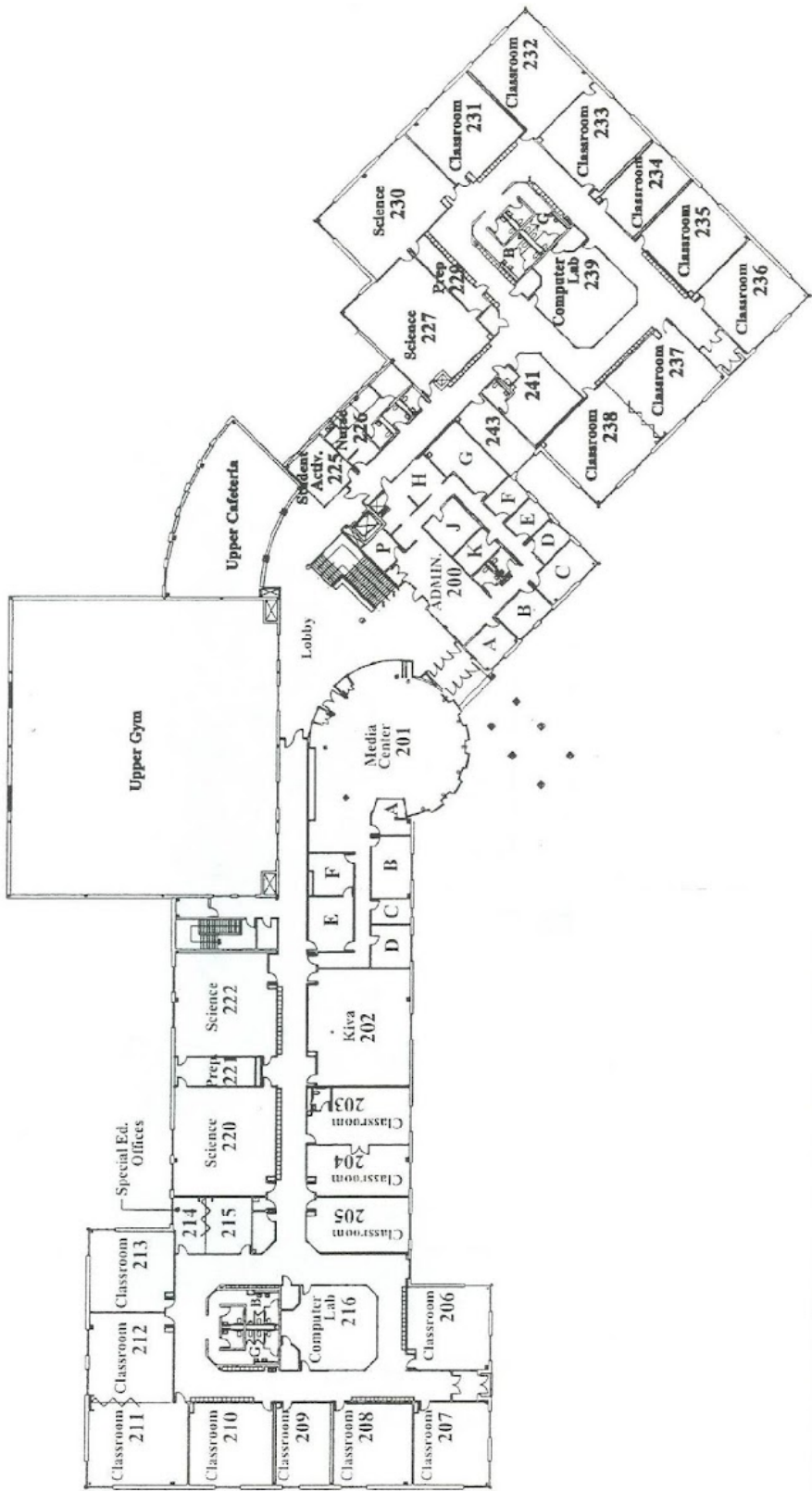
- Parent members are to be selected by the parents of students attending the school, in elections held by the local recognized parent-teacher organization.
- Teacher members are to be selected by the teachers in the school.
- Non-school members may be recruited by principals directly or selected by the organizations that are invited to send representatives to the council.

When a vacancy occurs for a parent or community representative, the principal will request applications over Channel 12 and during School Committee meetings. Parents or community members interested should send the principal a letter of intent. The principal will make the selection. There should be at least one student on the Council if the school contains grades nine through twelve.

The council is to assist the principal in preparing the school building budget, in developing the school improvement plan, and in any other areas in which the School Committee may grant policymaking authority to the Council. School improvement plans are submitted to the school committee for approval.

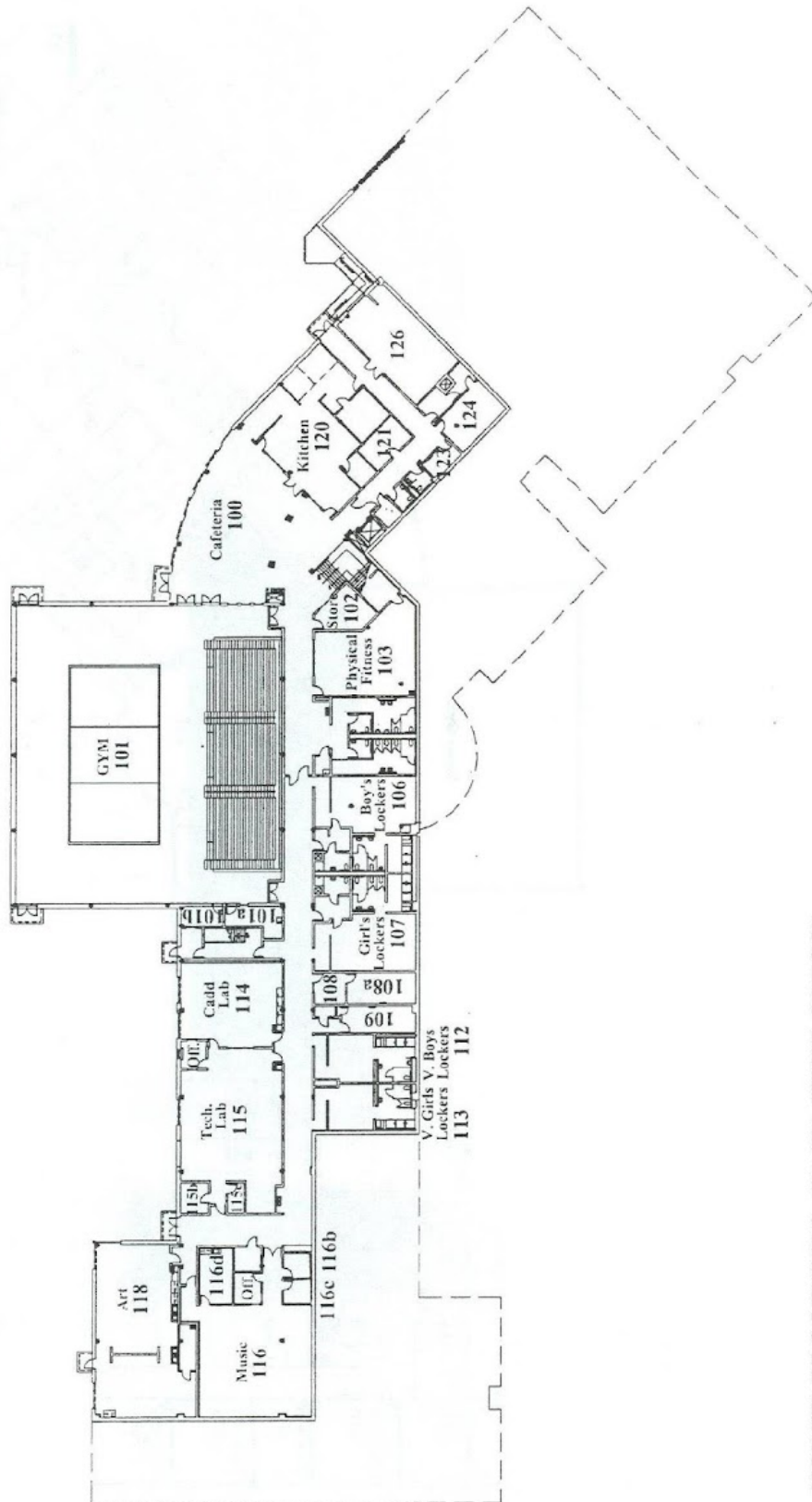
One of the most important roles of the School Council is the creation of a school improvement plan, which should have the following elements:

1. An assessment of the impact of class size on student performance, the student to teacher ratio, and ratios of students to other supportive adult resources
2. A scheduled plan for reducing class size, if deemed necessary
3. Professional development for the school’s staff and the allocation of any professional development funds in the school budget
4. Enhancement of parental involvement in the life of the school
5. School safety and discipline
6. Establishment of a school environment characterized by tolerance and respect for all groups
7. Extra-curricular activities
8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate program
9. Any further subjects the principal, in consultation with the school council, shall consider appropriate.



NORTH BROOKFIELD JR/SR HIGH SCHOOL  
**UPPER LEVEL**

# FLOOR PLAN



**NORTH BROOKFIELD JR/SR HIGH SCHOOL  
LOWER LEVEL**

## 2020-2021 MARKING PERIODS

### Quarter 1

Thursday, October 8th	Progress Report Grades Due in School Brains
Tuesday, October 13th	Progress Reports Distributed to Students
Friday, November 13th	Quarter 1 Closes
Tuesday, November 17th	Quarter 1 Grades Due in School Brains
Friday, November 20th	Report Cards Distributed to Students

### Quarter 2

Monday, December 14th	Progress Report Grades Due in School Brains
Friday, December 18th	Progress Reports Distributed to Students
Friday, January 29th	Quarter 2 Closes
February 1st-4th	9th-12th Grade Mid-Terms
Friday, February 5th	Quarter 2 Grades Due in School Brains
Monday, February 8th	Report Cards Distributed to Students

### Quarter 3

Monday, March 8th	Progress Report Grades Due in School Brains
Friday, March 12th	Progress Reports Distributed to Students
Friday, April 9th	Quarter 3 Closes
Tuesday, April 13th	Quarter 3 Grades Due in School Brains
Friday, April 16th	Report Cards Distributed to Students

### Quarter 4

Monday, May 10th	Progress Report Grades Due in School Brains
Friday, May 14th	Progress Reports Distributed to Students
Friday, May 28th	Last Day of Classes for Seniors
June 1-3rd	Senior Finals
Friday, June 4th	Senior Grades Due in School Brains
*Friday, June 4th	Quarter 4 Closes for 9th-11th Grades
*Wednesday, June 9th	Quarter 4 Closes for 7th and 8th Grades
*June 7th-10th	9th-11th Grade Finals
*Friday, June 11th	Quarter 4 and Final Grades Due in School Brains
*Tuesday, June 15th	Report Cards Distributed to Students via Parent Portal

\* = May be adjusted based on Snow Days

**Final & Mid-Term Exams** - Final and mid-term exams for high school students (grades 9-12) run for four days.

- Mid-term exams are administered at the end of the 2<sup>nd</sup> marking period.
- Final exams are administered prior to the last day of school.

All students should report to the last day of school which is  $\frac{1}{2}$  day. On this day, students will receive official grades, promotion status, and/or summer school options.

## The School Day

The buses will arrive at school between 7:15-7:20 AM and the school doors will open at 7:20. If prior arrangements have been made with a staff member for a morning support session that begins earlier than 7:20, that staff member will be available to receive the student and let them into the school. If parents require an earlier drop off time, please call the school so we can ensure a staff member is available to receive and monitor your child. **Upon arrival at the school, students must remain on school grounds and may not leave without permission of the principal.** All senior high students (grades 9-12) are to enter through the main entrance and junior high students (Grades 7 & 8) will now enter the building through the new Middle School Entrance (front facing door in Middle School Wing). If students arrive between 7:20 and 7:25 they should head to the cafeteria. At 7:25, students should report to their classroom. Classes will begin at 7:35 a.m. The school day ends at 1:58 P.M.

## ANNOUNCEMENTS

Daily announcements are important and contain information of concern and interest to the entire school community. After the announcements have been approved by the administration, they are read over the intercom at the beginning of period 1. In order to have an announcement read, the designated form in the office must be completed. Each grade will have a Google Classroom where we will post morning announcements in order to ensure remote students or students working from home based on their Cohort assignment will have up-to-date information.

Guidance announcements dealing with scholarships, college and vocational representatives, and military service representatives are posted on the various bulletin boards within the high school.

DAILY BELL SCHEDULE - Hybrid Model

Time	Period
7:35-8:19 (44 min)	A
8:22-9:04 (42 min)	B
9:07-9:54 (47 min)	C Assigned Class Mask Breaks
9:57-10:39 (42 min)	D
10:43-11:08 (25 min)	MS Lunch / HS Flex
11:12-11:37 (25 min)	HS Lunch / MS Flex
11:41-12:23 (42 min)	E
12:26-1:13 (47 min)	F Assigned Class Mask Breaks
1:16-1:58(42 min)	G

(Schedules for the other model - Full Remote and Full In-Person will be communicated as needed)

## GENERAL INFORMATION

### AFTER SCHOOL

Students who remain in the building after school must be under the supervision of a teacher, staff member, advisor or coach. Students in any other area of the building and not supervised may be subject to disciplinary action. If students are asked to leave the building by any staff member, (including custodial staff, athletic staff, and extra-curricular personnel), they are to exit the building immediately. Groups using the building or facilities must fill out a “Building Use Form” and have the approval of the superintendent in advance of the activity. These groups are restricted to the specific area or rooms requested.

### BOOKS

The books students are given at the beginning of the year are their responsibility. When a student receives a book, he/she will fill in the book receipt and label on the inside cover, giving his/her name, date, and condition of the book. Books must be covered throughout the year. Books are expected to be returned in the same condition in which they were received. If the book is lost, written in, or damaged in any way, the student and/or parents will be financially responsible.

### CARE OF SCHOOL PROPERTY

The administration, teachers, and students are custodians of the school property including grounds, buildings, equipment, books, and supplies. Any destruction or defacement of school property is a serious matter. A charge will be made for all lost, damaged, or destroyed property.

The school committee shall determine fines for injury to school property. The State Law in Chapter 266, Section 98, of the General Laws states specifically that: “Whoever willfully or intentionally destroys, defaces, mars, or injures a school house **SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$500.**” Vandalism of school property could result in court action as well.

### CIVIL RIGHTS

North Brookfield Jr/Sr High School does not discriminate based on a student’s race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness, or disability. All students have equal access for admission to school courses, extracurricular activities, and employment opportunities. Students will not be excluded for reasons of marriage or pregnancy. Violations of a student’s civil rights, verbal or physical, are considered serious breaches of the discipline code and will be addressed as such by the administration. Discrimination should be reported to the principal or Title IX, Chapter 622 coordinator.

### CLASS DUES

Each class incurs expenses during the course of its four years at North Brookfield Jr/Sr High School. For this reason classes perform certain fundraising functions and assess class dues. Each class member is obligated to do his or her fair share in the fundraising work and pay class dues as assessed. No junior or senior can attend the prom unless he or she has paid class dues to date. Dues are currently \$20.00 per year.

### DISMISSAL

All dismissal notes must be handed in to the office before the start of the school day. Each note must contain the student’s name, reason for dismissal, the phone number where a parent may be



called and the parent's signature. Students who become ill after arriving at school may be dismissed after consultation with the school nurse.

## ELEVATOR

For those students unable to climb stairs, elevator service is provided. Students who need to use the elevator must obtain authorization from the administration prior to such use. The elevator is otherwise restricted for use by students.

## FIELD TRIPS\*

Students attending field trips are seen as representatives of the school. The student's behavior not only reflects on them as an individual, but also on the entire student body and the North Brookfield community. Therefore, the student is expected to behave respectably at all times. The student code of conduct is in effect on all field trips and at athletic events. A permission slip signed by the student's parent or guardian is required to allow him/her to go on a trip sponsored by the school. One of these slips will be given to the student in advance of the trip.

All out of state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the school committee.

\*Currently all field trips are on hold due to the pandemic.

## FOOD AND BEVERAGES

Food and beverages are not permitted outside of the cafeteria, with the following exceptions:

- With the permission of the teacher, food and beverages are permitted in the classroom for special activities.
- Grades 9-12 students may have a beverage (coffee, hot chocolate, etc.) during the first period of the day (Grades 7-8 are not permitted to drink caffeinated beverages).
- Students may drink clear water at any time during the school day.
- Administration reserves the right to confiscate, search or dispose of any food or beverage, including when a suspicion of an illegal substance may present, i.e. drugs or alcohol.

## GYMNASIUM

Students are only to use the gymnasium when under the direct supervision of a faculty member or designated supervisor.

## HOMEWORK

Homework will be assigned in compliance with school committee policy. This will vary from simple practice assignments to be completed in one night, to involved projects covering a period of days or weeks. The amount of credit given to such assignments will be determined by the nature of the assignment. Homework is factored into the student grade.

## INSURANCE

Each year there is an inexpensive program of school insurance, which is optional for students.

## LIBRARY

Students are permitted to borrow books from the library for two (2) week intervals and they may be renewed twice. Books are to be returned prior to or on the due date so that other students may have access. If a library book is damaged or lost, students must pay for its replacement cost.

Students must sign the appropriate sign-in sheet at the circulation desk before using a laptop computer or tablet. Computer use in the media center is limited to educational programs only. All existing computer rules for students apply in the library as well as the computer labs. Students may not change the desktop configuration without permission. Students must get permission from library staff before using the printer, copier, or downloading from a computer disk/memory stick.

### LOCKERS\*

Although students are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The lockers may be subject to search for a variety of reasons. Lockers suspected of concealing the following will be searched: drugs, alcohol, tobacco products, materials of a disruptive nature, stolen properties, weapons or other items which pose a danger to the health and safety of the student and other students and school employees. **No student is to use an unassigned locker.** Students may not decorate or post notices to the outside of the lockers. Students may not apply stickers to the inside or outside of the locker.

\*Currently, lockers will not be used by students due to the pandemic.

### LOST AND FOUND

Any lost or found items are to be taken to the main office.

### LUNCH

At the beginning of the school year, all students will be assigned a lunch period. Students must report to the cafeteria whether a lunch is purchased or not. All lunches must be eaten in the school cafeteria. NO student is permitted to leave the school grounds for lunch.

The following rules are in effect during lunch:

1. Students must deposit all lunch litter in wastebaskets.
2. Students must return all dishes, utensils and trays to the dishwashing area.
3. Students must leave the table and floor area clean.
4. All food must be eaten in the cafeteria.
5. Unacceptable behavior during lunch is subject to disciplinary action.

### NATIVE LANGUAGE

Important information and documents will be provided in the native language to parents or guardians with limited English skills. Oral interpretation services will be provided to parents or guardians with limited English skills, including those who speak low incident languages. MGL 76 s. 5

### NO SCHOOL NOTICE

In the event of inclement weather or in the event of some special emergency, regular school sessions may be canceled or delayed two hours. A “No School Announcement” is announced over the radio stations in the area - WTAG, WSRS, AND WAAF - at various times during the morning. Radio announcements are also used for two-hour delay notifications. It is recommended that parents and students listen to radio announcements on days when weather is inclement. “No School Announcements” can be seen on Channel 4 and 5 (Boston) and Channel 22 and 40 (Springfield). Announcements will also be sent to each home through the use of the “Auto Alert” phone system. Parents must notify the school with the appropriate phone number(s) that they would like to receive the auto alert on.

## PARENT'S NIGHT & STUDENT-LED CONFERENCES

Two evenings each year are set aside for parent conferences. The first will be scheduled after 1<sup>st</sup> quarter midterm reports and will be a series of five-minute teacher-parent conferences. The other will be in late May and will be a student-led conference (SLC). During a SLC, students meet with parents, their Advisory teacher, and another adult of their choosing to showcase and discuss the work they have done during the year, and their goals for the rest of the year. This conference may be scheduled during school hours or evening hours.

## PARKING PRIVILEGE

To effectively manage staff, student and visitor parking in a safe, efficient manner the following policy has been adopted:

- Parking on school grounds is a privilege.
- All staff and student cars must be registered and receive a parking permit.
- Students are required to pay \$50 for a permit. The fee will be prorated if a student uses the lot for only a portion of the school year.
- Students must park ONLY in the assigned parking lot next to tennis and basketball courts.
- Permits will be issued and must be visible at all times.
- The student and staff assume all responsibility for loss or damage to his/her car, its equipment and its contents. Cars must be locked.
- The student parking lot must be cleared by 8:00 p.m. unless attending after school events. In all instances, there should be no overnight parking unless previously approved by the principal or designee.
- No student is to go to his car for any reason during the school day unless the student is escorted by the principal or designee.
- Students are expected to conduct their driving in an orderly manner as prescribed by law, obeying speed laws and rules of the road as they apply to safe driving. The speed limit is 10 MPH.
- Students should park in the student parking lot only and leave by the main exit only.
- Transportation of other students is dictated by state law.
- Students failing to comply with the above regulations may have their privileges revoked.
- Parking privileges may be suspended at any time for disciplinary reasons (i.e., tardiness).

## POSTING OF STUDENT NAMES

From time to time, we will post students' names for a variety of achievements. Should a parent/guardian decide that they do not want their child's name posted, they must send a letter to the principal requesting the school to refrain from posting their child's name.

North Brookfield Jr/Sr High School may also allow school personnel and/or representatives of local news media to photograph or videotape students at school. These photographs/videotapes may be displayed in classrooms, halls, or elsewhere in school. They may also be published in the newspaper, shown on television, or be displayed on our web page. If you do NOT wish us to photograph, publish, or publicly display your child's photo, please inform the principal's office in writing at the beginning of each school year.

## RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS

Under the Federal "*No Child Left Behind*" Act, public high schools must give the names, addresses and telephone numbers of students to the U.S. military and college/university recruiters if the recruiters request the information. However, students or their parents have the right to instruct the school in writing that this information is **not** to be released to either the military or

colleges or both. If you do not consent to the release of this information please send a signed note to guidance within two weeks of enrollment requesting the appropriate form.

### **CONSENT OR DENIAL OF CONSENT FOR RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS OR COLLEGE/UNIVERSITY RECRUITERS**

If you do not consent to the release of this information to military recruiters and/or colleges, please check the appropriate box or boxes below. To be certain your wishes are respected, return this form to the Guidance Office at North Brookfield Jr/Sr High School by September 8<sup>th</sup>, although signed forms returned after that date will be effective after receipt by the Guidance Office.

- ☐ **DO NOT** release student contact information to Military Recruiters
- ☐ **DO NOT** release student contact information to College or University Recruiters

Student's Name: \_\_\_\_\_

Signature of Student **or** Parent\*\*: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\*\* Students have the right to request that their contact information not be released to recruiters. Parents can override a child's decision by notifying the school in writing, only if the student is under 18. We encourage parents and students to discuss this information.

### **RIGHTS OF EIGHTEEN-YEAR OLDS**

Eighteen-year-old students have the legal right to sign documents that previously were signed by their parent/guardian. This is simply a shift of responsibility and does not change any other rules or procedures as outlined in this handbook. Parents of eighteen-year-old students have the right to academic reports, unless the student submits a written request to the contrary.

### **SCHOOL ACCIDENTS**

Any student who is injured in the school building or on school grounds must report the injury to the person in charge at the time of the accident. Every accident must be documented by an accident report signed by the person in charge or the school nurse, giving the date, time, and location of the accident and type of injury. Every injury must be reported as soon as possible after the accident occurs.

### **SCHOOL BUS**

The right of the pupil to transportation to and from school and on other occasions is a qualified right dependent on good behavior. Court decisions have upheld the exclusion of a pupil or pupils from a school bus when the safety of other pupils and the bus driver is endangered by their misbehavior.

Video Cameras have been installed on busses for monitoring behavior and student adherence to school discipline policy.

#### **All students must comply with the following:**

1. Have respect for the property of others and for the right of other people to pass on the sidewalks.
2. Do not approach a school bus until it is completely stopped and the door is opened.
3. Remain in seats until destination has been reached.
4. Do not push other students while getting on and off the bus - proceed single file.
5. Do not open windows except with the driver's permission and do not lean out the open window.

6. Unless there is a teacher present, the driver is the authority and is considered a member of the school staff. His/her instructions must be obeyed.
7. Nothing is to be thrown out the bus windows.
8. Smoking, possession or use of tobacco products (including e-cigarettes or vape devices) is not allowed on the bus.
9. Students will keep the inside of the bus clean - neither the eating of food nor drinking of any beverage will be condoned.
10. Vandalism, profane or abusive language, throwing or shooting objects of any type will result in disciplinary action by the administration.
11. Anyone fighting, wrestling or doing anything to distract the driver, thus endangering the safety of the occupants or bus driver may lose the privilege to ride on the bus. The number of days will be determined by the administration.
12. A student is entitled to ride on a bus if his residence (distance from school) concurs with the distance established by the North Brookfield School Committee.
13. All school rules outlined in the student handbook will apply to students who ride the bus. Bus personnel or teachers must report any actions by students in violation of school rules on school buses to the school principal no later than the next scheduled day.
14. Only scheduled and approved bus students are to ride their assigned buses to and from school.

Additional Bus requirements for the 2021-2022 school year can be found in the district [Reentry Plan](#).

## SCHOOL CRISIS

### (A) **EMERGENCY EVACUATION**

Students who exit the building should report to the designated safety area. Students should remain grouped in the class that they were attending when asked to leave the building. Teachers are required to keep the students together and to take written attendance. This attendance will be collected to ensure that all students have left the building. Any student that is not accounted for will be immediately reported to the principal. Teachers will follow school emergency procedures.

### (B) **FIRE DRILLS**

Fire drills are performed so that in the event of an actual fire students and staff will be prepared. Students must assume that all fire alarms mean an actual fire. Students should respond immediately and exit the building in an orderly manner. There should be no use of cell phones during drills or other emergencies. Instructions which provide the most direct exit route from the building are posted in each room. There will be four fire drill exercises each year. Students are expected to cooperate fully during these exercises and to proceed with the same seriousness as if an actual emergency was taking place. Should the condition of smoke prevail, students should be prepared to leave the building on hands and knees, breathing air as close to the floor as possible.

## SCHOOL NURSE

Medical assistance is available by reporting to the main office. In the case of illness, you will not be allowed to go home alone; your family must have a plan to get you home or to a doctor. ***No student will be allowed to leave the grounds for any reason without permission of the administration and/or nurse as well as parents/guardian.***

The nurse is not permitted to administer any medications, prescription or over the counter, without the authorization of the child's physician. Students may not carry or self-administer any medications while on school property. All medications and accompanying doctor orders must be

delivered by an adult to the nurse or school administrator. Students found with medications on their person, in their belongings, or in their locker may be referred to the principal for discipline. Note: exceptions for inhalers, insulin pumps, or other necessary medications are allowed with notification of school nurse.

Screening for vision, hearing, and posture take place every school year. The screenings are conducted by the North Brookfield District nurse. Screenings for vision and hearing occur in late fall or early winter and screening for posture takes place in the early spring. MGL 71 s. 57

## STUDENT GRIEVANCE PROCEDURE

Any student who has a complaint about the school, or desires a change in policy or environment, etc., will observe the following procedures:

1. Student will present the complaint or problem in writing to the Principal. Concerns regarding the Principal shall be presented to the Superintendent of Schools.
2. The appropriate administrator or his/her designee will conduct investigation/review.
3. Administration will notify the student of intended recommendation/resolution.

## STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or valuable items to school. Students are responsible for their personal property.

## SUBSTITUTE TEACHERS

A substitute teacher is an important person and will be shown respect as a member of our staff. Misbehavior toward a substitute teacher will be looked upon seriously.

## TELEPHONE CALLS

No student is to make telephone calls from school without permission from the office. Students will not be called from class to take a telephone call except in an emergency. When deemed necessary, telephone messages from parents, guardians, or employers will be taken by the school secretary and given to the student. Students may not make or receive calls on cell phones.

## VISITORS

Visitors to North Brookfield Junior-Senior High School are to report to the main office upon entering the school, sign in, and pick up a visitor's pass. Visitors will be expected to wear the visitor's pass at all times and conform to all guidelines and policies of the school during their visit.

## WORK PERMITS

Work permits for North Brookfield High School students are available by giving the required information to the superintendent's office. All students under 18 years of age must have a work permit as a requirement for employment. Student will need to provide the name, address and telephone number of the company where they intend to work and the job they are to perform. Work permits are available in the superintendent's office Monday through Friday from 8:30 - 4:00.

## Student Life

## STUDENT BEHAVIOR EXPECTATIONS

One of the most important lessons that education teaches us is that of self-discipline. It is the key

to good conduct. In addition, all students must recognize and accept the following responsibilities as members of the school community:

- a. Respect for oneself.
- b. Respect for others and their rights.
- c. Respect for individual dignity.
- d. Respect for legally constituted authority and the legal responsibility of those in authority.
- e. Respect for property.

Attendance at all school sessions is necessary and expected of all students. All students are expected to be punctual to school and to their classes. Early dismissal from school is discouraged and shall only be allowed under conditions specified in this handbook.

## STUDENT DISCIPLINE PROCEDURE

**While North Brookfield students have the privilege of making decisions, students must understand the rules and possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:**

- Students may be excluded from areas in the school (e.g., class, labs, media center)
- Students may be removed from class
- Students may not be allowed to attend school sponsored activities
- Teacher Detentions may be assigned
- Office Detentions may be assigned
- Parental Letters may be issued
- Out-of-school/In-School suspensions may be assigned
- Parent conference may be scheduled
- Student may be recommended to the Superintendent for expulsion
- Other, as appropriate (e.g. restitution, community service)

### Definitions used in the North Brookfield Jr/Sr High School discipline procedure:

- **“Exclusion”** means any denial of public school privileges to a pupil for disciplinary purposes.
- **“Removal”** means an exclusion from a classroom for all or part of a class
- **“In-School Suspension”** means an exclusion from regular classroom activity and time to be served in the in-school suspension room. Students serving in-school suspension will be excluded from all school activities during the day(s) of the suspension.
- **“Out of School Suspension”**—Students on out of school suspension are prohibited from being on school grounds during suspension period.
- **“Expulsion”** means an exclusion from school and school privileges for more than ten consecutive school days and up to one calendar year. Exclusion from school can take place in accordance with Chapter 76 sections 16, 17, & 18 of the Massachusetts General Laws.
- **“School-Sponsored Activity”** means any activity sponsored, recognized, or authorized by the school administrators including activities both on and off school grounds.

## SECURITY RULES

- Students may enter the building each day at 7:20 a.m. Students are not allowed in the building after 1:58 p.m. without supervision by faculty or a staff member.
- ALL VISITORS MUST REPORT TO THE MAIN OFFICE to register and receive a “Visitor’s Pass”. Upon completion of the visit, the visitor must sign out and return the “pass” in the MAIN OFFICE. All visitors must register. When a VISITOR is seen in the building without a VISITOR’S PASS, the main office must be notified immediately.



- All students should report potentially serious confrontations between students to an administrator, teacher, or counselor so they may be mediated.
- North Brookfield Jr/Sr High School will be registered with the statewide State Police K-9 program. This program will be utilized when the administration judges that the welfare of the students is at risk.
- All students should feel that North Brookfield Jr/Sr High School is a safe environment in which they may learn and fully develop their potential. If there is something that is keeping any student from feeling safe in school, he/she is urged to see a teacher, administrator, or counselor as soon as possible.

## CODE OF CONDUCT CONSEQUENCES

These rules and regulations are based on a system of progressive discipline; however, **North Brookfield Jr./Sr. High School reserves the right to impose discipline, up to and including the recommendation for expulsion, based upon a single infraction that in the opinion of the administration warrants such action. An administrator has the discretion to increase penalties significantly in the case of second and third offenses.**

In determining the severity of the penalty or suspension, the principal may consider all relevant factors, including but not limited to, the following:

- The student's previous disciplinary record within the current school year (with the exceptions of assault against a teacher, possession of a weapon, or offenses related to the distribution of drugs, all of which may carry over from year to year).
- The severity of the disruption to the educational process.
- The degree to which the student is willing to change his/her inappropriate behavior.
- The degree of danger to self, others, and the school in general.

This discipline code is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior that is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable. These rules apply at school, on school buses, and at school-sponsored events regardless of where the event(s) take(s) place. Other offenses that violate school board policy will be dealt with in accordance with school board policy.

**If students commit an act that violates a state or federal law, the school will report the offense to the appropriate legal authorities. Students may be subject to disciplinary action if they do not cooperate with school personnel in the investigation of disciplinary situations.**

## Warning

Teachers or administrators may issue a student a Warning for minor offenses. The purpose of a Warning is to provide the student an opportunity to develop and practice alternative behaviors. A repeated offense after the issuance of a Warning can result in more severe disciplinary action.

## Teacher Detention

Any staff member may require a student to report for a teacher detention after school. Detention is held after school due to the violation of either school or classroom policies. Failure to report for a detention will result in discipline through the main office. Students are to report to the appropriate faculty member who issued the detention immediately after the final school bell. The duration of a teacher detention is at the discretion of the teacher, but shall not exceed one hour.



## Office Detention

Students may be assigned office detention by the Principal or his/her designee. Office detention is held after school due to the violation of either school or classroom policies. Failure to report for office detention can result in further or more severe disciplinary action. Students are to report to the main office immediately after the final school bell. The duration of an office detention is at the discretion of the principal or his/her designee but shall not exceed one hour.

## Disciplinary Suspension

Suspension is herein defined as the temporary restriction of a student from attending his/her scheduled classes. The North Brookfield Junior-Senior High School hereby establishes the following regulations and guidelines concerning students' disciplinary suspension:

- A student may be suspended from school by the Principal for disciplinary reasons, but only after the Principal has met with the student, informed the student of his/her pending suspension orally and in writing, the reasons therefore, and provided the student an opportunity for a hearing; except that when the student's continued presence at school constitutes endangerment to persons or property or threatens the disruption of the academic process, then such opportunity for a hearing may be conducted as soon as practical thereafter.
- Suspension will be administered only for gross misconduct or for the deliberate or repeated violation of school regulations.
- Suspension is a severe form of school discipline and one that is not imposed lightly. There are two types of disruptive conduct that are subject to suspension: "gross misconduct" and "persistent disobedience". Specifically, gross misconduct is defined as "willful and malicious acts that seriously disrupt the educational environment". Persistent disobedience includes acts that also have a disruptive effect, especially when they are repeated over a period of time. Any student whose continued presence in school poses a safety threat to the general welfare of the school may be suspended, excluded, and/or expelled.
- The length and type of suspension will vary with the seriousness of the misconduct.
- Suspension will be invoked according to the Discipline Code or for other infractions that in the judgment of an administrator warrant such actions. **Administration may require that parents/guardians take responsibility by supporting an improvement plan developed for the student after a suspension. Oppositional, non-compliant repetitive school offenders who are disruptive to teachers, fellow students and to the school community will be subjected to higher level discipline, while parents and guardians will be required to work more closely with the school in supporting student improvement plans. Any student suspended a third time during the school year may be considered a Habitual School Offender and may be reported to the Worcester District Court.** Any student failing to fulfill the expectations of his/her personal improvement plan or violating school policy to involve a fourth suspension may be considered for a long-term suspension.
- **Any student who is suspended by the administration is not permitted to be on school grounds nor is he/she allowed to participate in or attend any school-sponsored activity during the period of suspension. Trespass charges may be filed in the Worcester District Court against students who violate the provisions of this paragraph.**
- The Administration shall make every reasonable effort (minimally two attempts) to notify the parent or guardian of a suspended student before the student is sent home; and shall, regardless, transmit a letter to the parent immediately thereafter confirming the

- suspension and including the reasons for the suspension, and inviting the parent to participate in a hearing to review the behavior and assigned consequence.
- Any student may appeal his/her suspension to the Principal. Failing satisfaction there, he/she may appeal to the Superintendent of Schools and then to the School Committee. During the appeal process, the student may not attend school and/or school related activities.
- Students who are suspended for less than 10 consecutive days will be provided the opportunity to make up all assignments, tests, etc. within a time frame consistent with the attendance policy.
- Students suspended for more than 10 consecutive days will be provided with an equitable opportunity to receive educational services.
- More information about Massachusetts laws regarding student discipline can be found at the following website:
- <http://www.doe.mass.edu/lawsregs/advisory/discipline/StudentDiscipline.html>.

### In-School Suspension

As an alternative to an Out-Of-School Suspension, students may be assigned to an In-School Suspension. Students assigned In-School Suspension will report to the high school office by 7:30 AM, and will remain in the office throughout the entire school day under administrative supervision. Students will be provided with appropriate class work to complete while serving this In-School suspension. Student conduct during this In-School suspension will comply with all expectations listed in the Student Handbook. Failure to comply with this may result in the student being issued an Out of School suspension. Students serving In-School suspension will not be allowed to attend school related activities that evening.

## Disciplinary Chart

Minor offenses	Disciplinary Action
<ul style="list-style-type: none"> <li>Inappropriate conduct in common areas</li> <li>Being in a non-designated area</li> <li>Failure to care for school property</li> <li>Unacceptable social behaviors</li> <li>Dress code violation</li> <li>Cut teacher detention</li> <li>Violation of the Electronic Device Policy</li> <li>Habitual unexcused tardiness and/or absence from school.</li> </ul>	<p>These violations of school procedure may result in the student being issued a <b>Warning, Teacher Detention, or Office Detention</b>. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including suspension from school.</p>
Major Offenses	Disciplinary Action
<ul style="list-style-type: none"> <li>Class cuts</li> <li>Truancy from school/class</li> <li>Classroom disruption/non-compliant behavior</li> <li>Disrespectful behavior</li> <li>Leaving school grounds</li> <li>Obscene, vulgar behavior or language considered unacceptable in a school environment, including gesturing and posturing</li> <li>Instigating inappropriate behavior from another student(s)</li> </ul>	<p>These violations of school procedure may result in the student being issued <b>Teacher Detention, Office Detention, or Suspension</b>. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including long-term suspension from school.</p>

<b>Severe Offenses</b>	<b>Disciplinary Action</b>
<ul style="list-style-type: none"> <li>Confrontational conduct or conduct that is blatantly disrespectful or compromises a person's safety or dignity.</li> <li>Computer hacking</li> <li>Forgery</li> <li>Verbal or physical assault</li> <li>Use of hate language (racial, homophobic, sexist, etc. slurs/statements)</li> <li>Fighting</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days) – expulsion Parental notification Possible notification to police</p>
<ul style="list-style-type: none"> <li>Acceptable Imagery: All projects/artwork created must conform to a reasonable standard of appropriateness. Inappropriate images related to drugs/alcohol, racism, violence, and sexuality are unacceptable. Non-compliant students will be subject to discipline.</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension and or exclusion, subject to expulsion. Parental notification</p>
<ul style="list-style-type: none"> <li>Arson/use of materials/combustible product/device that pose fire hazard or safety risk to staff/students</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days)–expulsion Notify police, suspension, recommendation for expulsion, parental notification will be necessary</p>
<ul style="list-style-type: none"> <li>Assault and/or battery (student to student, student to faculty or staff), other violent behavior</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days)–expulsion Suspension and/or exclusion, subject to expulsion. Notify Police Department, parental notification will be necessary</p>
<ul style="list-style-type: none"> <li>Disruption of school assembly</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension, possible exclusion, notify police department, and/or expulsion, parental notification will be necessary</p>
<ul style="list-style-type: none"> <li>False alarms/false emergency calls</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension with recommendation for exclusion and/or expulsion, Monetary fine may be warranted and to notify Police and Fire Department, parent notification will be necessary</p>
<ul style="list-style-type: none"> <li>Habitual School Offender</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Possible filing of paperwork with Worcester District Courts, Out of school suspension and/or exclusion, and/or expulsion, and to notify Police Department if necessary</p>
<ul style="list-style-type: none"> <li>Tampering/destruction to video surveillance equipment</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution, suspension, and/or exclusion, parent notification will be necessary, subject to expulsion, notification of Police Department</p>
<ul style="list-style-type: none"> <li>Theft of student, faculty, or school property</li> </ul>	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution plus:</p>

	out of school suspension, and/or exclusion, and/or expulsion, parent/guardian notification will be necessary, notification of Police Department
<ul style="list-style-type: none"> <li>Alcohol or drug use and/or possession of related paraphernalia in school or at school activities including prescription and non-prescription medications</li> </ul>	Accordance with NB Policy
<ul style="list-style-type: none"> <li>Possession of weapons</li> </ul>	Accordance with NB Policy
<ul style="list-style-type: none"> <li>Possession of tobacco or tobacco related products</li> </ul>	Accordance with NB Policy
<ul style="list-style-type: none"> <li>Bullying</li> </ul>	Accordance with NB Policy
<ul style="list-style-type: none"> <li>Sexual Harassment</li> </ul>	Accordance with NB Policy

**Note: All disciplinary actions are subject to the discretion of the school principal.**

### ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty is any attempt by a student(s) to misrepresent someone else's work as their own or to gain an unfair advantage on any academic assignment, test, quiz, etc. by using or attempting to use information or resources not permitted by the teacher. Plagiarism is taking from another their ideas, writings, etc. and passing them off without attribution as one's own. Any form of academic dishonesty or plagiarism is strictly prohibited. All parties involved in such dishonesty, including students who aid or abet, are in violation of this policy and are subject to disciplinary action. Students found cheating on a test or on other academic work projects shall receive a grade of zero for the test or academic work with no opportunity for makeup. Students may also be subject to additional discipline as determined by the administration. Students who conspire with other students to cheat (ex., stealing exams, providing term papers, etc.) will be subject to suspension.

### PROFANITY

It is our expectation that students will speak to each other and all members of the school community with respect. Any student using vulgar or profane language at North Brookfield Jr/Sr High School will face disciplinary action. Any incident of vulgar or profane language of any nature will be documented and communicated to the parent, disclosing the full nature of the complaint. The consequence of vulgar or profane language is noted in the code of conduct.

### HABITUAL SCHOOL OFFENDER

If a student continues to break school rules and detentions and suspensions seemly do not have any significant effect, the student shall be declared a habitual school offender and may be referred to the Worcester District Court.

### DRESS CODE

North Brookfield Jr/Sr High School shares with parents the responsibility for developing standards of good taste and cleanliness in personal appearance. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school activities, and that will not call attention to themselves or the school in an adverse manner. Students' clothing or accessories should not disrupt or cause disorder or violate reasonable standards of health and safety. Judgments whether clothing or accessories disrupt or cause disorder or violate reasonable standards of health and safety will be made by the administration. While in school, students should adhere to the following expectations to ensure that their clothing or accessories do not

disrupt or cause disorder or violate reasonable standards of health and safety:

- Students are expected to wear clothing that demonstrates an appropriate level of modesty.
- Students are expected to wear clothing that will not be distracting to other members of the school community due to inappropriate messages, styling that is overly revealing, etc.
- Students will not be allowed to wear clothing or body art that display messages that are obscene, sexist, racist, or disparaging to other groups, are gang-related, and/or display or promote the use of drugs/alcohol/tobacco.
- Students will not be allowed to have bare feet or wear footwear that may create a safety hazard for the student.
- Students will not be allowed to wear hats, hoods, bandanas, or any other head apparel with the exception of headbands used for the purpose of keeping long hair out of one's eyes/face. This rule may be exempted at the principal's discretion.

Exceptions may be made to this policy by the administration for verified religious or medical reasons.

### Consequences of Dress Code Violation

1. The administration/designee will ask the student to change/adjust the inappropriate attire. If the student violates the dress code again that same day, the student will be sent to in-school suspension for the remainder of the day. Parents will be notified.
2. If a student is not able to adjust his/her attire, he/she may phone home for appropriate attire to be brought into school. If a parent cannot be contacted, the school will attempt to provide the student with alternative apparel. The parents will be notified of the inappropriate attire.
3. If a student refuses to make the required adjustments, s/he will be assigned internal suspension for the remainder of the school day or until the required adjustments are made. Parents will be notified of the infraction and the refusal to comply.

## ELECTRONIC DEVICES & CELL PHONE USE POLICY

The NBHS discourages the use of personal cell phones, personal communication devices used to transmit messages (smart watches), and other types of electronic communication devices during the academic school day. Students may possess and carry cell phones however, these units must be completely turned off during the academic day. Smart watches and other wearable smart devices may only be used in a manner in which audio/video recording and messaging are not being used. Exceptions may be made with approval by administration for academic purposes during the school day.

The “academic school day” is defined as the start of the school day and throughout the day until the last hour/bell is over. Students are permitted to use cell phones only during the following times: before and after school hours outside or inside the school building and at after-school or sports activities, only with the permission of the coach, instructor, or program director.

The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by this policy. Students who violate this policy may face disciplinary action by the administration as follows:

If school personnel hear or see any cell phones, PCDs or other electronic devices as defined above being used by a student, the following disciplinary actions will be taken:

#### **First Offense:**

Student will be asked to put phone away and comply with school policy.

**Second Offense:**

Confiscation of the device to be returned to student no earlier than the end of the school day.

**Third Offense:**

Confiscation of device to be returned to parent/guardian. Student will be assigned after school detention.

**Fourth Offense:**

Confiscation of device to be returned during a scheduled conference with the parent/guardian and a one-day In-House Suspension

**Repeated Violations:**

Students may be subject to additional disciplinary action, consistent with the Code of Conduct.

Use of cell phones, PCDs or other types of electronic devices to take pictures is not permitted on school property without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken.

## SCHOOL SOCIAL FUNCTIONS

All social functions connected with the school both in and out of school are to have prior approval of the student council and the administration.

A student may be denied participation at a social function, field trip or field day by the school administration because of chronic misbehavior. In such cases, parents will be notified and the student will report to school that day and be assigned schoolwork. Admittance will be denied to an after school event.

## STUDENT COUNCIL

The purpose of the Council is to coordinate the activities of faculty and the student body in order to bring about better understanding between the two groups.

## POSTERS

Before posters or notices are placed on bulletin boards around the school building or on the walls, permission must be obtained from the principal.

## SCHOOL SALES

Pupils or organizations must obtain permission from the student council and the principal prior to conducting the sale of any item. We are not in competition with local business firms and discourage the sale of items, which are generally on sale in the community.

## PUBLICATIONS

The yearbook is sold in the spring and contains individual pictures of students, teachers, and staff. Photographs of extracurricular activities and other school events are also included. If parents wish for their child to not have a picture published, they must provide in writing their request.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on scholarship, service, leadership, and character.

### 1. Scholarship

- a. Students may be considered for selection at the end of the third term of sophomore year provided a weighted average of B+ or better has been attained. In addition, all members and prospective candidates must be enrolled in at least two (2) CP level courses or higher

each year.

- b. All members of the Society are expected to maintain the qualifying academic standards throughout their membership. The advisor shall check with the Guidance Department to determine the academic disposition of all members. If a member has not maintained the requirement, he/she will be placed on probation for a semester to improve. If at the end of this time there has been no improvement relative to the B+ average, the student may have a hearing with the NHS faculty council and may be withdrawn from the Society.

## **2. Service**

- a. Willingness to render service to the school or community.
- b. Readiness to show courtesy by assisting visitors, teachers, and students.

## **3. Leadership**

- a. Demonstrates leadership in classroom or organization work.
- b. Demonstrates leadership in promoting school activities.
- c. Successfully holds school offices or positions of responsibility.
- d. Is thoroughly dependable in any responsibilities he/she accepts.
- e. Demonstrates initiative in carrying any responsibilities without prodding.
- f. Exemplifies the qualities and attitudes, which are a silent influence on others for good.

## **4. Character**

- a. Promptly meets pledges and responsibility to school and others.
- b. Demonstrates highest standard of honesty and reliability.
- c. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, neatness, poise, and stability).
- d. Cooperates by complying with the school regulations.
- e. Upholds principles of morality and ethics.

### **Selection Process**

Using criteria of scholarship, service, leadership, and character, a committee of faculty members will determine the final selection for membership in the National Honor Society.

## **ELIGIBILITY FOR DAILY PARTICIPATION IN SCHOOL ACTIVITIES**

All students are eligible to participate or attend co-curricular activities except when a student is under suspension or has not attended at least four (4) full periods on the day of an afternoon or evening activity in which case participation in that function will be denied prior to the scheduled event.

The principal may waive the attendance requirement for just cause such as college interviews, funerals, etc.

## **STUDENT COUNCIL/CLASS OFFICER ELIGIBILITY**

Student officers and student council members must maintain co-curricular eligibility as outlined in the handbook. If not, a student council member or class officer will be suspended from office until the next report cards are issued. If a student council member or class officer is suspended from office a second time for academic reasons, he/she will be removed from the office for the remainder of the school year. A class election will be held to fill any vacant officer positions.

If a student council member or class officer is suspended from school for disciplinary reasons, he/she will be suspended from office for ten weeks. In addition, a student council member or class officer that receives more than three office detentions in one term shall be suspended from office for ten weeks starting with the date of the fourth detention. A student council member suspended twice from office for discipline and/or grades will be removed from office for the remainder of the year. Class officers or student council officers suspended for disciplinary



reasons will be removed from office and elections will be held to fill the vacancy.

## CO-CURRICULAR

The development of a well-balanced student who has been provided the opportunity to investigate his/her full potential is a primary goal of our system. We recognize that these opportunities may be found outside of the classroom and are thus committed to maintaining a varied extracurricular selection for our students. Toward this end we endeavor to:

1. Provide a forum for meaningful student participation within the school and at the local, regional, and state levels through an active and involved student government;
2. Provide a Junior and Senior High School athletic program that teaches lessons of leadership, teamwork and sportsmanship while fostering school spirit;
3. Provide encouragement for students and faculty to seek enrichment opportunities that serve as an extension of the classroom experience;
4. Provide clubs, organizations and groups that encourage involvement by a broad base of students;
5. Provide access to programs within and outside of the school setting that assist in the development of leadership skills.

## ATHLETICS

Students who wish to participate in co-curricular activities must meet two thresholds to be considered eligible to participate. The first, **MIAA eligible**, is a minimum standard set by the Massachusetts Interscholastic Athletic Association (MIAA) which states that students must be earning (passing) 20 credits (a minimum of 4 full-year courses) as demonstrated by the last available report card. The second threshold is **North Brookfield eligible**. In order to be North Brookfield eligible, students must be earning at least 25 credits (a minimum of 5 full-year courses) as measured by either the latest report card or the latest progress report. If a student is not MIAA eligible, they can only become eligible to participate in co-curricular activities at the issuance of the next report card. If a student is MIAA eligible but *not* North Brookfield eligible, they may become eligible at the issuance of the next progress report. If a student is not MIAA eligible, s/he will not participate in any practice, game, or function until declared MIAA Eligible. Students who are North Brookfield ineligible only may practice with a team, but not participate in scrimmages or games (including dressing in uniform or being on the bench) until such time as they are fully eligible. The following chart is intended to help distinguish between the two layers of eligibility:

	<b>MIAA Eligibility Standard</b>	<b>North Brookfield Eligibility Standard</b>
<b>Credits needed to be passing</b>	20 (the equivalent of 4 full-year classes)	25 (the equivalent of 5 full-year courses)
<b>Can participate in co-curricular activities?</b>	No	No
<b>Can practice with team?</b>	No	Yes
<b>Can participate in scrimmages?</b>	No	No
<b>Can be in uniform or on the bench during games</b>	No	No
<b>Can be reconsidered for eligibility</b>	At issuance of next report card	At issuance of next mid-quarter progress report

Parents have the right to request formal review by the principal of any situation in which



eligibility has been denied. Some examples of co-curricular activities are (but not limited to): class officers, student council, national honor society, athletic teams, and the school play.

**Grade 7** – All students are eligible for the fall season once officially enrolled and attending classes in grade 7. Continued eligibility is determined on the date report cards are issued for the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> terms.

**Grades 8 through 12** – Eligibility for fall is based upon the *final grades* received in the previous year. Continued eligibility is determined on the date report cards are issued for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> terms, or, if applicable, at the dates the corresponding progress reports are issued. The principal will address any further questions on eligibility.

- Students participating in any after school co-curricular activity must be in attendance for at least four (4) full periods of the six (6) period school day in order to play in a game or practice on that particular day. Any extenuating circumstances surrounding an absence should be immediately reported to the principal.
- Detentions, suspensions and student/parent/teacher conferences take precedence over any after school activity.

### **ADDITIONAL ATHLETIC ELIGIBILITY REQUIREMENTS**

- All coaches are required to receive daily attendance.
- The use of tobacco (including “vape” devices or e-cigarettes), alcohol, or drugs will result in discipline as out lined in the MIAA Chemical Health Policy. (MIAA Blue Book rules)  
[http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/MIAAHandbook1113.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1113.pdf)
- All athletes are expected to dress appropriately, in accordance with school dress code, for all games.
- Injured players may continue to attend and observe practice sessions.
- Any student who is dismissed from school due to illness is not eligible to participate in any activity on that day.

### **ATHLETIC FEES**

There is a \$50.00 participation fee per sport, with a cap of \$100 per student for the year, and a cap of \$200 per family for the year.

### **PHYSICALS**

Yearly physicals are mandatory. (MIAA Blue Book rules)

### **ELIGIBILITY RULES—INTERSCHOLASTIC**

The Massachusetts Secondary School Administrators Association determines eligibility for participation in interscholastic athletics or cheerleading. A summary of the most important of these rules is as follows:

1. A student is eligible who has not reached his/her 19th birthday by September 1 of the school year.
2. A student is eligible if, since entering Grade 9, he/she was not in school for twelve (12) sport seasons.
3. Any student who is declared academically ineligible will not be allowed to practice or play on any team club or activity during that period of ineligibility. This includes a manager or statistician, etc. The time spent on these activities should be used to better the student’s academic standing.

## **DANCES**

### **Grades 7 -8**

1. All dances shall be limited to students who are presently in grades 7 -8 unless administrator

approval is given.

2. No alcoholic beverages shall be allowed on school property at anytime. If a student is in possession of and/or under the influence of alcoholic beverages, he/she shall be suspended according to the approved alcohol policy and regulations.
3. Nonprescription drugs or controlled and harmful substances shall not be allowed on school property. If a student is in possession of and/or under the influence of a controlled substance, he/she shall be suspended according to the approved drug policy and regulations.
4. There is no smoking at anytime in any part of the building
5. No high school student shall be allowed to attend any dance at the junior high school level.
6. Students are not allowed outside the building during the dance. If a student must leave early, then that student's parent must come into the building to pick up the student.
7. All dances shall end by 9:00 p.m.
8. All dances are considered to be school events and students are expected to follow the rules, regulations and policies of the North Brookfield Jr/Sr High School.
9. No students shall be admitted to the dance after 8:00 p.m.

#### **Grades 9-12**

1. All dances at North Brookfield Jr/Sr High School shall be limited to students who are presently enrolled in grades 9-12.
2. A North Brookfield student may invite a student from another school by using the appropriate form. The form is available in the main office. No one who has reached the age of 21 may attend a dance.
3. If any single student or their outside guest violates the dance policies, both students shall be required to leave the dance.
4. No alcoholic beverages shall be allowed on school property at anytime. If a student is in possession of and/or under the influence of alcoholic beverages, he/she shall be suspended according to the approved drug/alcohol policy.
5. Nonprescription drugs or controlled and harmful substances shall not be allowed on school property. If a student is in possession of and/or under the influence of a controlled substance, he/she shall be suspended according to the approved drug policy and regulations.
6. There shall be a police officer on duty at each dance held at the high school.
7. No junior high school students shall be allowed to attend any dance at the high school without administration approval (i.e. the "Welcome Back" dance which is School Committee approved).
8. If a student leaves the dance he/she shall not be allowed to return to the dance. There shall be no loitering by anyone who has not paid admission.
9. All dances shall end by 10:00 p.m.
10. All dances are considered to be school events and students are expected to follow the rules, regulations, and policies of the North Brookfield Jr/Sr High School.

## Guidance

### GUIDANCE COUNSELOR

The Guidance Department consists of one full time guidance counselor and one part time adjustment counselor. Appointments to see the counselors should be made before school in the guidance office.

### GUIDANCE SERVICES

The following services are available in and through the Guidance Office. It is up to the student to use these services as needed to obtain the best possible education during his/her years at North Brookfield Jr/Sr High School.

1. **Educational and Career Counseling** - Guidance can help students identify skills, competencies, values, preferences, and even expand their self-confidence. Juniors begin to narrow down post-secondary choices. Catalogues and guidebooks are available in the career center. By the senior year, all students should have a good foundation in career goals and post-secondary educational plans.
2. **Personal Counseling** - Through personal counseling, students can be helped to work out both personal and social problems affecting their educational experience. Many sources of assistance outside the Guidance Office are available to students. Guidance can help students through referrals to the appropriate resource or service.
3. **Appointments** - Open Door Policy. As soon a student has a need, the student should come to the Guidance Office and make an appointment with the secretary.

## ACADEMIC REQUIREMENTS (PROMOTION/RETENTION—GRADES 9-12)

1. All students must take a minimum of 30 course credits (equivalent of 6 full-year classes).
2. Freshmen must take the required quarter courses, and sophomores the required semester courses.
3. To be eligible for graduation, all students must have passed the English Language Arts, Math, and Science requirements of the MCAS. Students in the classes of 2014 through 2017 must accumulate credits for promotion/graduation according to the chart below:

Credits required for promotion to Grade 10	20
Credits required for promotion to Grade 11	55
Credits required for promotion to Grade 12	90
Credits required for graduation	125

4. The following course credits are required for graduation:

Subject Area	Number Of Credits
English	20 (4 years)
Social Studies (includes 10 credits US History I & II)	15 (3 years)
Mathematics	20 (4 years)
Science (includes 5 credits of Biology)	15 (3 years)
Foreign Language	10 (2 years of same language)
Physical Education	8 (4 years)
Fine Arts	5 (1 year)
Health	2 (.5 year)

5. All students are to complete a minimum of 15 hours of community service prior to graduation. The community service is expected to be completed during the junior and senior years; 7 hours are to be completed during the junior year and any remaining hours are to be completed during the senior year.
6. Graduation for certain chapter MGL71b students will depend upon their individual educational programs.
7. Credits earned as part of a dual enrollment with another educational facility will be accepted at equal value to a course of similar discipline at North Brookfield High School.

## ACADEMIC REQUIREMENTS (PROMOTION/RETENTION POLICY -GRADES 7 - 8

Please see the [School Committee Policy on Promotion/Retention](#).

### GRADING

Eight grading reports will be given out, two for each marking period. All courses will be given number grades. The mid-term report, issued at approximately five weeks, will be an **PROGRESS REPORT** for that period of time. The report will have number grades reflecting the level of achievement. During the second and fourth terms, the mid-term report will be a report on students' progress on the School-Wide Learning Expectations described at the top of this document. At the end of the marking period, approximately nine weeks, the **OFFICIAL REPORT CARD** will be issued with number grades for achievement. Accumulated attendance will be recorded.

Students will be given multiple opportunities to turn in missing assignments and show mastery of the standards being covered. Number grades are given in all required and elective courses with the following exceptions: MCAS Math and MCAS ELA courses have a pass/fail. A numerical grade less than 65 is considered failing and no credit will be awarded.

Final Grades for full-year courses are determined as follows: 20% for each quarter grade, 10% for the midterm exam, and 10% for the final exam. Half-year courses do not have final exams; final grades are weighted 50% for each term grade.

### WEIGHTED CLASS RANK/GRADE POINT AVERAGES (GPA)

Class ranks and Grade Point Averages (GPA) are useful in the college admissions process and as a measure of relative academic achievement within the high school. A weighted system recognizes the range of difficulty, study time, and learning outcomes inherent in the high school

curricula.

## SCHEDULE CHANGES

Students are encouraged to make any necessary schedule changes the summer or the week before school begins. All schedule changes must be completed by the end of the second week of school (8 school days). Schedule changes following this time period must be approved by the principal.

## FAILURES/CREDIT RECOVERY POLICY - HIGH SCHOOL

This policy applies to students who receive a failing grade (64 or below) in one or more academic subjects. A student who fails a subject required for graduation must recover the credits in one of the following ways:

- Retake the course in a subsequent school year
- Retake the course through another accredited source (fee paid by parents)
- Enroll in an on-line Credit Recovery (CR) program through NBHS
- Enroll in Summer School

It is strongly recommended that failing grades in English or math courses be made up at summer school or through the CR option, as it is extremely difficult for any student to successfully complete two English or math courses during the same academic year. Complete Summer School and Credit Recovery program details are available in the guidance office. The guidance department or the administration must give approval for such programs before enrollment.

If a student has failed a course required for graduation and does not opt to enroll in Summer School, Credit Recovery, or another accredited source, he or she should see a counselor and arrange to have their fall schedule changed in order to meet all course and credit requirements.

The grade received in summer school will be averaged into the final grade received in the failed course in the following manner: 1) final year end grade multiplied by three; 2) add the summer school grade; 3) divide by four and the mark will be entered into the permanent record. For online summer courses the final grade assigned by the course will be the grade assigned. The previous course failure will remain on the student's transcript. Tuition and transportation to summer school each day is the responsibility of the student.

## SUMMER SCHOOL POLICY – JUNIOR HIGH SCHOOL

If a student fails a course for the school year, he/she may attend a summer school program at NBHS or an approved school. A passing final grade in the summer school course(s) will replace the failing grade on the permanent record.

**Summer school begins shortly after the close of the school year. Applications and information about summer school are available in the Guidance Office. Tuition and transportation to and from summer school each year is the responsibility of the student/parent.**

## EXTRA HELP

You may always seek extra help from your teachers. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not thought of as punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

## HONOR ROLL

- High Honors – All grades must be A- or above in all courses. All courses under the pass/fail option must receive a P.

- Honors – All grades must be B- or above in all courses. All courses under the pass/fail option must receive a P.

## TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS/ALTERNATIVE EDUCATION

Students who transfer into North Brookfield Jr/Sr High School from a school that is not accredited by the New England Association of Schools and Colleges (or another of the comparable regional accrediting agencies) must be in the North Brookfield regular education program for one year before their cumulative average will be counted toward class rank. Only those credits earned at North Brookfield High School will be calculated for class rank after the initial year's credits are earned. The same policy will apply to any student in the North Brookfield System who is reentering regular education from the Alternative Education Program.

## COLLEGE VISITS

Juniors and Seniors are allowed college visits (on school days). In order to be excused from school, the senior must have prior approval from the guidance counselor for the college and date of the visit. Upon return to school the student must bring a note from the college verifying a visit was completed.

## GRADUATION

Students who complete all graduation requirements are eligible to participate in the ceremony on graduation day. Seniors who fail *one* course and who meet the eligibility requirements for summer school or credit recovery for that course may participate in the graduation ceremony. They will receive their diploma only upon successful completion of summer school/credit recovery for the failed course. Seniors who do not meet graduation requirements may participate in class day and banquet activities.

## EARLY GRADUATION

Students may complete graduation requirements in less than four (4) years. The program is designed for students who have specific plans for the future and who will benefit from an early graduation program. Planning and preparation are necessary to set up a course of study for early graduation. Students who wish to graduate early must develop a plan with a counselor and present it to the principal for approval as soon as possible after beginning high school. The principal will consider each application individually.

## PERMANENT SCHOOL WITHDRAWAL

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with the consent of the school committee or its designated representatives, provided no extension shall be longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. MGL 76, s. 18

## INCOMPLETES

Term grades of "Incomplete" must be made up within ten (10) school days of the close of marks

for that term. The principal reserves the right to authorize an individual exception to the above policies on a case-by-case basis in the event of extenuating circumstances.

### BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

North Brookfield Jr/Sr High School is a member of the Bay Path Regional Vocational Technical High School system. Students may obtain applications in the guidance office. The due date for applications is early April. Please complete and submit applications no later than early March to ensure meeting the deadline. Parents are welcome to call the guidance office with any further vocational school questions.

### VOCATIONAL TECHNICAL HIGH SCHOOLS

Any student wishing to investigate enrollment in a technical high school other than Bay Path must have their application submitted by early April. Applications are subject to approval from NB administration as well as the technical high school.

### TEMPORARY RECORDS

**Important Notification to Parents and Students:** Within five (5) years of a student's graduation, transfer or withdrawal from school, his/her temporary file will be destroyed. The Guidance Department will make the files of graduating seniors available to them at the end of the final exams.

### DUAL ENROLLMENT

(In the event that Dual Enrollment is available the following guidelines will apply)

1. The North Brookfield Public Schools will have no obligation to fund dual enrollment participation.
2. The North Brookfield Public Schools will have the final determination on any limit to student participation in dual enrollment programs.
3. The guidance counselor will ensure that courses taken for dual enrollment meet North Brookfield High School graduation requirements.
4. North Brookfield High School Principal reserves the right to refuse to issue North Brookfield credit for unapproved courses.
5. At the end of each semester the guidance counselor will collect, from the dual enrollment educational facility, the student's official transcript. North Brookfield credit will be awarded and the courses and grades will be added to the student's official North Brookfield transcript.
6. Credits issued at the approved dual enrollment institution will be accepted at their equivalent value to those issued at North Brookfield High School.
7. The dual enrollment student's GPA will be calculated using the courses taken and grades issued only by North Brookfield High School. Grades issued from other institutions will not be calculated in the student's GPA.

### INDEPENDENT STUDY

The purpose of this program is to meet the many and diverse needs of our students who cannot possibly select all the courses they would like to take because of schedule conflicts, time, and space or enrollment limitations. Furthermore, it provides a challenge for some students to go beyond the high school curriculum and accomplish goals unique to their own interests and abilities. All students in this program work with a volunteering teacher on an individual basis who directs his/her work in a particular course. A student in grades 9-12 may earn up to 5 credits through independent study depending on the depth of the project. All applications must be submitted to the principal for final approval. Applications may be picked up in the guidance



office during the first week of the school year or as appropriate during the year.

## **MID-TERMS and FINAL ASSESSMENTS**

Final and mid-term exams for high school students (grades 9-12) run for four days. Mid-term assessments are administered at the end of the 2<sup>nd</sup> marking period, and final assessments are administered prior to the last day of school. All students should report to the last day of school which is ½ day. On this day, students will receive official grades, promotion status, and/or summer school options. Students who take Advanced Placement exams are exempt from taking a final exam for that course. In addition, seniors who have an average of 90 or higher in a specific class are exempt from taking a final assessment for that class.

## **TRANSFER/WITHDRAWAL FROM SCHOOL PROCEDURES**

In order to withdraw from school or transfer to another school, you should first report to your guidance counselor and obtain a withdrawal form. Your parent must sign it. A checklist is issued and it is your obligation to have you teachers enter grade to date and sign the sheet once all materials have been returned. You will then return this completed slip to the guidance office. Once the principal signs the withdrawal form, a transfer card is issued for you to take to your new school. Your new school will send for a complete scholastic record.

## **Policies**

### **ATTENDANCE POLICY**

The North Brookfield Jr./Sr. High School community believes that attendance is essential to each student's educational success. Students have the responsibility of being present and participating fully in their classes on a daily basis. Students and parents need to be aware that a repeated pattern of absences will hinder academic progress; it is simply not possible to "make up" everything that is lost when a day of school is missed. Developing good attendance and work habits are strong components of being career or college ready. We encourage dialogue between parents and students about the benefits of daily attendance.

Massachusetts General Laws, Chapter 76 states that students are required to attend school between the ages of six (6) and sixteen (16) years of age. Students under sixteen (16) who do not attend school may be considered delinquent or truant and may be referred to authorities for a court referral. A school district *may* excuse up to seven (7) day sessions or fourteen (14) half day session in any period of six (6) months. In addition to this law, each school may have its own attendance policy.

### **Absences, Excused/Unexcused**

The following are considered excused absences:

- Personal illness or medical condition as determined by a doctor's note
- Religious observances
- Death in the family
- Court appearances
- Serious family emergencies (subject to approval by administration)
- College visits: limited to three (3), with at least one (1) day's advance notice with prior approval from guidance
- Driver tests (including learner's permits) with prior approval and appropriate documentation.



Any other absence is considered unexcused. Parents are expected to call the school's absence line when a student is going to be absent. This call will prevent a call coming from the school's automated system that day; however, parent calls are **not** considered excused absences.

### **Notifications**

North Brookfield Jr./Sr. High School will notify the parent or guardian of a student who has:

- Missed two (2) or more periods (unexcused) in a single day on at least five (5) different days during the school year.
- Missed five (5) or more school days unexcused in a school year.

The principal or a designee will make a reasonable effort to meet with the parent or guardian to develop action steps for student attendance. The action steps will be agreed to by the principal or designee, the student, the student's parent or guardian, and if necessary with input from others. This meeting is in addition to any discipline for excessive absences, as outlined below.

### **Excessive Absences**

North Brookfield Jr./Sr. High School defines excessive as more than four (4) unexcused absences per term with a maximum of sixteen (16) per year. Parents and students who have attendance concerns may access School Brains to check their absences.

Students who accumulate four (4) unexcused absences per term or sixteen (16) for the year may be subjected to the following interventions/consequences:

- A letter detailing the student's attendance record and potential consequences
- Parent/Guardian meeting with administration
- Time after school to complete missed school work
- A plan to make up missed seat time
- Participation in an alternative educational project in order to compensate for missed class time
- Reduction of credit on a course by course basis. See chart below:

<b>Absences per Course</b>	<b>Reduced Credits per Course</b>
16-23	.5 credits
24-31	.75 credits
32-40	1.0 credits
40+	possible retention

Students who are suspended, either out-of-school or in-school, are not considered absent so long as the student makes up work/tests or attends and participates in an alternative education program.

Consequences for excessive absences will be established based on the discretion of the administration in consultation with the teacher(s). Appeals for decisions about attendance consequences may be made to the superintendent of schools; further appeals may be made to the school committee. Appeals should be made in writing within ten (10) school days of the written notification of consequences or appeal decisions.

### **Absences and Extracurricular Activities**

Students wishing to attend or participate in an after school extracurricular activity must be in attendance for the equivalent of four (4) full periods of the six (6) period school day. This applies to all school-related activities, including athletics, dances, student council functions, and class events. Any extenuating circumstances surrounding an absence should be immediately reported to the principal. Detentions and student/parent/teacher conferences take precedence over any after school activity. Students who are suspended from school (internally or externally) are not allowed to participate in or attend any after school activities on that day.

### **Tardiness**

All students should arrive by **7:30am**. Students should be in their first period class by **7:35am**. Any student arriving after the 7:35 bell will be considered tardy and be required to sign in to the office and get a late pass.

### **Excused/Unexcused Tardies**

The same criteria for determining excused absences will be applied to tardies. All excused tardies are subject to approval by administration. If a student misses more than half of a class period due to an unexcused tardy, he/she will be credited with an unexcused absence from that specific class and any other missed classes on that day. Those will then be counted toward the student's overall period-by-period attendance.

### **Excessive Tardies**

North Brookfield Jr./Sr. High School defines excessive tardies as five (5) unexcused tardies per term. Once a student accumulates five (5) unexcused tardies, parents/guardians will be notified. Students may be required to make up the time missed before or after school.

### **Early Dismissal**

A dismissal can occur when a written request is received from a parent or legal guardian prior to 8:45. Dismissals without a written note can occur at the administrator's discretion and should be reserved for emergency situations. A written request should include the following information:

- The student's name
- The reason for dismissal
- The date and time of dismissal
- A parent or legal guardian is required to sign the student out in the main office and a photo ID may be requested.

### **Excused/Unexcused Dismissals**

The same criteria for determining excused absences will be applied to dismissals. In addition, dismissals determined by the school nurse will be considered excused. All excused dismissals are subject to approval by administration. If a student misses more than half of a class period due to an unexcused dismissal, he/she will be credited with an unexcused absence from that specific class and any subsequent missed classes. Those will then be counted toward the student's overall period-by-period attendance.

### **Cutting Class**

Students are expected to attend each class, to arrive to class on time, and to stay until they are dismissed by the teacher. Students who are late to class or leave class early are subject to consequences determined by the individual teacher and/or the school administration. If it is determined that a student cut a class, the cut will count toward the student's total of unexcused

absences for that specific class.

### **Make-Up Work**

It is the responsibility of the student to contact each teacher and clarify any information regarding arrangements for making up work due to an unanticipated absence from school or class. This should be done on the day the student returns to school or prior to dismissal. Typically, the amount of time for a student to make up work for EXCUSED absences will be no more than the duration of the absence. Exceptions to this guideline may be granted at the discretion of the principal. If a student is tardy to school or dismissed from school, work due to the teachers of missed classes should be turned in to those teachers on that day. If student is absent on the day that a long-term assignment is due or an exam is given, it is their responsibility to be prepared for the test or to hand in the completed assignment on the day they return.

### **SEXUALITY (HUMAN GROWTH & DEVELOPMENT POLICY)**

As provided by the Parent Notification Law, Chapter 71, Section 32 A, every parent has the right to exempt their child from any portion of the curriculum that primarily deals with human sexual education or human sexuality issues. The parent also has the right to inspect and review program materials for these curricula. These materials may be obtained through the principal's office, or through the Health Curriculum Coordinator. Parents may exempt their children from curriculum covered by section 32 A by written notification to the school principal. The parent should specify the course, class or school assembly from which the child is to be exempted. In order to ensure that all students receive the structured learning time due to them, the teacher will make every effort to accommodate the exempted student in another class, assign an alternative educational project or provide the student with a directed study period for the duration of the exemption.

### **SEARCH BY SCHOOL OFFICIALS**

All students entering North Brookfield Jr/Sr High School may be subject to a security screening process. This process may include a search for drugs, vaping devices, alcohol, weapons, electronic devices or other contraband if school administration has reasonable suspicion to do so. Random entry searches may also be used throughout the school year as a precaution and deterrent if the need arises. Searches conducted by school administrators may include, but are not limited to, searches of lockers, clothing, handbags, book bags, satchels, coats, hats, shoes, stockings, wallets and any other personal items or containers.

It is the goal of NBHS to create a safe school environment, where students can focus on their learning and well-being.

Any student refusing to cooperate with administrators when a search is requested may be suspended for a minimum of five (5) days, up to a maximum of ten (10) school days and may be subject to exclusion. Police may be called to the school if deemed necessary by the administration.

Reasonable suspicion includes, but is not limited to: erratic behavior, slurred speech, strong foreign odor on clothing, breath, or hands, glazed and glassy eyes, information offered by students, faculty, staff or anyone wishing to remain anonymous, leaving school grounds or returning to school grounds during school hours, and overall professional judgement of the students well being.

## ALCOHOL, TOBACCO, AND DRUGS

Please see the [School Committee Policy on Alcohol, Tobacco, and Drugs](#).

### DRUGS

#### **Chapter 227 - An Act Providing for Drug Free School Zones**

Chapter 227 amends c. 94C, The Controlled Substance Act, by providing that any person convicted of violating portions of that act within 1,000 feet of a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a minimum two year term of imprisonment. Lack of knowledge of school boundaries will not be an acceptable defense to this punishment. The imprisonment sentence must be imposed on persons convicted of unlawful manufacture, distribution, dispensing, or possession with intent to manufacture a controlled substance or drug paraphernalia near a school.

The school and community agree that we have, during the school day and at school related activities, the obligation and the responsibility to help as best we can, any student with a drug or alcohol problem and at the same time protect other students who may be influenced by the user or distributor.

#### **Any student:**

- **Knowingly in the presence of drugs -- will be suspended (out- of-school) for five (5) school days.** (FOR EXAMPLE: Being present in a lavatory and observing another student using a drug and remaining there and subsequently not reporting it to an appropriate adult.)
- **Possessing drugs -- will be suspended (out-of-school) for ten (10) school days.** (FOR EXAMPLE: On your person, in your locker, in your car etc.)
- **Possessing drugs with the intent to sell or distribute, will be suspended (out-of-school) for fifteen (15) school days.**
- **Using drugs or being under the influence of drugs, will be suspended (out-of-school) for fifteen (15) school days.**
- **Distributing or selling drugs, will be suspended (out-of-school) for twenty (20) school days.**
- **VEHICLE DENIAL: If drugs are found in a student's vehicle, that vehicle shall not be parked on the school grounds during the school day for the remainder of the school year; and its driver shall be denied the right to drive any vehicle to school for the remainder of the school year.**

**Any student involved in a repeat offense of number 1 above will receive a double penalty upon each subsequent infraction. Any student involved in a repeat offense of numbers 2, 3, 4, and 5 will be considered for expulsion from school at a hearing conducted by the building principal.**

### **DRUG ABUSE POLICY**

All employees of the system shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct, which have been established by the school committee or its agents. This policy applies to all school sponsored functions.

Student actions defined as criminal under the laws of the Commonwealth of Massachusetts apply equally to activities within the regular school day and school sponsored activities as well as to school sponsored activities not on school property. Such actions by any student shall be reported promptly to the police by the school administration. The decision as to any disciplinary action to be taken will be independent of any decision to file criminal charges.

Provisions of Chapter 467 require that the adopted rules and regulations of the school committee pertaining to the conduct of teachers and students be published. Copies of these rules and regulations must be filed with the Commissioner of Education and accompanied by a certification that the rules and regulations are available to parents, students and citizens on request.

#### **A. Drug Abuse**

It must be understood that although the rights of students have been expanded, this does not mean that students involved in selling or using drugs cannot be excluded from school. What is best for the individual must be balanced against that which is most desirable for the total school population.

The North Brookfield School System has the legal, moral and social responsibility for keeping the public school environment free from the use, possession of and/or distribution of drugs of any kind. The term “Drug” in this policy applies to, but is not limited to, the following: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue, cleaners, aerosols), peyote, mescaline, etc. It further needs to encourage the school and the community to cooperatively develop and conduct programs that provide every child with a good understanding of the physical, psychological and social dangers associated with drug abuse. It is further the intent of this policy to help, in every way possible, the person found to be involved with drugs.

##### **1. Referral Service**

Recognizing that drug abuse is a problem requiring the attention of the broad community and its agencies, the administration of the school shall work cooperatively with the police, medical and social agencies, and other community organizations in the matter of drug education and drug abuse prevention.

##### **2. Student Participation**

The school system shall establish and maintain a referral service for any student enrolled in the school and seeking help with a personal problem that involves drug usage.

##### **3. Curriculum: Knowledge/Effects**

The school administration shall cause the curriculum and staff to give proper attention to the learning activities that emphasize knowledge of drugs and their effects on human beings. It shall furthermore make an early effort to train staff in the recognition of drug symptoms and proper drug procedures.

##### **4. Developing Regulations for Parents/Staff/ Students**

The school administration shall develop regulations and procedures necessary to operate a school environment as free as possible from drug use and abuse, and shall bring such regulations before the Committee for approval. Such regulations and procedures shall be made known to the students and to their parents, and shall be understood and followed by the staff and students.

The following basic guideline shall be used in the formulation and support for regulations:

- a. **INVESTIGATIONS** – The administration has both the authority and responsibility to make a thorough investigation of any person or his locker, or other possessions in the school or on the school premises, where there is suspicion/or evidence of drug use, drug possession and/or drug distribution.
- b. **PARENT INVOLVEMENT AND RESPONSIBILITIES** – Parents have both the rights and responsibilities in the matters that affect their children and particularly in the matter of drug abuse. Parents should be notified immediately whenever their children are judged to be in violation of this drug policy or other drug regulations. The administration shall share all known information about the individual child's involvement with parents and/or guardians.
- c. **EXAMINATIONS AND INTERROGATIONS** – The school nurse, psychologist

and/or a physician are authorized to conduct a thorough, but legal, examination and/or interrogation of any person in the North Brookfield System if the administration judges that the person is involved in drug use, drug possession and/or drug distribution.

- d. **DETAINING** – Any person involved where there is evidence of possession and/or distribution of drugs or materials suspected to be drugs, may be detained at the school until the parents and proper authorities have been notified and assume responsibility for the case.
- e. **POLICE INVOLVEMENT** – Evidence of possession and/or distribution of drugs or materials evidenced to be drugs is a matter for direct involvement of the police.
- f. **ACCESSORY TO FACT** – This policy will apply to any person found knowingly in the presence of drug abuse and/or drug distribution if the investigation verifies that drugs were used and/or distributed.
- g. **EVIDENCE OF BEING UNDER DRUG INFLUENCE** – judgment and witness of two or more qualified and experienced staff members shall be sufficient evidence to establish that a person is under the influence of a drug for the purposes of this policy.
- h. **EMPLOYEE RESPONSIBILITY** – Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate drug use, possession and/or drug distribution. Employees may be assigned monitoring responsibilities throughout the school facilities and on the school grounds.
- i. **SUPPORTING OR CONCEALING** – Persons who knowingly support or conceal the use, possession of, or distribution of drugs in the school shall be violating school regulations and shall be subject to disciplinary action.
- j. **PROTECTION OF THE INNOCENT** – It is the express intent of this policy to assure the protection of the non-user.

#### **B. Possession and/or Distribution of Drugs in School**

If any staff member and/or student observes or has reason to suspect that a student or staff member is in possession of a drug or contraband or is involved in the distribution of drugs or contraband in the school or on school property:

- 1. The suspicion should be immediately reported to any one of the school administrators. If an administrator is not immediately available, the school nurse or a teacher should be informed of the suspected violation.
- 2. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such persons any materials that are suspected to be drugs. If it is possible, at least two staff members should be present and witness to confrontation and confiscation of possessions.
- 3. The case should be turned over as soon as possible to one of the administrators who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (Inability to contact parents shall not, however, delay unduly the involvement of the proper authorities.)
- 4. The administration shall have the right to search the student's locker, vehicle, desk or other possessions for evidence of drugs. At least two staff members should conduct such a search. All evidence of drugs shall be turned over to the police and analyzed. Drugs found in a student's locker, in his vehicle or other possessions considered to be his, shall be grounds for suspension on the basis of possession.
- 5. If the evidence exists (including the admission of the student) that drugs were in possession and/or involvement with distribution did occur, the student shall be suspended from school in accordance with procedure written in the Student Handbook.
- 6. Whenever a student is suspended under such circumstances, the administration shall arrange a

conference with the parents as soon as possible to inform them thoroughly of the findings of investigations, and to advise them of the policies and regulations associated with the use, possession and/or distribution of drugs.

### **C. Under the Influence of Drugs in School**

If any staff member and/or student directly observes or has strong reason to suspect that a student or other staff member is under the influence of a drug:

1. The person should be escorted to the nurse or administrative offices, or if the person resists, the nurse and/or administration should be notified immediately of the location and condition of the person
2. The individual shall be examined and interrogated by the school nurse, school psychologist or a physician if available, and at least two qualified staff members shall witness the behavior and characteristics of the individual.
3. The individual, if a student, shall be given the opportunity to contact his/her parent or guardian by telephone. The administration shall attempt to contact the parent by phone or via local police as soon as possible.
4. If it is judged that drugs are influencing the person in question, the nature of such drug shall be determined, if possible. Students may be transported to appropriate examination center or location if it is deemed necessary, so long as a qualified nurse accompanies the student.
5. The administration shall attempt to establish whether or not the involved person is in possession of a drug by conducting a thorough but legal search of the person, his locker, motor vehicle and/or other possessions in the school or on school grounds.
6. A student adjudged to be under the influence of a drug shall be suspended from school in accordance with the procedures described within the Student Handbook. A thorough investigation, including medical and psychological examinations, shall be conducted to determine the severity of the drug abuse problem. Measures desired or necessary for drug rehabilitation shall be determined and recommended. Refusal to accept such investigation, examinations and programs for rehabilitation shall be grounds for legal expulsion from school pending a hearing.

### **ALCOHOLIC BEVERAGES**

Beverages which are illegal to purchase by anyone under 21 years of age are strictly forbidden to be consumed or possessed by students in or around the school buildings and grounds and at any school function at all times. **Students who possess, consume, or are under the influence of alcohol, will be punished according to the guidelines outlined below.**

#### **Any students:**

1. **Knowingly in the presence of alcohol - will be suspended out-of-school for five (5) days.** (FOR EXAMPLE: Being present in a lavatory, observing another student using alcohol and remaining there.)
2. **Possessing alcohol - will be suspended (out-of-school) for ten (10) days.** (FOR EXAMPLE: On your person, in your locker, in your car, etc.)
3. **Possessing alcohol with the intent to sell or distribute will be suspended (out-of-school) for fifteen (15) school days.**
4. **Consuming alcohol or under the influence of alcohol will be suspended (out-of-school) for fifteen (15) school days.**
5. **Distributing or selling alcohol will be suspended (out-of-school) for twenty (20) school days.**
6. **VEHICLE DENIAL - If alcohol is found in a student's vehicle, that vehicle shall not be parked on the school grounds during the school day for the remainder of the school year; and the driver shall be denied the right to drive any vehicle to school for the**

**remainder of the school year.**

**Any students involved in a repeat offense of number 1 above will receive a double penalty upon each subsequent infraction. Any student involved in a repeat offense of numbers 2, 3, 4 and 5 will be considered for expulsion from school at a hearing conducted by the North Brookfield School Committee.**

Students are advised a search may be conducted of a student's person, locker, car and possessions in compliance with court-established procedures.

#### **TOBACCO—MASS. GENERAL LAWS CHAPTER 71, SECTION 37H**

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures ensuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct including, but not limited to, those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in



writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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

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

**MASS. GENERAL LAWS CHAPTER 71, SECTION 37H, AS AMENDED BY SECTION 36 OF CHAPTER 71 OF THE ACTS OF 1993 (THE EDUCATION REFORM ACT), AND FURTHER AMENDED BY SECTION 1 OF CHAPTER 380 OF THE ACTS OF 1993.**

**TOBACCO USE BY STUDENTS**

Effective June 18, 1993, smoking, chewing, or other use of tobacco products, including e-cigarettes and/or vapor delivery devices, by North Brookfield Public Schools' staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use, including e-cigarettes and/or vapor delivery devices, by students is banned at all school-sponsored events, even though this use does not take place on school grounds. Tobacco and nicotine use has been proven to be seriously detrimental to one's health. Thus, the North Brookfield School System does not condone or encourage its use. Smoking, possession of tobacco products or tobacco, including e-cigarettes and/or vapor delivery devices, use by students, staff, or visitors is prohibited in the North Brookfield Schools, on school grounds, on school buses, and on school sponsored trips or events.

**Procedures – Students**

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year. Penalties for smoking/tobacco use or possession of tobacco products including e-cigarettes and/or vapor delivery devices, will result in the following penalties:

First Offense: Written parental notification, notification of the athletic director (where appropriate), minimum one (1) day external suspension from school, and mandatory viewing of educational video on the dangers of nicotine use (to be provided by school nurse).

Second Offense: Written parental notification, notification of the athletic director (where appropriate), minimum three (3) day external (or combination of external and internal) suspension from school, and mandatory attendance of smoking cessation class, to be provided by school nurse.

Subsequent Offenses: Written parental notification, notification of the athletic director

(where appropriate), minimum five (5) day external (or combination of external and internal) suspension from school, and mandatory parent meeting with student, principal and school nurse to develop a cessation strategy.