

Narragansett Regional School District

Student and Family Handbook 2021-2022

Excellence ~ Accountability ~ Collaboration: "Every Student. Every Classroom. Every Day."



www.nrsd.org



Approved 8-18-21

Revised 11-17-21

NARRAGANSETT REGIONAL SCHOOL DISTRICT

462 Baldwinville Road, Baldwinville, MA 01436 978-939-5661



Christopher D. Casavant, Ed.D.
SUPERINTENDENT OF SCHOOLS

Hello Narragansett Parents and Guardians,

I hope this letter finds you and your families well, after a well deserved summer break. We are excited to embark on what we hope will be a typical and traditional school year. The District has been busy restoring classrooms to their original configurations to accommodate the over 1400 students that will be attending the NRSD this upcoming school year.

In order to prepare for the return of our staff and students to our buildings, a comprehensive assessment of our HVAC systems has been completed. As a result, a great deal of work has gone into updating and improving the HVAC system at the Middle and High School complex. We have installed 48 portable air conditioning units in classrooms throughout the complex. Additionally every classroom and office space in the complex was equipped with a portable air purification system. Templeton Elementary School, being a new state-of-the-art facility, did not require any additional upgrades to their existing systems.

In other good news, the District, with the support donations from the graduating classes of 2017, 2018 and 2019 and the Athol Savings Bank, is in the process of replacing our current billboard sign with a new state-of-the-art electronic sign to be installed early this fall.

I would like to commend the hard work and dedication of staff, students and families in helping our students continue to learn during some of the most difficult circumstances that many of us have ever faced. Our attention to the social and emotional needs of our students helped them to continue to make academic progress as evidenced by our Benchmark and Star Assessments. Eligible students continued their learning through our expanded Summer Learning Program which enabled over 150 Pre-Kindergarten through grade 12 students to either recover high school credit or continue their learning.

But our hard work is far from over, it's really only just begun. As you are aware every District in the Commonwealth has received funds from the Federal Government as part of the American Rescue Plan (ESSER III) to respond to the COVID-19 Pandemic. NRSD has received \$1.2M to be spent over the next two fiscal years with the guidance of a community stakeholder group composed of community members, educators and students. This group helped to create a plan focused on the safety, academic, social, emotional, and mental health needs of all staff and students. To meet these needs, the majority of ESSER III funds will support a number of research-based interventions and programs needed. A copy of this plan can be viewed on our NRSD website.

As you may be aware, in response to Bill S.2493 - An Act Prohibiting the Use of Native American Mascots by Public Schools in the Commonwealth, the NRSD School Committee on May 5, 2021 voted to remove the native american imagery as our District's mascot. While the Bill is still being considered by the State Legislature, the District is being proactive by removing the warrior logo in a timely and respectful manner and will engage both our student body and the community at large as to what our new logo will be moving forward.

In closing, I wish you the best as you enjoy the final days of summer and am excited about seeing our students on August 30th as we look forward to returning to what we now refer to as the "old normal".

Sincerely,

Dr. Christopher Casavant
Superintendent of Schools

**Narragansett Regional School District
2021-2022 School Year**

Bold Underlines Dates = No School Days

AUGUST/SEPTEMBER (22) 24					FEBRUARY (15) 15				
M	T	W	TH	F	M	T	W	TH	F
23	24	25	26	27		1	2	3	4
30	31	1	2	3	7	8	9	10	11
6	7	8	9	10	14	15	16	17	18
13	14	15	16	17	21	22	23	24	25
20	21	22	23	24	28				
27	28	29	30						
OCTOBER (20) 20					MARCH (23) 23				
M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4
4	5	6	7	8	7	8	9	10	11
11	12	13	14	15	14	15	16	17	18
18	19	20	21	22	21	22	23	24	25
25	26	27	28	29	28	29	30	31	
NOVEMBER (18) 19					APRIL (15) 15				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1
8	9	10	11	12	4	5	6	7	8
15	16	17	18	19	11	12	13	14	15
22	23	24	25	26	18	19	20	21	22
29	30				25	26	27	28	29
DECEMBER (16) 16					MAY (21) 21				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	2	3	4	5	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17	16	17	18	19	20
20	21	22	23	24	23	24	25	26	27
27	28	29	30	31	30	31			
JANUARY (20) 20					JUNE (10) 10				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7			1	2	3
10	11	12	13	14	6	7	8	9	10
17	18	19	20	21	13	14	15	16	17
24	25	26	27	28	20	21	22	23	24
31					27	28	29	30	

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FOREWORD

The Narragansett Regional School District Student and Family Handbook provides information about instructional programs, support services, and expectations regarding student behavior. It also includes an abbreviated overview of certain laws, policies, rules, regulations, and practices that affect students. This handbook is available on our website at www.nrsd.org.

This handbook is not intended to replace the actual policies, regulations, rules, and practices established by the Narragansett Regional School Committee. If errors in this publication occur, the Narragansett Regional School Committee Policy manual will represent the actual guiding document. The policy manual is available online at <https://www.boarddocs.com/ma/nrsd/Board.nsf/Public#>.

The School Committee, Superintendent, and school administrators reserve the right to develop, revise, define, eliminate, policies, rules, and regulations as they deem appropriate. Students and families may be notified about these changes as appropriate and relevant.

Each school will provide a supplement that presents school-specific information and procedures. It is the student and parents/guardians's responsibility to become familiar with the handbook.

You must complete the electronic Handbook Acknowledgment and Media Release forms which are now located in the SchoolBrains Community Portal.

VISION, MISSION, CORE VALUES & THEORY OF ACTION

Mission

The NRSD is committed to providing a physically and emotionally safe learning environment that promotes academic success, responsible relationships, and civic engagement.

Vision

In partnership with community stakeholders, the Narragansett Regional School District provides a caring learning environment that supports relevant comprehensive student-centered learning opportunities and is committed to developing a healthy academic and social emotional foundation for students emphasizing intellectual risk-taking as well as positive social emotional skills.

Core Values

We believe in:

- Creating an Emotionally and Physically Safe Educational Environment
- Achieving Academic Excellence Through Inquiry and Critical Thinking
- Respecting and Celebrating Human Differences
- Fostering Cooperative & Caring Relationships With our Students and Our Community

Theory of Action

If we...

Foster a learning environment that is physically and emotionally safe enough for students to take intellectual risks supported by

a learning community that:
embraces tenacity and inquiry
supports critical thinking

views mistakes and missteps as part of the learning process.

Then...

Each student will be prepared to become resilient adults who view failure as an opportunity to learn and to understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes.

ADMINISTRATION CONTACTS

Central Office			
Dr. Christopher Casavant	Superintendent	ccasavant@nrsd.org	978.939.5661
Cate Calise	Assistant Superintendent	ccalise@nrsd.org	978.939.5661
Ann-Marie Geyster	Business Manager	ageyster@nrsd.org	978.939.5661
Matt Holloway	Director of Pupil Personnel Services and 504 Coordinator	mholloway@nrsd.org	978.939.2000
Jared Perrine	Director of Technology	jperrine@nrsd.org	978.939.1094
Keith Parker	Director of Building & Grounds	kparker@nrsd.org	978.939.8121
Ed Podrazik	Director of Food Services	epodrazik@nrsd.org	978.939.4308
High School			
Colby Young	Principal	cyoung@nrsd.org	978.939.5388
Janet Brown	Vice Principal	jbrown2@nrsd.org	978.939.5388
Middle School			
Mary LaFreniere	Interim Principal	mlafreniere@nrsd.org	978.939.5928
Janet Smith	Assistant Principal	jsmith2@nrsd.org	978.939.5928
Templeton Elementary School			
Emily Soltysik	Principal	esoltysik@nrsd.org	978.939.8892
Courtney Bachand	Vice Principal	cbachand@nrsd.org	978.939.8892

SCHOOL HOURS

Narragansett Regional High School / Narragansett Middle School

Full Day - 7:45 AM - 2:10 PM

Half Day - 7:45 AM - 11:00 PM

Templeton Elementary School

Full Day - 8:30 AM - 2:55 PM

Half Day - 8:30 AM - 11:45 AM

Pre-School

Morning - 8:45 AM - 11:15 AM

Afternoon - 12:15 PM - 2:45 PM

SCHOOL CLOSINGS

School closings, delayed starting time or early dismissal will be announced by the Blackboard notification system, the District website, social media and on the following stations:

WBZ-TV Channel 4

WBZ Radio

WCVB Channel 5

WSRS 96.1 FM

TV 7 News

WXLO 104.5 FM / 1280 AM

Fox 25

WGAW 1340 AM

NECN

Early Dismissal Due to Inclement Weather

In case of an early dismissal due to weather, it is imperative that arrangements be made for the care of your child in the event that a parent/guardian is not home. Be sure that your child is thoroughly familiar with these arrangements and know where they should go if they are dismissed from school early because of an emergency. Early planning is the best preventive measure. It is the policy of the Narragansett Regional School District to activate the Blackboard notification system to alert parents of unplanned early dismissals.

ACCEPTABLE USE POLICY & INTERNET USE

Overview

Narragansett Regional School District recognizes and promotes the availability of networked services and Internet access as a valuable educational tool in classrooms across all curriculum areas.

In making decisions regarding student access to the Internet, Narragansett Regional School District considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of library databases, web sites, and other resources while exchanging messages with people around the world.

The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be in ways that point students to resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to teaming objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by NRSD professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access and network services is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the NRSD. Access is a privilege, not a right. Access entails responsibility.

General requirements for the use of computer systems at Narragansett Regional School District:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Narragansett Regional School District community. Network and Internet access is provided to further the legitimate educational goals of this institution, and is to be used for that purpose alone. Members of the Narragansett Regional School District community are encouraged to use the computers and software packages to facilitate the efficient exchange of useful information.

However, the equipment, software, information, and network capacities provided through the Narragansett Regional School District are and remain the property of the Narragansett Regional School District. All users shall conduct their online activities in an ethical and legal fashion consistent with educational objectives and appropriate State/Federal laws. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Accessing the Narragansett Regional School District LAN and computer systems for networked services such as class assignments, printing, file sharing, reference services and CD-ROM database references.
- Email services that may be made available for academic or professional purposes.

Internet Safety, CIPA Compliance and Unacceptable Uses

All student use of network-connected computers will be under the general supervision of a staff member. Student use of computers and network resources may also be monitored electronically at any time by authorized District staff.

In accordance with Federal guidelines as provided in the Children's Internet Protection Act, as codified at 47 U.S.C./254(h) and (1), the District has installed content filtering services that limit access to Internet materials unsuitable for minor student use. These include, but are not limited to, visual depictions deemed to be obscene, child pornography, or harmful to minors. These services are provided through an agreement with the District's Internet Service Provider, and are maintained and updated on an ongoing basis. However, it must be pointed out that due to the dynamic nature of the Internet, NO filtering software or service can be guaranteed to be 100% effective. In the case that questionable materials are accidentally discovered that evade the filtering service, the supervising teacher will record the address (URL) of the site(s) in question before closing the Web browser, and will report this immediately to the Technology Director or designee.

If, in a teacher or administrator's opinion, a particular educational site has been blocked in error, s/he should report this information to the Technology Director for review, and will be notified of the outcome of the review in a timely fashion. Under certain circumstances, the Technology Director may permit adult staff members to bypass the filtering system for legitimate research or equipment testing purposes. Student users may not bypass the filtering system under any circumstances.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, compromise the safety of students or hamper the integrity or security of any network at NRSD. Some unacceptable practices include:

- Transmission of any material in violation of any state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material, or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through Narragansett Regional School District email or other network resources in violation of U.S. Copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitute harassment which is prohibited by Narragansett Regional School District.
- Student access to non-NRSD email (AOL, HotMail, Yahoo, etc.) is PROHIBITED.
- The use, downloading or playing of Internet radio, streaming video, streaming audio or MP3s by students is prohibited without the explicit permission of a teacher or the Technology Director. Chat rooms, MUDS, MOOS, Internet-based gaming, "Instant Messaging" or Internet messengers are totally prohibited at NRSD. These services are restricted due to the very strong potential for adverse impact upon the entire network at NRSD and/or their inappropriate content within a school environment.
- Any attempt to defeat or bypass the content filtering service is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the NRSD network or the Internet, or any networks or sites connected to the NRSD network or the Internet. Unauthorized access (hacking), attempts to breach security codes and/or passwords by any method will also be considered a form of vandalism and dealt with severely.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.
- The use of NRSD telecommunications or data services for personal financial or commercial gain, product advertisement or political lobbying. The sending of unsolicited junk mail or chain letters is prohibited.
- The creation, propagation, and/or use of computer viruses are prohibited.
- Installation of unauthorized software OF ANY KIND by students is prohibited.
- Game-playing is PROHIBITED. Games or other online gaming simulations may be used only if they are directly related to class assignments and may be used only with the explicit permission of a classroom teacher.

- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Narragansett Regional School District Technology Director from intercepting and stopping email messages or other transmissions which have the capacity to overload the computer resources. Disciplinary actions shall be imposed for intentional overloading of Narragansett Regional School District computer resources.

Email and Network Accounts

Access to the Narragansett Regional School District's email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Narragansett Regional School District users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Email accounts are provided to all NRSD staff and students for educational activities.

NRSD network user accounts are provided to all users where appropriate subject to agreement with the AUP as indicated by signature on the AUP Agreement form. No account will be issued without this document on file.

- Unauthorized attempts to access another person's network account, files, email or similar electronic communications, or to use another's name, email or computer address or workstation to send email or similar electronic communications is prohibited and shall subject the individual to disciplinary action. Passwords must not be shared. Shared passwords will result in network access rights being removed from all parties involved.
- The forgery, reading, deleting, copying, or modifying of electronic messages belonging to other users is prohibited. "Spamming" (multi-address broadcasting of nuisance email messages) is strictly prohibited by NRSD policy, and state and federal law.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.
- All users must understand that the Narragansett Regional School District cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the NRSD network or any email system.
- Narragansett Regional School District reserves the right to monitor all activity of the network at any and all times to ensure the proper, effective and efficient operation of all systems. This monitoring may take the form of audit or log files of network activity, direct observation or electronic observation, and the access and examination of any and all records or files. We reserve the right to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement or school authorities.
- Any information contained on a Narragansett Regional School District computer system is considered the property of Narragansett Regional School District.

This agreement applies to stand alone units as well as units connected to the NRSD network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken under the provisions of the State and Federal Criminal Codes. The decision of Narragansett Regional School District regarding inappropriate use of the technology or telecommunication resources is final. Monetary charges may be sought for damage necessitating repair or replacement of equipment or software, or the time required to make systems operational.

Narragansett Regional School District reserves the right to modify the terms of this policy at any time. Any changes to this document will be communicated as quickly as possible to the NRSD community through School Committee minutes, parent newsletter, or other communication services. Changes will become effective immediately upon approval by the School Committee.

Options for Administrative sanctions/action:

Staff members found to be engaged in any of the prohibited actions listed above will be held accountable and subject to administrative action according to District policy as set by the Superintendent and School Committee in consultation with the staff member's administrator.

Student(s) found to be engaged in any of the prohibited actions listed above will be liable for administrative action and criminal/civil charges. Administrative action may take the form of any single sanction or combination of sanctions listed below:

1. Required teacher detentions
2. Suspension from class until a parent conference is held
3. Social probation for a period of time defined by administration
4. Loss of all computer access privileges at NRSD for a period of time.
5. Assessment of any and all costs necessary to repair software or hardware systems.
6. Suspension from school
7. Criminal/civil prosecution under provisions of Federal and State law.
8. Notification of offense and release of all pertinent records to legal authorities as appropriate.

ATTENDANCE, ABSENCE and TARDY

In accordance with the law (c. 76, sections 1A and 1B), the NRSD administration shall inform a parent/guardian of a student's absence if the school has not received notification of the absence from the parents/guardians.

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

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

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

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

Student Absence Notification

Each Principal, by whatever title they may be known, will notify a student's parent/guardian of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall notify any student and that student's parents/guardians if the student has missed five (5) or more unexcused school days. A school day shall be equal to four (4) or more class periods in the same day. A meeting may be scheduled to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student and the student's parents/guardians. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human services, housing, and nonprofit agencies.

Schools' Responsibilities for Excessive Absences

The Narragansett Regional School District will fully comply with and enforce Massachusetts' laws requiring court notification and action on behalf of any child between the ages of 6 and 16 who is habitually truant. "Habitually truant" is a school-aged child, not excused from attendance under the lawful and reasonable regulations of such a child's school, who willfully fails to attend school for more than 8 school days in a quarter. All parents of students in this category will be notified in writing of the school's responsibility to notify local jurisdictions (courts) of truancy or failure to cause attendance complaints. The district is obligated to file Child Requiring Assistance letters on the student's behalf when a student consistently fails to attend school. All parents of students in this category will be notified in writing that a CRA (Child Requiring Assistance) truancy or criminal (failure to cause attendance) complaint has been made.

The Principal, acting as the representative of the School Committee, shall have sole jurisdiction in determining whether an absence shall be excused. For "excused" status, the Principal will consider issues of serious medical impairment, bereavement, religious holidays, or emergencies.

LEGAL REFS: M.G.L. 119:21, M.G.L. 119:39E-39J St 2012, c240

AHERA (Asbestos Hazard Emergency Response Act)

ASBESTOS Hazard Emergency Response Act of 1986 Notification

It is the intention of the Narragansett Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to learn and work. This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). You are welcome to review the Asbestos Management Plan located in the Central Office during regular hours or by calling 978-939-5661 with questions.

BEFORE AND AFTER SCHOOL CARE

The Narragansett Regional School District offers extended care options for students in Kindergarten through grade 5. For information regarding enrollment and participation, you may contact the Extended Day Coordinator at 978.894.3823 or go to the Extended Day website at <https://sites.google.com/a/nrsd.org/gansett-extended-day/>.

BULLYING PREVENTION AND INTERVENTION

See full Bullying Prevention and Intervention Plan [here](#).

Commitment

The Narragansett Regional School District is committed to creating and sustaining a safe, caring, respectful learning environment for all students. We will treat all members of our community with civility and respect in an inclusive environment. Keywords that represent our actions and our words are kindness, dignity, responsibility, courage and honesty. Our schools strictly enforce a prohibition against bullying of any students or staff by any student or member of the school staff. The School Committee expects that in collaboration with teachers, families and community members, each school will develop and implement a plan for education and discipline, including curriculum, to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying.

Definition of School Staff

In the context of bullying prevention and intervention, school staff is defined as including, but is not limited to, administrators, advisors to extracurricular activities, athletic coaches, bus drivers, cafeteria workers, clerical employees, custodians, educators, paraprofessionals, and school nurses. School staff may be

named the “aggressor” or “perpetrator” in a bullying report.

Definition of Bullying

Bullying is the repeated use by one or more persons of written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that has the effect of:

- (a) Causing physical or emotional harm, or of damage to his/her property,
- (b) Placing a target in reasonable fear of harm or of damage to his/her property,
- (c) Creating an unwelcoming or hostile environment at school for another person,
- (d) Infringing on the rights of another person at school, or
- (e) Materially and substantially disrupting the education process or the orderly operation of a school.
- (f) Deliberate acts of exclusion that have the same effect, are also considered forms of bullying under this policy.

If a special education student’s disability affects her social skills or makes the child vulnerable, as a target or aggressor, to bullying, harassment, or teasing, the child’s Individualized Education Program (IEP) shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. M.G.L. ch. 71B s. 3. If your child has an IEP and she has been bullied, or you are concerned she may be bullied in the future, you may ask for a team meeting to modify her IEP to address bullying issues.

Cyber Bullying

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by any of the following: wire, radio, electromagnetic, photo-electronic or photo-optical system including, but not limited to, electronic mail, internet communications, instant messages, facsimile communications, cell phone, texting or social media.

Cyber-bullying shall also include the creation of a webpage or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying can occur in and out of school, during and after school hours, at home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents or guardians and their families are expected.

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

Some student misconduct that falls under Narragansett Regional Schools’ bullying prevention policy may also fall under one or more of the federal anti-discrimination laws that prohibit harassment on the basis of race, color, national origin, disability, gender identity or sex.

Harassment on the basis of these enumerated categories is discrimination and a federal civil rights violation that schools are obligated to address.

Bullying Prohibited

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the district, or through the use of technology or an electronic device owned, leased or used by the school district.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

The School Committee expects administrators to make clear to students and staff that bullying will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

All staff members are required to report any bullying or harassment they see or learn about. The District will promptly and reasonably investigate all allegations of harassment, including bullying. The principal of each building will be responsible for handling all complaints alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

Availability of the Bullying Incident Reporting Form

Schools will inform staff about the availability of the Bullying Incident Reporting Form for their use during opening-of-school meetings and then periodically throughout the school year.

1. Schools will inform students about the availability of the form and its use during orientation sessions and periodically throughout the school year.
2. Samples of the form, as well as a description of the form's availability (as described below) will be included in the faculty and student/parent handbooks.
3. Forms will be available in the school's main office, counselor's office, library, and other locations as determined by the individual schools. Electronic versions of the form will be available on the District and individual school websites.

Procedures

The superintendent will develop administrative guidelines and procedures for implementation of this policy, including a student complaint process,

- a reporting process for staff,
- an investigation process,
- a process for communication with parents/guardians,
- record keeping and reporting, and
- annual report of bullying incidents to the School Committee.

The superintendent will publish disciplinary policies in Student Handbooks, which shall prohibit bullying and shall include Bullying Prevention and Intervention Plan required by Chapter 71 Section 37 of the Laws of the Commonwealth. Student handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.

Procedures Related to Acts of Retaliation

Retaliation against a student who reports or witnesses bullying will also be treated as a form of bullying. When a student is alleged to have retaliated against another student, administrators will follow the same procedures that are used for investigation of bullying incidents. In responding to bullying incidents, including acts of retaliation, administrators will warn aggressors that retaliation will lead to disciplinary action, up to and including the possibility of expulsion. Depending on circumstances, an administrator may assign a staff member to monitor the activities of a potential retaliator or to protect a target from further harassment and/or retaliation by an aggressor.

Bullying Prevention and Intervention

The office of the Superintendent or designee shall oversee the development of a prevention and intervention plan, in consultation with all District stakeholders, which may include parents and guardians, teacher's school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, and students, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

1. include descriptions of and statements prohibiting bullying, cyber-bullying and retaliation,
2. establish clear procedures for students and staff to report bullying or retaliation,
3. include a provision that reports of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report,
4. establish clear procedures for promptly responding to and investigating reports of bullying or retaliation,
5. identify the range of disciplinary actions that may be taken against the perpetrator for bullying or retaliation,
6. establish clear procedures for restoring a sense of safety for a target and assessing that person's needs for protection,
7. establish strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation or is witness to or has reliable information about an act of bullying,
8. establish procedures for promptly notifying the parents or guardians of a target and a perpetrator, for notifying the parents or guardians of a target of the action taken to prevent any further acts of bullying, and for notifying local law enforcement officials where criminal charges may be pursued against the perpetrator,
9. include a provision that a person who knowingly makes a false accusation of bullying shall be subject to disciplinary action, and
10. include a strategy for providing counseling in-house or referral to appropriate services for perpetrators and targets and for appropriate family members of the students

The principal or designee is responsible for the implementation and oversight of the plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report and other steps necessary to implement the plan, including addressing the safety of the alleged target. If the Superintendent is the alleged aggressor, the School Committee or its designee shall be responsible for investigating the report and taking other steps necessary to implement the plan, including addressing the safety of the alleged target.

Reporting

Students who believe that they are a target of bullying are encouraged and urged to report the matter to a member of the school staff. The target shall not be subject to discipline for failing to report bullying. Students who observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report such incidents.

A school or District staff member shall immediately report any instance of suspected bullying or retaliation the staff member has witnessed or become aware of to the principal or designee. This includes bullying or retaliation of a student by another student or bullying or retaliation of a student by a staff member. If the principal is the alleged aggressor, the report shall be made to the Superintendent or designee. If the Superintendent is the alleged aggressor, the report shall be made to the School Committee or designee. If the staff member fails to report, he or she may be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report any incidents of suspected

bullying as soon as possible to the principal or designee. This includes bullying of a student by another student or by a staff member. If the principal is the alleged aggressor, the report shall be made to the Superintendent or designee. If the Superintendent is the alleged aggressor, the report shall be made to the School Committee or designee.

Each school shall have a means for anonymous reporting by students of incidents of suspected bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who is found to have knowingly made a false accusation/report of bullying may be subject to disciplinary action.

Investigation Procedures

The school Principal or a designee shall promptly investigate a report of bullying, which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination and the school district or school's procedures for responding to the bullying or retaliation, using a Bullying/Cyber-bullying Report Form. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

The parents or guardians of both the student aggressor(s) and the target(s) will be updated periodically during the investigation, and upon its completion, shall be informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, whether disciplinary action shall be taken, and whether or not steps will be taken to prevent retaliation or further acts of bullying.

A principal or designee, upon determination that bullying or retaliation has occurred, shall promptly contact the parents or guardians of the alleged target(s) and when the alleged aggressor(s) is a student, parents or guardians of the alleged aggressor(s). Actions being taken to prevent further acts of bullying shall be discussed. If it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

If the alleged aggressor is a staff member, notice will be made to that individual in accordance with District policies and procedures, including in accordance with any applicable collective bargaining agreements. The individual will be updated periodically during the investigations and, upon its completion, shall be informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, whether disciplinary action has or shall be taken and whether or what steps will be taken to prevent retaliation or further acts of bullying.

A principal or designee shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be maintained to protect all parties, which includes, but is not limited to, alleged aggressor(s), target(s), a person who reports bullying, or provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. It is important to note that due to privacy laws the school may not be able to tell you what disciplinary action was taken against a child who bullied your child.

Disciplinary Actions

Disciplinary actions for students who are found to have committed an act of bullying or retaliation shall be in accordance with NRSD disciplinary policies.

Disciplinary actions for employees who are found to have committed an act of bullying or retaliation shall be in accordance with state law, any applicable collective bargaining agreements, and Narragansett Regional Schools' policies and procedures.

Assistance

The Narragansett Regional Schools may provide appropriate counseling or referral to appropriate services including, but not limited to, guidance, academic intervention, and protection to any affected students, as necessary.

Documentation

Each school shall document any incident of bullying that is reported per policy and the principal or designee shall maintain a file of these reports.

The Superintendent or designee shall inform the School Committee periodically of any trends or implications of these reports in order to give the School Committee the opportunity to review and amend this policy.

Confidentiality shall be maintained consistent with the school's obligations under law.

Programs

The District will implement an anti-bullying program as a required part of the curriculum at each grade level. It will be based on age-appropriate instruction on bullying prevention using evidence-based curricula. Furthermore, the District will provide instruction on civil and ethical behavior at each grade level and hold students and adults responsible for behaving with respect toward one another at all times. Instruction will include appreciation of human differences and avoidance of behaviors that discriminate against others based on their gender, gender identity and gender expression, sexual orientation, race, national origin, religion or disability.

Staff Development

The bullying prevention and intervention plan shall include ongoing professional development of all members of the school staff to build the skills to prevent, identify and respond to bullying and to implement the bullying prevention and intervention plan. The content of such professional development shall include, but not be limited to (1) developmentally appropriate strategies to prevent bullying incidents; (2) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (3) information regarding the complex interaction and power differential that can take place between and among the perpetrator, the target and any witnesses to the bullying; (4) research findings on bullying; (5) information on the incidence and nature of cyber-bullying; (6) internet safety issues as they relate to cyber-bullying; and (7) legal issues and responsibilities related to bullying. The school staff shall receive annual written notice of the bullying prevention and intervention policy.

Parents/Guardians Education

The bullying prevention and intervention plan shall include provisions for educating parents and guardians about the bullying prevention curriculum at each school, how they can reinforce the curriculum at home, how they can support the district's prevention and intervention plan, the dynamics of bullying and online safety and cyber-bullying.

The District shall provide to students and their parents or guardians in age-appropriate terms and in the most prevalent languages of families, annual written notice of relevant sections of the bullying prevention plan in the student handbook.

LEGAL REFERENCE: Title VII, Section 703, Civil Rights Act of 1964 as amended; Federal Regulation 74676 issued by the EEO Commission; Title IX of the Education Amendments of 1972; 603 CMR 26:00; M.G.L. 71:370; 71B:3; 265:43,43A; 268: 13B; 269:14A

REFERENCES: Massachusetts Department of Elementary & Secondary Education's Model Bullying Prevention and Intervention Plan; NRSD School Committee Policies: AC, Nondiscrimination; ACAB, Sexual Harassment; JBA, Student to Student Harassment; JIC, Student Discipline; JICFA, Prohibition of Hazing

BUS & TRANSPORTATION POLICIES & PROCEDURES

Massachusetts General Law Chapter 71, Section 16C requires that the regional school District shall be obliged to provide transportation for all school children in grades kindergarten through twelve.

The Narragansett Regional School Committee (File: EEAA) has set the following mileage guidelines:

All Students Grades K through 12:

- Students who live more than 2 miles from school: eligible for free bus transportation by law
- Students who live more than 1 mile, but not more than 2 miles from school:
Eligible for bus transportation, subject to bus fee
- Students who live 1 mile or less from school: not eligible for bus transportation from home residence Grades 5 and 6:
- Students who live more than 2 miles from school: eligible for free bus transportation by law
- Students who live 2 miles or less from school: not eligible for bus transportation from home residence

Grades 7 through 12:

- Students who live more than 2 miles from school: eligible for bus transportation, subject to bus fee
- Students who live 2 miles or less from school: not eligible for bus transportation from home residence

Eligibility

Transportation services are determined by the location of the student's home in relation to the school to which the student is assigned, and does not entitle the student to door-to-door service.

If a student is not eligible for transportation as provided for by this policy, the parents/guardians are responsible for assuring that the student gets to and from school safely. Students with special needs who attend out of District placements (outside the District) and ride special vehicles or vans are NOT subject to the mileage boundaries or the fee. Students with special needs who attend Narragansett Regional School District are subject to the mileage boundaries and the fee under the same provisions as other students unless they have "special transportation" by a "special vehicle" indicated in their individualized plan (IEP).

Students with special needs with these two provisions in their (IEP) will be transported.

regardless of mileage and are NOT subject to the fee. Students who have a 504 plan are, generally, subject to the fee under the same provisions as all other students.

Bus Routes and Stops

School bus stops will be at centralized locations. Students are not entitled to street-by-street or door-to-door pickup and/or delivery. All routes and stops will be determined using these guidelines:

- Bus capacity
- Length of bus routes and travel time
- Distance that a student would be required to walk to a bus stop, which will not exceed the statutory limit of one mile
- Grade of student(s) to be transported
- Student's individual Education Plan (IEP) or 504 plan

Buses will not travel into cul-de-sacs or travel on unapproved town roads. Bus turnarounds must be approved by the bus company and maintained by the local highway department.

A parent/guardian or responsible person designated by the parents/guardians must be at the bus stop for the drop-off of all kindergarten and grade 1 students. If no responsible person is at the bus stop, kindergarten and grade 1 students will not be dropped off and will be transported back to the school

extended day program.

It is the responsibility of the parents/guardians to ensure safe passage of his/her child over roadways to an established bus stop. The district's responsibility begins when the child boards the bus at the pickup location and ends when the child disembarks the bus at the assigned drop off location.

Students must be picked up or dropped off at the same bus stop location five days a week. A child may be allowed one stop in the morning and a different stop in the afternoon but it must be consistent five days a week. A note requesting the student take the bus to/from a different bus stop on any given day is not acceptable.

Exceptions to any of the above guidelines may be made at the discretion of the Superintendent.

Request/Complaint Procedure

Requests/complaints regarding the bus management procedure must be submitted in writing to the transportation coordinator. A response will be provided within five (5) school days of receipt. In accordance with the Massachusetts General Law, a complaint concerning the district's compliance with the law may be made to: Massachusetts Department of Elementary and Secondary Education 75 Pleasant Street, Malden, MA 02148-4906

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5; NRSD School Committee Policies: EEA, Student Transportation Services; EEAA, Walkers and Riders

Bus Conduct

Riding the school bus is a privilege. Buses are considered part of the school and as such should be considered spaces where all school expectations apply, as well as appropriate conduct toward drivers and any instructions or directions given by them or issued by the bus company. Buses present a host of safety considerations that warrant misbehavior to be regarded as particularly serious. Students are required to act safely and appropriately on the bus, and are not to engage in any of the following: failing to sit in their seat (or an assigned seat), yelling, using profanity, throwing items (in the bus or from a window), or in any way negatively impacting the operation of the school bus or other riders.

No student shall ride home on a bus to which he/she is not assigned. Exceptions include walking home, taking another bus, getting a ride with someone other than a parent / guardian. If a student's daily transportation plan changes, the parent/guardian is responsible for notifying the school in writing when a student arrives at school in the AM or by phone at least 30 minutes before dismissal time.

It shall be understood that the right of the pupil to use transportation to and from school is a qualified right dependent on good behavior.

Bus rules advise students to:

- Walk on the side facing traffic to and from the bus stop on roads and highways where there are no sidewalks.
- Be on time at the pick-up point. We recommend that students be at the bus stop five (5) minutes before pick-up time. Dogs must be restrained at home when buses are expected.
- In crossing the highway after leaving the bus, cross only after the driver signals that it is safe to cross.
- Pass in front of the bus, and look both ways before crossing the street.
- Keep all items out of the aisle. Keep the bus neat, and do not mark, cut, or break any part of the bus.
- Do not throw anything in the bus or out the windows. Do not put hands, arms, or other parts of your body out of the windows or rear exit door from the bus at any time.

- Masks must be worn at all times on the bus until further notice.
- Do not eat or drink on the bus.
- Be respectful to the bus driver. He/she has a very important job to do and needs your help. The driver's ears and eyes need to be focused on the road in order to drive to and from school. Do not shout or make other noises that might distract the bus driver. Do not talk to the bus driver while the bus is moving, but report any emergencies to him/her at once.
- No student shall ride home on a bus to which he/she is not assigned. The school principal or assistant principal may deprive students from riding the bus for a length of time if the student violates these rules. In all cases the principal or the assistant principal must make a report to the parents and transportation supervisor.
- For any alleged violation of the previously stated rules, the bus driver will notify the principal.

Bus restrictions may be warranted under the following conditions:

Due Process Concerning Bus Issues

Before discipline is imposed, the student has the right to receive:

- Oral and/or written notice of charges
- An explanation of evidence
- The opportunity to present his or her side of the story to an impartial decision-maker. (e.g. the school administrator)

Appropriate disciplinary actions at the discretion of the impartial decision-maker/administrator shall include but not be restricted to:

- Warning to student and notification to parents/guardians
- Restricted seating on the bus for a period of time determined at the discretion of the administration and/or bus driver
- Loss of bus transportation for:
 - one day
 - one week
 - one month
 - the remainder of the school year

In all instances above, the parents/guardians will be notified.

Questions concerning driver or bus company policies should be directed to the Building Principal.

In the event a student becomes a danger to other students, or to him or herself, it will be the prerogative of the building administration to waive progressive discipline and immediately revoke all bus privileges for the remainder of the year.

All students are expected to participate in two bus evacuation drills each year. These are required by law and are designed to simulate emergency procedures should there ever be an emergency situation while students are on the bus. These drills are generally conducted by the bus contractor and the bus driver. Students' cooperation and assistance is expected and appreciated.

Use of Video Cameras on Buses

Students should be aware that they may be under audio and videotaped surveillance while riding on Narragansett Regional School District School buses.

Cameras may be used to monitor students' behavior on buses in order to promote the safe transportation of

students. Videotapes of students riding on buses may be used to foster security, promote students' safety and monitor student misconduct.

Prior notice must be given to the Superintendent before any video is reviewed. The Superintendent or designee shall review any videotape if any misconduct is alleged.

Student Drop-Off/Pick-Up

Each school has its own student drop off and pick up procedure. Please check the school's handbook details in the appendices for specific information.

Bicycles may be ridden to school beginning at the second grade. All students must wear helmets. They must be parked in designated areas, and students are not permitted to ride bicycles inside the school buildings or during recess. The school system is not responsible for damage occurring to bicycles on school grounds. Please be advised to bring locks for student's bikes.

Changes in Transportation

In order for any student to be picked up by a person not identified as authorized in SchoolBrains, a note must be provided by the parent/legal guardian in advance of the desired change. The only exception to this is if for extenuating reasons, a parent calls ahead of time to tell the secretary/administration that a non-registered person will be picking up their son/daughter. That person must submit an ID before being allowed to take the student. Your child's safety and security are of primary importance. Again, students must take the bus to and from the same bus stop each day. A note requesting a student take a different bus on any particular day must be approved by the building principal in advance.

Idling of Motor Vehicles

Operators of motor vehicles are prohibited from allowing any motor vehicle to idle unnecessarily on school grounds (see M.G.L. c. 90, section 16B). The following exceptions apply: traffic conditions; queuing for pick-up or drop-off; diesel engine cool down and warm up; maintenance of temperature of school busses. Violators may be subject to a civil fine of up to \$100 for a first offense and \$500 for second and subsequent offenses.

CELL PHONE USE

While it is recognized that in today's society the use of such communication devices is common, we also recognize that it is distracting and disruptive to the learning environment. Each school has its own practices for student and staff cell phone use depending upon the age of the student, the educational practices of the teacher, and the program to which the staff member is assigned. If a student is found using such a device during the school day during a time that its use is not permitted, the device may be confiscated and held by administration. Parents will be notified and will be required to pick up the device from administration. Students needing to call home should do so from the school office. Parents who need to contact their child during the school day should leave a message with the secretary.

CHILD ABUSE & NEGLECT/MANDATED REPORTING

Under General Laws Chapter 119, Section 51A for purposes of reporting child abuse and neglect to the Department of Children and Families. Under MGL 119, Sec. 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 is suffering physical, sexual, or emotional abuse or neglect by a parent, guardian, school staff member or other caretaker must immediately report the abuse or neglect either directly to the Department of Children and Families (DCF) or to the person designated by the school to accept those reports, who then promptly reports it to DCF.

The Principal and/or Superintendent will report to local police certain forms of harassment and conduct that may constitute a crime. The Principal and/or Superintendent may report physical injury, destruction of public property, potential hate crimes and other acts of a serious criminal nature to local police for

investigation.

If a staff member is found to be the cause of abuse or neglect, the staff member will not be allowed to work while DCF goes through the investigation.

FAMILY COMMUNICATION

Change of Address/Email/Telephone

Please notify the school of any change in address, telephone numbers (i.e. home, work, or emergency), or email addresses. In case of an emergency, it is very important that we are able to reach parents/guardians or authorized adults. Also, please be sure to update contact person information when any changes occur. Families can update this information directly through the SchoolBrains Community Portal linked from the district website.

Blackboard Connect

Through an automated system, you will receive a message from the Superintendent of Schools on your home phone number notifying you of various events/information. If you wish to have this message sent to a different phone number other than your home, please notify the school's office with the change in information.

Principal Messages

Principals utilize the Blackboard Connect system and email as a vehicle for communications with families. Please be sure that your contact information is up to date in the school office.

Classroom Newsletters/Class Websites

Teachers are encouraged to send home periodic newsletters to highlight special classroom happenings. Some teachers maintain a classroom website to share information. We encourage families to stay connected to what is happening in your child's classes and school.

Website

The Narragansett Regional School District has a website at www.nrsd.org. The website has general school information and policies.

Phone System

Staff members are encouraged to check email at least once throughout the day. Most are busy working directly with students. Please allow 1-2 school days for a response. If the matter is urgent, please call the school office and leave a message.

Public Access Channels and District YouTube Channel

Narragansett Regional School Committee meetings are aired on Public Access Channel 194 in Templeton, and Channel 99 in Phillipston; as well as posted on YouTube. Parents and older students are also encouraged to follow the school department on social media for current updates and pictures.

COMMUNICATION PROTOCOL FOR CRISIS INTERVENTION

Members

The Crisis Intervention Team (CIT) is a group of officials from the court, school district, law enforcement, and social service agencies.

Goal

All involved in this effort share a common goal and a common population. Through this collaboration each

participant can assist in developing appropriate service responses to juvenile offenders in the community. All involved hope to coordinate their responses to violent criminal acts, serious delinquent acts, and substance abuse acts that occur in the community, on school grounds or at school sponsored events. This initiative strives to provide students, parents/guardians, and staff members with the confidence that appropriate action will be taken to prevent or address these illegal acts in the community, on the school grounds or at school activities.

Objectives

- To ensure that all students receive an adequate education and reach their highest potential.
- To provide appropriate programming and support services for children determined to be at risk.
- To facilitate improved communication between police, probation officers, District attorneys, Dept. of Youth Services, Dept. of Children and Families, Dept. of Mental Health, and the school department.
- To provide continuing proactive prevention education for school based staff, student's parents/guardians, and other members of the community.

Guidelines

- Crisis Intervention Team Members will establish regularly scheduled meetings to discuss, monitor, and track events as well as track interventions within the district.
- All Crisis Intervention Team Members are welcome to attend all meetings. All have the ability to bring forward issues about school safety, and resource development for students who may be at risk.
- The school department and police department agree to coordinate their efforts for reporting criminal or delinquent behavior.
- The school department will report to a designated officer.
- Mandated reportable acts shall include: assault, possession of a weapon, hate crimes, Bullying, destruction of property, sexual harassment, possession and/or distribution of a controlled substance, possession and/or distribution of alcohol, violation of a restraining order and felony charges.
- Discretionary reportable acts shall include any lesser violation of a criminal statute.
- All Crisis Intervention Team Members will comply with confidentiality laws set forth in Chapter 119, Section 60A of Massachusetts General Laws.
- The school department will comply with all established discipline policy set forth in the student handbook as well as compliance with M.G.L. Chapter 71, Section 37H and Section 37H1/2.
- The Juvenile Court will address the need to share information with regard to students who could potentially pose a threat or risk to the safety of the students or administration of the school department. Chapter 119, Section 60A of Mass General Laws provides that any and all records with regard to any delinquency or child in need of service before the Juvenile Court shall be withheld from public inspection, except with the consent of a justice of the Juvenile Court.

Procedures

Any school employee who has reasonable grounds to believe that a student has committed a mandatory act shall report the student to the Principal or Superintendent.

The School Administrator/Superintendent shall inform the student and his parents/guardians of the nature of the offense and the need to report the offense to the police.

The School Administrator/Superintendent shall notify the police of any mandatory reportable offenses and the existence of any physical evidence. Any possession or use of a dangerous weapon on school premises shall be reported to the police chief, in writing, in accordance with the M.G.L. Chapter 71, Section 37.

Any incident involving the possibility of serious injury or property damage shall be reported by any school official by calling 911.

The School Administrator shall submit in writing through the probation department any request regarding information on the status of any juvenile involved with the Juvenile Court as a delinquent child or child in need of service. The request will be brought before a justice of the Juvenile Court for determination of the appropriateness of releasing information.

All social service agencies signed as members shall actively advocate for appropriate educational settings, and supportive services for their clients.

Conclusion

All members are committed to maintaining safe school environments.

The immediate reporting, prompt investigation, and timely prosecution of serious criminal conduct, will help to foster a secure environment for all students. The collaboration of all members toward appropriate prevention strategies and treatment alternatives for students at risk can improve education for all.

THE DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)

[See full DCAP here.](#)

Purpose of the DCAP

Massachusetts General Laws Chapter 71: Section 38Q1/2 require school districts to implement District Curriculum Accommodation Plans (DCAP) to help ensure all efforts have been made to meet a student's needs in regular education. The purpose of the Narragansett Regional School District's DCAP is to assist school leaders in knowing what the internal resources are available in evaluating, planning, implementing, and monitoring programming in the regular education setting that addresses the diverse learning needs of students, and to avoid unnecessary referrals to the Special Education Department.

School Councils and the DCAP

The school council where applicable, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of all students attending schools in the district, and make recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan required pursuant to Section 38Q ½ and shall assist with this plan.

TEACHER ASSISTANCE TEAM (TAT) PROCESS

The Teacher Assistance Teams (TAT) Process

A mechanism of the DCAP process is designed so that teachers accept responsibility for providing vigorous accommodations in the classroom by using data driven actions and monitoring accommodations to track the effectiveness of interventions and integrity in their application.

All teachers apply MTSS (Multi-Tiered Systems of Support) for all students (Tier 1 supports) on an ongoing basis, and for students who struggle with curriculum or behavioral goals, higher levels (Tiers 2 & 3 supports) and interventions are provided for a period of 4-6 weeks. If a student continues not making effective progress, after the higher levels of intervention and support have been implemented, as shown through documented data collection of MTSS strategies applied in the general education setting, the student is referred to a school-based Teacher Assistance Team (TAT).

The solutions to a child's difficulties may be found within support and practices in the general education setting. Decisions to refer for an initial evaluation should only be made once it is determined that tiered supports have been implemented, monitored, and show little or ineffective resolution to the problem. The full TAT process should then identify and attempt alternative accommodations, implement new plans for

interventions, and collect and analyze data during a 4-6 week TAT intervention trial process.

The TAT process is not a pre-referral for a 504 Plan or a special education referral process. Although the end result may lead to a referral for an initial eligibility assessment, ideally this should not be the norm. After the TAT trial intervention process a decision may be made to refer a student for either an Initial Special Education Evaluation or 504 Plan evaluation. However, after 4-6 weeks of the TAT intervention trial process, and effective student progress has been made during the TAT trial process and data analysis, a General Education District Curriculum Accommodation Plan (DCAP) is written and will be implemented by classroom teachers in a general education setting. Such efforts and results will be documented with a copy maintained in the student's cumulative record.

No instructional support program or other intervention may limit a parent's right to refer his or her child for a 504 or special education evaluation. Parents who notify teachers and/or building administration that they intend to refer their child for an evaluation should also be informed that the school will begin the TAT process at that time. The rationale for this is that not all children are found eligible for 504 accommodations or special education services. Information and programming collected and analyzed by the TAT should come from research-based programs when possible, and analyzed by the TAT (Team). Parents are encouraged to participate and be involved in the problem-solving and implementation process relevant to tying together regular education strategies with home support.

All services outlined in the DCAP are available to all students that are found eligible (through evaluation processes in Special Education or 504 processes) as well as for any other students who have been identified through the Teacher Assistance Teams (TAT) in need of curricular and/or behavioral support. Services and eligibility processes for services are available to all students regardless of sex, race, gender identity, religion, housing status, socio economic status, sexual orientation, country of origin, or primary language.

District Strategic Improvement Plan 2019-2022

Strategic Objectives				
Strategic Objective 1: Culture: Shift to a learner centered culture to maintain what's most important for each student.		Strategic Objective 2: MTSS: Implement tiered systems of support for academics and behavior to improve student learning.		Strategic Objective 3: Communication: Develop systematic communication structures.
Strategic Initiatives				
Strategic Initiative 1.1: Implement standards-based curriculum maps	Strategic Initiative 1.2: Implement research-based instructional practices	Strategic Initiative 2.1: Refine and implement a Multi-Tiered System of Support (MTSS) for academics that includes a suite of assessments aligned to standards that is used to inform instruction and plan interventions appropriately.	Strategic Initiative 2.2: Create a learning environment that effectively addresses the social, emotional, and behavioral needs of all students and includes data collection that is used to inform instruction, plan interventions appropriately, and support students' needs.	Strategic Initiative 3.1: Improve communication to ensure the flow of information, identify areas for growth, and to promote the good work happening at Narragansett.
Outcomes				
<ul style="list-style-type: none">• By spring of 2020 teachers will be utilizing ELA and Mathematics curriculum maps to guide their teaching.• By spring of 2021 teachers will be utilizing History and Social Science curriculum maps to guide their teaching.• By spring of 2022 teachers will be utilizing Science curriculum maps to guide their teaching.	<ul style="list-style-type: none">• By spring of 2020 instructional practices will be communicated.• By spring of 2021 research-based instructional practices will be implemented.• By spring of 2022 research-based instructional practices will be in place with ongoing support.	<ul style="list-style-type: none">• By spring of 2020 Reading and Mathematics benchmark assessments will be implemented in grades K-8 to inform academic interventions• By spring of 2021 the suite of assessments will be implemented including a data cycle of inquiry for academics with support from teacher leaders and administration.• By spring of 2022 the suite of assessments will be utilized to plan and differentiate tiers 1, 2, and 3 instruction	<ul style="list-style-type: none">• By spring of 2020 the Multi-Tiered System of Support (MTSS) will be expanded to include students' social, emotional, and behavioral needs.• By spring of 2021 a data cycle of inquiry for social, emotional, and behavioral needs will be fully in place to inform action steps to support students.• By spring of 2022 a data cycle of inquiry for social, emotional, and behavioral needs will continue to inform action steps to support students.	<ul style="list-style-type: none">• By spring of 2020 all schools and the District will have a communication plan.• By spring of 2021 stakeholders will have provided feedback on the Strategic Improvement Plan with suggestions for improvement.• By spring of 2022 improved communication will be ongoing.

DISCIPLINARY PROCEDURES

Introduction

The District uses a Positive Behavioral Interventions and Supports (PBIS) system, which has an underlying philosophy that behavioral expectations must be explicitly taught to students. Through this system, positive behavior is taught to students and reinforced through a recognition system. PBIS reduces the incidence of problem behaviors, but when they do occur the following procedures are in place.

This section of the Handbook provides a summary of rights and procedures which govern how and when a student may be disciplined. Included in this Handbook are the text of M.G.L. c. 71, sections 37H, 37H1/2, and 37H3/4, as well as the relevant text of 603 CMR 53.00 (DESE regulations regarding student discipline). This text should be consulted for specific details about a student's rights and the various applicable procedures.

Due Process

Students must be afforded due process before disciplinary action is imposed. Under due process students have the right to receive:

- Oral or written notice of the charge(s).
- An explanation of the evidence supporting the charge(s).
- An opportunity for students to present their perspective of the facts concerning the charge(s).

The Administration may immediately impose appropriate discipline measures following the application of the due process principles stated above.

Detention

Detention, or keeping a student after school, is sometimes a necessary consequence for inappropriate actions. There are two kinds of detention: teacher and school/office.

- A teacher detention is given for unacceptable behavior within the classroom. The individual teacher will determine the procedure to follow for this kind of detention.
- A school/office detention is given for disruptive behavior in the corridor, on the playground, in the cafeteria, at assemblies, or other school areas outside of the regular classroom before, during or after school. School detention can also be assigned to students who have repeatedly created disturbances in classrooms or for failing to serve a teacher detention.

Students will be given 24 hours' notice for both teacher and school detentions. In some cases, detentions will be assigned during a student's lunch period and these detentions do not require 24 hours' advance notice. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions. Failure to serve detention is a serious offense and will result in additional detention and/or progressive discipline up to and including suspension.

Behaviors that may result in detention

The following are only examples of behaviors that may result in a student being assigned a detention. This list is not intended to include all behaviors that may result in detention, nor is it intended to suggest that detention is a maximum penalty for the infractions listed.

- habitual tardiness
- cutting class
- habitual classroom misbehavior
- throwing items (including ice or snow)
- possession or use of electronic equipment between arrival and dismissal (unless authorized for classroom use)
- use of skateboards on school grounds
- failure to report after school for a teacher detention

- use of profanity and/or obscene language or gestures
- disruptive behavior in and around the school
- possession of items which disrupt the educational process
- unauthorized use of a cell phone in the school building

Suspension (In-School & Out of School) and Expulsion Policies and Procedures (See Appendix 4)

Academic Progress of Suspended/Expelled Students: Any student who is serving a suspension or expulsion shall have the opportunity to make academic progress during the period of removal.

Narragansett Regional School District will establish and publish an education service plan specifying alternative educational services which will be made available to students who are expelled or suspended for more than 10 days.

The principal is required to inform the student and parent of the opportunity to continue to make academic progress in writing when a suspension or expulsion is imposed. Any school that suspends or expels a student for more than 10 consecutive school days (whether in school or out of school) must provide the student and the student's parent with a list of alternative educational services. These alternative educational services should be contained in a school-wide education service plan. This plan ensures that excluded students have an opportunity to make academic progress while suspended. NRSD Education service plans may include services such as tutoring, alternative placement, alternative school tutoring, and possibly online or distance learning. The district's service plan will include at least two types of education service options. The student and parent have the right to choose the type of education service from the list of services on the plan. The choice is ultimately that of the student and parent. The principal may, however, recommend one option over others based on the school personnel's knowledge of the student's academic needs, learning style, behaviors, or other factors. Students who are suspended from school for 10 or fewer consecutive school days (in or out of school) must be provided an opportunity to make academic progress during the period of suspension, to make up assignments, and earn credits missed.

Emergency Removal: Nothing in the applicable regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal.

Suspended or Expelled Students: Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

Short-term Suspension: Is removal for ten consecutive days or less.

Long-Term Suspension: Under M.G.L. c. 71, § 37H 3/4: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days. Short term suspensions resulting in ten (10) or more days suspension cumulatively for multiple disciplinary offenses in any school year will be considered a long term suspension for due process purposes. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the

student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings. For a suspension in excess of ten (10) consecutive days, the student will have the right to a formal hearing at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Alternatives to Suspension: Where applicable, the District will consider appropriate alternatives for suspension, which could include verbal and written warnings, peer mediation, restorative justice, social probation, diversion to counseling staff, and where applicable, alternative learning.

Principal's Hearing

Short-Term Suspension: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension: In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights: (a) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (c) the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; (d) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident; (e) the right to cross-examine witnesses presented by the school district; and (f) the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

Principal's Decision

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal of a long-term suspension with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal of a long-term

suspension with the superintendent. And for long-term suspensions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request. There is no right to appeal a short-term suspension, in-school suspension or emergency removal.

A student subject to an out-of-school suspension for more than 10 days either consecutively or cumulatively for violating the student code of conduct may appeal to the superintendent. The superintendent must give a decision on the appeal in writing within 5 calendar days of the hearing. That decision is the school's final decision.

What are a student's rights at a Superintendent's hearing? For a Superintendent's hearing for expulsion due to possession of a dangerous weapon, controlled substance, or assault on a school staff member, the student has the right to bring an attorney. For a superintendent's hearing for expulsion due to an adjudication of delinquency for a felony offense, the student has the right to bring an attorney and may present oral and written testimony. For a Superintendent's hearing for long-term out-of-school suspension due to violation of the student code of conduct, the student has the right to bring an attorney, may present oral and written testimony, and may cross-examine witnesses. In all cases, the superintendent may overturn or alter the discipline imposed by the principal.

Other Discipline Information

Liability for Damages: The Narragansett Regional School District shall seek compensation for District property willfully damaged by a minor or student age 18 years or older. Civil action may be brought against the minor or the minor's parents/guardians, or the individual if 18 years of age or older. All incidents shall be investigated, liabilities fixed, and all costs assessed in a nondiscriminatory and non-arbitrary manner. Schools shall be monitored to ensure that findings of liability are in accordance with District procedures in affording due process guarantees.

Corporal Punishment. Corporal punishment is prohibited.

Searches

Narragansett Regional School District authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District. A warrantless search (non-emergency) of a student's school locker or articles/items carried upon the student's person, may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, narcotics, hallucinogenic, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, vaping devices, tobacco, or evidence of cheating or other academic misconduct.

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school District knows or has reason to know might be eligible for such services. If prior to a disciplinary action there is knowledge that a student might have a disability then the district will make available to the student the same safeguards as if the student had already been found eligible for disability support. The District will consider prior knowledge to include: written concern from the parent, the student is participating in the evaluation process prior to the disciplinary action, or if staff had expressed directly to the Director of Pupil Personnel Services or other supervisory personnel, specific concerns about a pattern of behavior. The district is not considered to have prior knowledge if the parent has not signed consent for an evaluation, has refused special education services, or if an evaluation did not lead to a determination of eligibility for special education services.

Students Not Yet Found Eligible

If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation by shortening timelines to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Students who have been found to have a disability that substantially limits a discipline major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year the district will meet within ten days of the suspension. The following additional requirements apply to the discipline of students with disabilities:

1. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement. In these cases the district will convene a team comprised of district personnel, the parent, and other relevant members of the Team as determined by the parent and the district within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP and information from the parents to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. Students with disabilities may be excluded from their programs for (10) ten school days or less to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than (10) ten consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/ guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding (10) ten school days in a single school year, special education students have the right to receive services necessary to provide him/her with a free appropriate public education.
2. If building administrators, the parent(s)/ guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with an IEP. The school district will notify parents of that decision and provide the parents with procedural safeguards. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
3. If building administrators, the parent(s)/ guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
4. If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possessing a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to (45) forty-five school days. A court or BSEA Hearing

Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to (45) forty-five school days.

5. Regardless of the manifestation determination, the District may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
 - The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - The student is in possession of or using illegal drugs on school grounds or at school-sponsored events;
 - The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

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

Periodic Review of Discipline Data

The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. In reviewing the data, the principal shall assess the extent of in-school suspensions, short- and long-term suspensions, expulsions, and emergency removals under 603 CMR 53.07, and the impact of such disciplinary action on selected student populations.

DISMISSAL PROCEDURES

Restrictive Dismissal

Whenever there is a restriction as to whom the student may be discharged, we must have one of the following:

- In case of a divorce or separation, we must have a court order indicating the person who is restricted from picking up the child.
- Children will only be dismissed to people verified on the Emergency Card.

Identification will be required before the child is discharged in either situation. If there is a change in either of the circumstances above, the school must be notified in writing of this change.

Appropriate personnel will be informed.

Student Dismissal

Students are not permitted to leave the school grounds before their regular dismissal time without prior written approval from their parents/guardians. If you would like to dismiss your child from school, please send a note to the office with your child prior to the start of school. Students will not be dismissed directly from their classroom. Students will only be released to the authorized adults that have been registered on the student's emergency card and proper identification may be required. Authorized person must come to the main office to dismiss the student.

DRESS CODE

As a NRSD student, you are expected to exercise responsibility in all matters. Your parents, teachers, and administrators expect you to take pride in your personal appearance and to dress appropriately for school in attire which facilitates participation in learning as well as for the health and safety of students. School is preparation for professional life and this dress code is to help build good habits. Students are expected to respect the school community by dressing appropriately for the educational environment.

General Rules to Follow

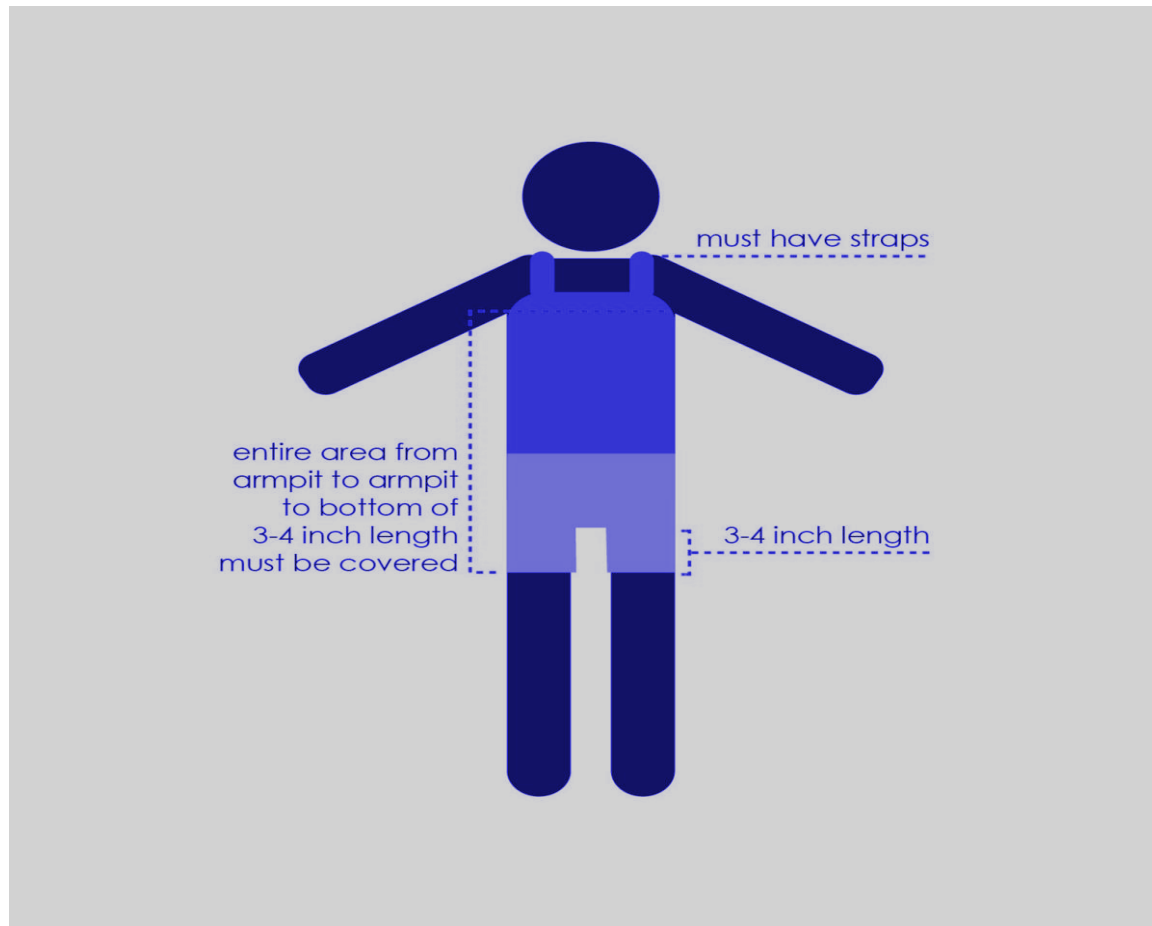
- You will not be permitted any form of dress considered contrary to good hygiene, disruptive or detrimental to the purpose or conduct of the school. (Pajamas shall not be worn, except for school activities approved by the principal.)
- Clothing must cover areas from one armpit across to the other armpit, and down approximately 3-4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
- No visible undergarments.
- Your dress should reflect your acceptance of established health standards.
- All students must wear appropriate footwear for protection and safety. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.)
- Headgear including hats, hoodies, bandanas, kerchiefs, or caps are not allowed in the school building at any time unless permitted for religious, medical, or other reasons by school administration. During the year, there may be Hat Days where students can donate to a charitable cause in order to wear a hat to school.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

The following guidelines have been established:

- Clothing and accessories shall be free of writing, graphics, and other insignia which are obscene, and which depict, imply, advertise, or advocate illegal, violent, gang-related, or lewd conduct, obscene language or images, nudity, sexual acts, the use of drugs, tobacco, alcohol, or other controlled substances, or weapons.
- Clothing and accessories may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
- Sunglasses may not be worn inside the building.
- Pocket or wallet chains are not allowed in school.
- Outside coats or jackets should not be brought to class unless the building's internal temperature necessitates additional clothing (at the discretion of the teacher or administrator).

If, in their judgment, your teachers or team feel your clothing is not appropriate, you will be referred to School Leadership. If a violation occurs, students will be required to correct the situation. Corrective action may include a change of clothes, turning an item inside out, dismissal from school after parents/guardians notification, or any other appropriate and reasonable means of redress. Failure to comply with this request will result in disciplinary action.

A good rule of thumb: if you are not sure if what you are wearing is appropriate, choose something else to wear to school!



EMERGENCY PROCEDURES – FIRE DRILLS, A.L.I.C.E., MEDICAL LOCKDOWN

For the safety of everyone, each school will practice the fire drill, A.L.I.C.E. and medical emergency lockdown procedures during the year. At the beginning of the year, students and staff will receive training on the various aspects of the fire drills and lockdown procedures. Instructions will be posted in each classroom. When the signal is given, teachers will guide students on the safest response to the situation.

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

The District has implemented research based A.L.I.C.E. procedures to enhance building safety as well as to increase the options we all have in the event of an unwanted intruder in the building. Schools across the country are implementing similar plans in order to try to avoid situations like Columbine High School in Colorado and Newtown Elementary school in Connecticut. A.L.I.C.E. procedures are not a step-by-step checklist, but a set of general recommendations. These procedures give staff and students options for response in an emergency situation, and give staff and students permission to adapt their response depending on the situation.

A.L.I.C.E. Procedures

Alert! - Get the word out that there is an emergency situation. Usually an announcement will come from

the main office, but use common sense if there are sounds of commotion or disruption in the halls. *“This is an active intruder alert, please take all necessary steps.”* or *“The intruder is in....”* You will be given as much detail as possible to help you make informed decisions.

Lockdown – This is a good starting point and gives you time to plan your next steps. Lock-down may not be appropriate in every location of the building depending upon the information that is available. Your teacher will make decisions as to your best, most logical course of action. Teachers and students will be trained in the A.L.I.C.E. procedures so they have the necessary information to make these decisions. In the event a teacher is not present, students will have this information so they can make appropriate decisions. When in lock-down, move away from the doorway; Secure or barricade the door if you are able to; Gather items to counter with. (e.g. keys, cell phones, staplers, chairs, books, pens etc.) and mentally prepare to defend yourself or others. Put yourself in a position to surprise the intruder should then gain entrance.

Inform – Communication keeps the intruder off balance and helps let everyone know what is happening and where the danger is. This will help everyone with making informed minute by minute decisions. It is ok to pass information to the police, or administration. (e.g. “The intruder is headed toward the field house”.)

Counter – This is a LAST RESORT and is only for students and staff who feel comfortable doing this safely. If you get into a situation where you are confronted by the intruder, apply skills to distract, confuse, and possibly gain control of the intruder.

Evacuate – If it makes sense for you to evacuate, and get out of danger, your teacher will make this decision with you and you will run out of the building and into a safe location. This reduces the number of potential targets for the intruder. Ultimately you will end up in the designated meeting location so we can make sure you are safe and accounted for.

Faculty, staff, and students will annually review these procedures in depth and more specific information will be given at that time.

Emergency Medical Lockdown

This procedure is in place to minimize exposure to potential hazards by remaining in the building or to assist school staff in the event that there is a medical issue happening in the hallways that is being handled.

Procedure:

- If a lockdown/shelter in place is called, remain seated in your classroom and follow the instructions of your teacher.
- If you are not in your classroom at the time of the announcement, report immediately to the closest room in which an adult staff member is present.
- If you are in the cafeteria, gym, or auditorium, remain in those areas, and:
 - Stay calm; stay seated and away from the doors and windows.
 - Do not evacuate the room until you are told to do so.

FIELD TRIPS/PERMISSION SLIPS

The Narragansett Regional School District recognizes that first hand learning experiences provided by field trips are an effective and worthwhile means of learning. It is the desire of the school to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. The school will establish regulations to ensure that:

- All students have written parental permission for trips.
- All trips are properly supervised.

- All safety precautions are observed.
- All trips contribute substantially to the educational program.

In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

Trip Approval Process

Advance approval by the School Committee will be required for any student trip involving late night or overnight travel (in concurrence with IJOA, Policy Relating to Field Trips).

- The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
- Overnight trips must offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips must be appropriate for the grade level and must meet Time on Learning Requirements of the Massachusetts Department of Education.
- Teachers and other school staff will be prohibited from soliciting privately run trips through the school system. The trip approval process applies only to school-sanctioned trips; trips will not be approved that are privately organized and run without school sanctioning.
- Policies and procedures for trip approval will take into account all logistical details involving security arrangements, emergency management and communications protocols, transportation, accommodations, itinerary, fundraising required of students, the educational value of the trip in relation to its costs, and recommendation of the principal.

Transportation

- The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Should the use of vans or private automobiles be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.
- Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.
- School officials will ensure that the Federal Motor Carrier Safety Administration (FMCSA) licenses the selected carrier for passenger transportation. The District should not contract with any carrier that has an FMCSA safety rating of “conditional” or “unsatisfactory”.
- The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor’s qualifications.

Trip Scheduling

- Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
- Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.
- Trip itineraries must leave enough time for drivers to rest in conformity with federal hour of service requirements and common sense. Student vehicular (bus and auto) travel between the hours of midnight and 6:00 AM will not be allowed unless relief drivers are provided.
- If substantially all members of a class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

Fundraising

- The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities, and jobs.
- Group fundraising activities are preferred

Student Supervision

- After taking into account the trip scheduling and logistics, students shall be accompanied by a sufficient number of chaperones.
- All chaperones, including parents and volunteers, must have a CORI/criminal record check. Faculty and staff of the school, along with parents of students, will serve as chaperones. A chaperone must always be present whenever students are on the bus.
- All participating students must submit a signed parents/guardians permission form. Such forms shall include eligibility requirements and appropriate authorization for emergency medical care and administration of medication.
- When away from school, all school rules will apply to the trip. Infringement of rules may result in a student's immediate expulsion from the trip. In such cases, parents will be financially responsible for transportation home.

FOOD SERVICES

Regular Food Service Information

The school does provide a Free and Reduced Breakfast and Lunch Program for those students who qualify. These forms are sent home with all students on the first day of school. Please contact your child's school for the necessary forms if you feel your family becomes eligible at any time throughout the school year.

The Narragansett Regional School District Food Service Department has a convenient, easy and secure online service through our food service point of sale system called Food Service Solution.

This web service allows parents to make prepayments to the student accounts.

You may email the Food Service Director (epodrazik@nrzd.org) for the history report that will show you all dates and times that your child has purchased breakfast, lunch and or snacks within the past thirty days.

Prepayment of lunch and milk is encouraged. You can pay for the week or the month. Please make checks payable to the Narragansett Regional School District Food Services. Please do not send your child to school with glass containers.

For the 2021-2022 school year, breakfast and lunch will be available to all students at no cost as a result of Covid Relief Grants, but families who feel that they are eligible under normal conditions should still apply.

HARASSMENT AND DISCRIMINATION POLICIES/COMPLAINT PROCEDURES

Harassment on the basis of race, national origin, age, sex, gender identity, sexual orientation or disability is illegal and will not be tolerated. In addition, anyone who retaliates against an individual who has brought a complaint of harassment to the attention of the school or who has cooperated in an investigation of a complaint of harassment will be subject to disciplinary action.

Individuals, who believe they are the subject of harassment or who have witnessed the harassment of another person in school, should inform the school principal, guidance counselor or teacher. Complaints of harassment will be investigated promptly. Confidentiality will be maintained to the extent consistent with the school district's obligation under law. The policy of harassment is on file at the office.

Promoting Civil Rights and Prohibiting Harassment, Discrimination, and Hate Crimes

The Narragansett Regional School District is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hate crimes. The District will not tolerate unlawful or disruptive behaviors at school or school-related events. The District will promptly investigate all reports and complaints of harassment, bullying, discrimination and hate crimes and will take prompt, effective action to end such behaviors including, when appropriate, referral to

law enforcement agencies.

The District prohibits all forms of harassment, discrimination and hate crimes related or unrelated to race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age or disability. M.G.L. c. 76, § 5. The District will not tolerate retaliation against those taking action consistent with this Policy.

Threats or acts of retaliation, regardless of how they are expressed, are serious offenses that will subject the violator to significant disciplinary or other corrective actions.

Harassment

Harassment is oral, written, graphic, electronic, or physical conduct on school property or at school-related activities relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work environment.

For purposes of this policy, harassment shall also mean conduct that, if it persists, will likely create such a hostile, humiliating, intimidating, or offensive educational environment. A single incident may, depending upon its severity, create a hostile environment.

Harassment may also be a form of aggression involving a power imbalance between the aggressor and student target, where the aggressor has perceived or actual physical, social and/or psychological power over his/her target(s). Although this type of harassment generally involves a pattern of conduct directed at a target, depending on the severity of the incident, a single instance of such misconduct may constitute a violation of this policy.

Student and Staff Responsibilities

All students and staff members, as members of the school community, are responsible for complying with this policy and ensuring that he/she does not harass, discriminate against or perpetuate a hate crime against another person on school grounds or at a school-related activity. Further, each student and staff member is responsible to make sure that he/she does not retaliate against any person who reports or files a complaint, or who helps someone report or file a complaint, or for cooperating in the investigation of a report of complaint.

This policy is not designed or intended to, nor shall it, limit the school's authority to take disciplinary or remedial action when such harassment occurs out of school, but has a sufficient nexus/connection to school under applicable law, or is disruptive to an employee's or student's work or participation in school-related activities.

Reports of harassment, occurring in or out of school will be reviewed, and, when a sufficient nexus/connection to school or school-related work exists, will result in discipline.

Reporting Harassment, Discrimination, or Hate Crimes

Any student can report any case of harassment, discrimination or hate crimes to any adult in the school who is then responsible to inform the building principal or designee. The school principal or designee is responsible for receiving reports and complaints of violations at the school level.

Any member of the school community who is informed of, or believes, that harassment, discrimination, retaliation or a hate crime has occurred or may have occurred at school or in a school-related activity must promptly report the incidents to the building principal or designee. In situations where a student or other person is uncomfortable reporting the incident directly to a designated official, s/he may report it to a trusted school employee who must promptly inform a designated official.

Discrimination/Harassment Complaint Procedure

Students, employees and/or third parties have the right to file a complaint/grievance about an alleged violation of the Narragansett Regional School Committee Policy Prohibiting Discrimination on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the

educational programs, activities, or employment policies. Students, employees and/or third parties who wish to file a grievance/complaint regarding discrimination / harassment in educational services or employment may do so in accordance with this Grievance Procedure.

Prohibition on Retaliation

Retaliation in any form, including threats, intimidation, reprisal or harassment, towards any person who makes a sexual harassment complaint, or who assists in or participates in an investigation, proceeding, or hearing is strictly prohibited. If retaliation occurs, it may be considered grounds for dismissal of staff, or removal from the educational setting for a student, who perpetrates a retaliatory act or causes or encourages retaliatory acts.

False Reports

False claims of discrimination/harassment can cause permanent damage to the target of such claims and must therefore be treated as a very serious matter. A false claim may be considered grounds for dismissal of staff, or discipline including removal from the educational setting for a student, who makes a false claim.

Ensuring Safety During Investigation

The Principal or designee will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation.

Confidentiality

Reports and complaints of discrimination/harassment will be kept as confidential as possible consistent with the rights of all parties.

Consequences

Any student or employee found to have discriminated against or harassed a member of the school community will be subject to disciplinary consequences including, but not limited to, termination of employment or exclusion from school (in accordance with procedures relating to the disciplinary exclusion of students).

Informal Complaint Resolution

If the principal/superintendent feels that the complaint can be resolved without a formal investigation, he/she may, with the consent of the complainant, use the informal resolution procedure. The informal procedure simply attempts to resolve the situation and can be done in many ways. Examples are:

- The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have separate conversations with you and the respondent.
- Examples of possible resolutions are as follows: Verbal statements of apology; Letters of apology; Assurances that the offensive behavior will end; Disciplinary action.

The informal procedure will be completed within five (5) school days from the date the principal/superintendent receives the complaint. The principal/superintendent or his/her designee will notify you, your parents/guardians, and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used.

Formal Complaint/Grievance Procedure

Level #1

If a student, employee of third party believes that she/he: (1) has been subjected to or witnessed harassment or discrimination; or (2) has been subjected to or witnessed retaliation against an individual associated with a complaint of harassment/discrimination, the student, employee or third party shall report the incident promptly to a teacher, counselor or building administrator. The teacher, counselor or administrator shall thereafter refer the complainant to the building principal.

A complaint of harassment / discrimination shall be filed in writing with the building grievance/ harassment coordinator (principal or designee). The building grievance/ harassment coordinator shall meet with the complainant to obtain all relevant information regarding the complaint including the names of witnesses and any documentary evidence, conduct an investigation, and respond to the complainant in writing within ten (10) school working days. Copies of the written response to the complainant will be provided to the Superintendent and the appropriate District-wide grievance officer. Where appropriate, immediate action may be taken by the building grievance/ harassment coordinator to prevent recurrence of any harassment and to correct its discriminatory effect(s) on the complainant.

Level #2

If a satisfactory resolution is not achieved at Level #1, the complainant may, within ten (10) school working days of receiving the decision rendered at Level #1, file a grievance with the Director of Pupil Personnel Services (for discrimination/harassment on the basis of disability) or the Director of Operations (for all other forms of discrimination/harassment), who shall meet with the complainant, conduct further investigation (where appropriate) and shall provide a written response to the aggrieved party within ten school working days. Where appropriate, immediate action may be taken by the District-wide grievance officer to prevent recurrence of any harassment/discrimination and to correct its discriminatory effect(s) on the complainant.

Level #3

If a satisfactory solution is not achieved at Level #2, the complainant may file a written appeal to the Superintendent of the Narragansett Regional School District. The Superintendent will meet with the complainant, conduct further investigation (where appropriate), and will provide a written response to the aggrieved party within ten (10) school days. The Superintendent's decision on the complainant's appeal shall constitute the District's final decision with regard to the complainant's grievance.

Extension of Timelines

Investigative deadlines may be extended under extenuating circumstances such as illness or if necessary to fully and adequately complete the investigation. Complainants shall be provided with notice of any extension of timelines set forth in the District's Harassment/Discrimination Grievance Procedures.

Other State and Federal Agencies

At any stage in this complaint process, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 5 Post Office Square Boston, MA 02110-1491 (617-289-0111), or with the Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108 (617-994-6000), or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (781-338-3300). For complaints of discrimination on the basis of disability the complainant may also file a written Request for Hearing with the Department of Education's Bureau of Special Education Appeals, 75 Pleasant Street, Malden, Massachusetts 02148 (781-338-3300).

All information in this notice complies with Massachusetts Student Records Regulations and The Family Educational Rights and Privacy Act and Narragansett Regional School Policies

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offenses and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

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

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take

remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The following procedures will be followed when a complaint meets the federal Title IX standard for sexual harassment. In cases where the complaint of sexual harassment does not meet the definition under Title IX, but do meet the lower state law definition of sexual harassment, the district will follow the investigatory process defined above for other complaints of harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

- A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- The opportunity to test the credibility of parties and witnesses through cross-examination, subject to "rape shield" protections;
- Written notice of allegations and an equal opportunity to review the evidence;
- Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- Equal opportunity for parties to appeal, where schools offer appeals;
- Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the

conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

- A district may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

The foregoing is [NRSD School Committee Policy ACAB](#).

COMPLAINTS AND REPORTS OF SEXUAL HARASSMENT

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within two school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainants and respondents must be offered supportive measures even if they do not file a formal complaint. If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead the district to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment

could reasonably require the school district to investigate and potentially sanction a respondent. A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal complaints may also be filed directly with the Title IX Coordinator by a complainant in person, by mail, by email, or by telephone at any time, including during non-business hours.

The contact information for the Title IX Coordinator is:

Cate Calise, Assistant Superintendent - 978-939-5661

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by the district).

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States, then the school district must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. The school district must send written notice of any dismissal.

Investigations to allegations of sexual harassment will be prompt and the formal process will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

WRITTEN NOTICE

Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

INFORMAL RESOLUTION

Where appropriate, after notice has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal

complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

INVESTIGATION

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself in either role, where appropriate.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

FINDINGS OF RESPONSIBILITY

After the investigator has completed the investigation, the designated decision-maker will be assigned to determine final responsibility or lack thereof for violating Title IX. The decision-maker must not be biased against any of the parties at the outset of this process.

Before the district can determine responsibility, an investigative report will be sent to the parties and the decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate. Such remedies may include supportive measures.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the recipient’s code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and
- (F) The district’s procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

APPEALS

Any party may appeal the decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

Contact information for the Superintendent:

Dr. Christopher Casavant - (978) 939-5661

RETALIATION

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

HAZING

Hazing - Penalties

Massachusetts General Laws, Chapter 269, Sections 17-19 states the following:

Section 17. Whoever is a Principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen (18) and nineteen (19), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which fully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen (17) and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part

of such institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

HEALTH INFORMATION

The following are health requirements for students attending Narragansett Regional School District:

- No student may enter school unless immunizations, according to Massachusetts State Law, are up-to-date. To ensure continued attendance in school, immunizations must be kept up-to-date.
- A lead test is now required for school entry.

Physical Examinations Required

- For new students-within one year prior to entrance to school or within 30 days after entry.
- Once every 4 years thereafter
- For students over 14 years of age and under 16 years of age who are requesting employment certificates from the district.
- Prior to participation in competitive athletics, on an annual basis. Any student athlete that is without a current completed exam form on file with the school nurse will not be allowed to participate in any practice session or game until the form is received and reviewed by the school nurse. Notes from a primary care provider indicating a student is cleared for participation will not be accepted in lieu of the completed physical exam form.

Vision and Hearing Screenings

- Vision - in grades K to 5, 7 and 10.
- Hearing - in grades K to 5, 7 and 10.

Postural Screenings

- Annually on all students in grades 5 to 9.

Growth Screenings

- All students in grade 1, 4, 7, and 10, will have a weight and height measurement done as well as a body mass index (BMI) calculation and corresponding percentile.
- Parents may request the results of their student's BMI by contacting the school nurse.

SBIRT Screenings (Screening, Brief Intervention, and Referral to Treatment)

- A verbal screening to promote prevention and identify early risk for substance abuse
- Annually on all students in Grades 7 and 9, in accordance with M.G.L. Chapter 71, Sections 96 & 97.

Health Services

Students who become ill or injured will be directed to the school nurses for assessment, evaluation, treatment and/or referral. If the nurse is not available, students are to report to the office. Students are not to leave the building without authorization. Parents will be notified when a child must be sent home. If the parent cannot be contacted, the person indicated on the Emergency Card will be called. It is imperative that the Emergency Card be completed annually and updated as necessary.

Protocol for Exclusion of Ill Student

The Narragansett Regional School District, in collaboration with the School Nurses and School Physician, has developed the following policy to establish parameters for excluding a student from school due to an acute illness or infection. It is our goal to provide a healthy learning environment for our students and staff as well as minimize the risk of exposing the school community to any type of contagious illness.

A student will remain home from school if he/she has any of the following:

- Fever – Any fever that is 100 F or above, especially if associated with chills, muscle aches, and/or headache. May return to school after having no fever for 24 hours (without the use of fever reducing medication such as Acetaminophen or Ibuprofen).
- Diarrhea/Vomiting – May return to school after being symptom free for 24 hours.
- Conjunctivitis, Strep throat, Impetigo, Ringworm, Scabies, Staph infection- (Confirmed by physician) May return to school after being treated with the appropriate medication for a full 24 hours.
- Rash of unknown origin- May return to school only after being seen by a health care provider and written authorization to return.
- Varicella (Chicken Pox)- May return to school 24 hours after the last lesion has erupted and only if all lesions are dry and crusted over. The student must be free of fever and draining lesions.
- Red/pink eyes- when associated with itching, crusty and/or thick drainage. May return to school after evaluation by a healthcare provider, being on medication for a full 24 hours, and having no drainage.
- Head lice and/or nits- May return after being treated for head lice and all nits have been removed. The student needs to be checked by the school nurse before being able to return to school.

Physician's documentation is required for school attendance after treatment for impetigo, scabies, scarlet fever, strep/staph infections, pertussis, conjunctivitis, and any other treatable communicable disease. The school nurse needs to be notified if a student has any of the above mentioned illnesses, as well as any flu-like symptoms. The school nurse will notify a parent/guardian and dismiss any student who, in her professional opinion, is possibly contagious and/or is too ill to be in school.

Contagious Conditions

Parents are requested to report any incidence of contagious disease or condition to the school nurse. This includes incidence of head lice and scabies. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the school nurse that the student is free of disease, lice, nits or mites.

Immunizations

All students must be compliant with immunizations required by Massachusetts regulations (102 CMR 7.09 and 105 CMR 220.00) and established by the Massachusetts Department of Public Health. The only exemptions are for documented religious or medical reasons.

Medication Administration

Medication, prescription and non-prescription, must be by written order of the provider with written permission from the parents/guardians before the nurse may administer medication. Medication must be brought to the school by the parents/guardians or other designated responsible adult in the original container with the label intact.

Students are not to transport medication to and from school. However, in the case of self-medicating students, students may transport and self-administer upon completion of a written agreement between the parent and the nurse. File: ADF-R

HOME/SCHOOL PARTNERSHIPS

Special Education Parents/Guardians Advisory Council (SEPAC)

The SEPAC is a state mandated parents/guardians Advisory Council whose goal is to give parents/guardians the opportunity to participate in educational programming in a more informed way. The SEPAC acts as a support group for parents/ guardians who wish to discuss special needs issues. The SEPAC will assist in providing information about the availability of special education services, procedures to obtain these services and the rights and responsibilities of parents/guardians under State and Federal special education laws. General membership shall be open to any interested parent or guardian of a child receiving special education services. Teachers, aids or other interested parties that are not parents/guardians may be involved with the NRSD-SEPAC but will not be allowed to participate in the Board member or business matter voting.

School Site Councils

The School Council was created to meet the provisions of Massachusetts General Law Chapter 71, Section 53 (also known as the Education Reform Act of 1993). School Council membership consists of the Principal, parents/guardians, teachers, students and community representatives. Application for membership may be obtained by contacting the principal's office. School Council members are elected at the start of school during the year in which they will serve. All School Council meetings are subject to the Open Meeting Laws and all interested parties may attend.

HOMELESS STUDENTS RIGHTS (McKinney Vento Act)

What is the McKinney-Vento Act?

The McKinney-Vento Homeless Assistance Act ("Act"), 42 U.S.C. 11431 et seq., is a federal law that is designed to ensure that homeless children and youth have the same access as other children to public education, including public preschool programs.

Who is protected under McKinney-Vento?

Massachusetts has adopted Section 725(2) of the Act which defines homeless children and youth as individuals who lack a "fixed, regular and adequate nighttime residence. This includes children who:

- Share the housing of other persons due to loss of housing, economic hardship, or similar conditions;
- Live in motels, hotels, trailers or camping grounds due to lack of alternative housing;
- Live in shelters;

- Have been abandoned in hospitals;
- Have been placed out of their home into temporary, transitional or emergency living placement, including STARR programs, and are waiting for a foster care placement;
- Have a primary nighttime residence that is not meant for regular sleeping accommodations;
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- Have been “thrown out” or have run away and as a result are not in the physical custody of a parent or guardian and are living in a shelter, on the street, with friends or relatives, or are moving around from one place to another.
- Also included are migratory children who qualify as homeless because they live in any of the circumstances described above. Mass. Dept. of Elementary and Secondary Education Homeless Education Advisory 2002-1, 2004-9, 2007-9A

What rights to students have under McKinney-Vento?

- The right to immediate enrollment. A school must immediately enroll a homeless student, even if the student does not have documents normally required for enrollment, such as academic and medical/immunization records or proof of residency. Once enrolled, the Homeless Education Liaison of the school must help the family obtain the necessary records and/or immunizations.
- The right to choose what school to attend. Students have the right to continue attending their “school of origin”. The “school of origin” is the school where the child or youth was last enrolled or the school the child or youth was attending when s/he became homeless. The school District shall keep a student in the “school of origin” unless it goes against the wishes of the parent. The student also has the option of enrolling in school where s/he is currently living.
- The school District must make placement decisions based on the best interests of the student.
- If a student obtains permanent housing during the school year, the student has the right to stay in their current school until the end of the school year.
- The right to transportation: The parent or guardian (or, in the case of an unaccompanied youth, the school homeless liaison) of a homeless student may request that transportation be provided to and from school. If the student is still in the same District as the school of origin, the school District must provide transportation. If the student is not living within the District of the school of origin, the District of origin and the District where the student is living must determine how to share transportation costs and responsibility. If the districts cannot come to an agreement, then the responsibility and costs must be shared equally. In general, transportation time should be limited to one hour or less in each direction. ** Please note, the transportation provisions of McKinney-Vento only apply to students who are currently homeless. If a student obtains permanent housing and continues to attend his/her school of origin until the end of the school year, the continued provision of transportation is at the discretion of the District of origin.
- The right to participate in the same programs and activities as other students.
- Homeless students have the same rights as all other students to participate in all school programs including School Nutrition, after school and special education programs.
- In order to determine the eligibility for free or reduced price meals, school officials must accept documentation that the student is homeless from the local Homeless Education Liaison or the director of the homeless shelter where the student resides. If a student is temporarily residing with another household, the household size and income of the host family are not taken into consideration when determining the free meal eligibility for the homeless student. However, the host family may include the homeless family as household members if the host family is providing financial support to the family.
- Homeless students who qualify for special education services must be provided appropriate

services based on the information that is available to the school. A school may not delay providing such services based on the non-receipt of school records. DESE Homeless Education Advisory 2003-6, 2004-8, 2004-9, 2007-10, Homeless children are also included under child find requirements in the Individuals with Disabilities Education Act 20 U.S.C. 1412(a)(3).

Under the Act, every school District is required to have a Homeless Education Liaison. It is the job of the Liaison to ensure that homeless students have the same opportunities as all other students, which includes ensuring that homeless students are able to attend school, arranging for transportation in a timely manner, keeping the school staff informed of the rights of homeless students and providing appropriate referrals to service providers.

What if the school District challenges enrollment or there is a disagreement about school placement?

The Massachusetts McKinney-Vento dispute resolution process and relevant forms can be found at <http://www.doe.mass.edu/sfs/mv/>.

Dispute Resolution Process

In order to ensure the prompt resolution of disputes DESE has established the following McKinney-Vento Dispute Resolution Process:

- The dispute resolution process begins at the time a district denies the continued enrollment or right to enroll a homeless student in the school selected by the parent, guardian or unaccompanied homeless youth.
- A student must be allowed to attend the school in which enrollment is sought and transportation provided (if needed) pending the resolution of the dispute.

The homeless education liaison must:

- provide notice of the denial to the parent, guardian, or unaccompanied youth on the day of the denial using the form prescribed by DESE;
- provide the parent, guardian, or unaccompanied youth with written notice in clear, easy-to-understand language detailing the dispute resolution process, informing the parent, guardian, or unaccompanied homeless youth of the right to appeal and the option to obtain independent information and counsel;
- provide the prescribed form to be completed by the parents/guardians, or unaccompanied homeless youth should he or she decide to appeal the school district's enrollment decision;
- assist the parents/guardians or unaccompanied homeless youth in promptly submitting an appeal to ESE in three school days with an extension of up to ten additional school days (please contact the Department's Problem Resolution System regarding an extension); and
- If the district has not notified the parent of its enrollment decision or the parent's right to appeal that decision, the parents/guardians or unaccompanied homeless youth may initiate a dispute by contacting DESE.

Following receipt of the district's denial form the appeal by the parents/guardians or unaccompanied homeless youth and any additional requested information, the Commissioner or the Commissioner's Designee shall promptly issue a decision usually in five to ten school days. The decision of the Commissioner or the Commissioner's Designee shall be final.

Note: DESE may provide technical assistance to either or both parties regarding the dispute, the dispute resolution process, the requirements of McKinney-Vento, and/or other applicable state and federal laws. Contact the Department's Problem Resolution System at 781-338-3700.

PARENT VOLUNTEERS

Parents and visitors are welcomed and encouraged to visit our school. All visitors must report to the school office, sign in upon entering the building, and pick up a visitor's badge. The visitor's pass must be visible throughout the duration of the visit. Parents must sign out and return the pass at the end of the visit.

A **CORI** (Criminal Offender Record Information) form must be in place and processed before any adult volunteer is allowed to volunteer with children, including, but not limited to volunteering in the classroom and chaperoning a field trip. **CORI** forms are available in the office and could take about four weeks to process. Please be advised that the **CORI** process may now include fingerprinting. It is strongly suggested that all prospective volunteers complete the form in September. If you have completed a form in a prior year, please verify that the form remains current with the Main Office in September of each year. **CORI** information will be updated at least every three years.

Questions or concerns regarding this matter may be directed to:

Susan Varney (or designee/successor)
Narragansett Regional School District
462 Baldwinville Road
Baldwinville, MA 01436
978.939.5661
svarney@nrdsd.org

PERSONAL PROPERTY

Personal property, other than items needed to complete homework and assignments, should not be brought to school without specific permission from the teacher or principal. This includes, but is not limited to, toys, games, lasers, beepers, baseball bats, cameras, skateboards, trading cards, electronic games of any kind, movies, and excessive amounts of money. Students violating this procedure will have the item taken away and returned at the end of the day. In the case of money or valuables, parents will be notified to pick up the items.

The school will not be responsible for lost, stolen, or damaged personal items. All personal items should be clearly labeled with the student's name. This includes coats, hats, gloves, mittens, lunch boxes, backpacks, personal books, and electronic devices approved by the school principal or related to a student's approved educational program.

Personal playground equipment such as musical instruments, sporting equipment, balls, jump ropes, mitts etc. may be brought to school under the following conditions:

- The equipment must be approved by the teacher or school principal
- The equipment must be clearly labeled with the child's name
- The equipment must be placed in the child's classroom, unless otherwise directed by the administrator

***** The school will not be responsible for lost, stolen, or damaged equipment.***

PHYSICAL RESTRAINTS

See full Restraint Policy [JKAA here](#).

Overview

The Narragansett Regional School District seeks to ensure that every student is free from the use of physical restraint that is inconsistent with the requirements of 603 C.M.R. 46.00. Physical restraint is an emergency measure of last resort. It may be administered only when necessary to protect a student and/or school community member from assault or imminent, serious physical harm. When, based on this standard, physical restraint is necessary, staff will strive to prevent or minimize any harm to the student as

a result of the use of physical restraint.

PROGRESS REPORTS & REPORT CARDS

Report cards are issued to all NRSD students at the end of each quarter/trimester of the school year. Progress reports are also issued to every student halfway through each quarter to provide parents/students with an update on each student's progress in each course/subject.

Parents and guardians are strongly urged to monitor their child's progress routinely throughout the school year. Beginning at Grade 5, parents may also access their child's progress information through the SchoolBrains Community Portal. If you need access to your child's account, please contact the school office.

Progress and Report Card Schedule

Narragansett Middle School AND Narragansett Regional High School

Term 1

- Progress report October 1, 2021
- Term close: November 4, 2021
- Report card November 12, 2021

Term 2

- Progress Report December 10, 2021
- Term close: January 21, 2022
- Report Card January 28, 2022

Term 3

- Progress report March 2, 2022
- Term close: April 1, 2022
- Report card April 8, 2022

Term 4

- Progress report May 12, 2021
- Report card June 14, 2021

Templeton Elementary School

Term 1

- Term closes November 30, 2021
- Report card December 13, 2021

Term 2

- Term closes March 11, 2022
- Report card March 18, 2022

Term 3

- Report card June 14, 2022

PROMOTION AND RETENTION OF STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff are expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students

involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building Principal.

REGISTRATION & WITHDRAWAL REQUIREMENTS

A child must be 5 years of age by September 1st of the school year during which they wish to enroll and will be eligible to enter kindergarten (Policy JEB). Any student enrolling in Narragansett Regional School District for the first time must present a copy of his/her birth certificate and complete immunization records. Failure to produce complete immunization records will result in the student not being permitted to enroll. All children will be screened in the spring prior to entering kindergarten. The kindergarten staff and speech and language pathologists will conduct the screening.

Required Enrollment Documents

- District Student Registration Form
- Birth Certificate
- Proof of Residency, *i.e. mortgage documents, water/sewer bill, rental agreement, Purchase and Sale agreement, recent utility bill*
- Most recent physical and immunization record
- Most recent report card and any academic support documents, *i.e. IEP or 504*
- Legal proof of guardianship or custodial paperwork – **this documentation MUST BE provided if you fall into one of the categories below:**
 1. If you are not listed as the mother/father on the student's birth certificate
 2. If you are not the mother/father, but have physical custody of the student
 3. If either the mother or father have joint legal custody with physical custody going to either mother or father
 4. If either the mother or father have sole custody

Withdrawal from School

Please notify the school as soon as you know the date of your child's withdrawal so that the records can be processed and sent to the receiving school. The custodial parent or guardian must come into the school to fill out a records release form. All books borrowed from the school should be returned. If books borrowed are not returned, payment is required.

STUDENT SERVICES

Special Education Services

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parent(s)/guardian(s) or teachers may refer students they are concerned about to the Special Education Department.

Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Following receipt of the parent(s)/guardian(s)' consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. Students may also be referred for an evaluation of their eligibility

under Section 504 even where they have not been referred for a special education evaluation.

For more information regarding the services available to students with disabilities please contact your school principal or team chairperson.

Child Find

The Narragansett Regional School District is required to identify all children, ages three years to twenty-one years, who reside within the District, have not yet graduated from high school, and who are in need of special education and related services. Any child suspected of having a disability and believed to be in need of special education and related services may be referred to Matt Holloway, Director of Pupil Personnel Services, Narragansett Regional School District, 462 Baldwinville Road, Baldwinville MA 01436 978.939.2000

The district uses the Teacher Assistance Teams as part of this internal child find process at each school.

Information Regarding Section 504 of the Rehabilitation Act of 1973

The Narragansett Regional School District will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

Further information may be obtained from your school's principal or Matt Holloway, the District's Section 504 Coordinator 978.939.2000.

Title I Program

The mission of the Title I Program is to help our students gain the reading, writing, and math skills they will need to use in their daily lives. We provide support to students, parents, and teachers to help students achieve their highest potential, feel confident in their abilities, and take responsibility for their success.

Title I is the largest federally funded education program. It provides resources to eligible school districts based on the number of students qualifying for free and reduced lunch. Title I staff assist schools in providing services that address identified student needs to help all students achieve state learning standards. In Narragansett, we use Title I funds to support students in reading, writing, and math in grades 1-4.

Students are chosen to participate in Title I reading and math services based on a combination of assessment tests from the beginning of the year, the previous year's performance, progress monitoring data, MCAS scores, and teacher referrals.

For more information regarding Title I programming, please contact your school's principal or our District Title I Coordinator, Ms. Cate Calise, 978.393-5661.

ELL (English Language Learner) Services

In accordance with Department of Elementary and Secondary Education guidelines, students who may be English learners are identified and assessed with regard to their level of English proficiency upon their enrollment in the school district. Parents should be sure to indicate the possible need for ELL services upon registration. The school District provides a variety of services, both direct and consultative, to students who are English language learners. Translation of important documents or interpretation during important meetings is available when parents or guardians of students have limited English language skills.

Further information may be obtained from your school's principal or Matt Holloway, at 978.939.2000.

STUDENT RECORDS

Annual Notification to Students and Parents on Student Records/Internet Disclosure

In accordance with the Massachusetts Department of Education Student Record Regulations, the Narragansett Regional School District shall:

Take all reasonable precautions to preserve the confidentiality of a student's records.

- Make available for inspection all school records of a student upon request of the parent or legal guardian.
- Make available for inspection all school records of a student upon his or her request, provided that the student is fourteen (14) years of age or older or upon entering the ninth grade.
- Disseminate, to parents and students, State Regulations on Student Records and this policy annually.

Regulations:

The State Board of Education has adopted Regulations (603 CMR 23.00) pertaining to Student Records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed seven years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record: A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record: With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record: The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records: The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's withdrawal, transfer or graduation

from the school district.. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records: It is the practice of the Narragansett Regional School District to forward the student record of any student who transfers to another public school District upon request of the receiving district. The written consent of a parent or eligible student shall not be required under such circumstances.

Non-Custodial Parents: Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non- custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access: Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the District or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the District or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Directory Information: As required by federal law, the District is required to release the names, addresses and telephone listings of students to military recruiters and institutions of higher-education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents and eligible students have a right to request that this information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

In reference to the Internet, use of a student's name, photo or samples of their work on the Internet or District web page must be in accordance with the Narragansett Regional School District Student Internet Policy and Regulations, which requires prior written parental approval. School principals shall provide appropriate authorization and release to be executed by parents/guardians prior to release, publication or posting of such information.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer

to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ❑ School officials with legitimate educational interest;
 - ❑ Other schools to which a student is transferring;
 - ❑ Specified officials for audit or evaluation purposes;
 - ❑ Appropriate parties in connection with financial aid to a student;
 - ❑ Organizations conducting certain studies for or on behalf of the school;
 - ❑ Accrediting organizations;
 - ❑ To comply with a judicial order or lawfully issued subpoena;
 - ❑ Appropriate officials in cases of health and safety emergencies; and
 - ❑ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in

part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

TEACHER QUALIFICATION NOTIFICATION

The Federal Every Student Succeeds Act (ESSA) requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Narragansett Regional School District will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Narragansett Regional School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the school principal.

APPENDICES:

**INDIVIDUAL SCHOOL
HANDBOOK
SUPPLEMENTS AND
STUDENT
DISCIPLINE LAWS
AND REGULATIONS**

Narragansett Regional School District



Templeton Elementary School
Student Handbook

TEMPLETON ELEMENTARY SCHOOL HANDBOOK

School Telephone Numbers

TES Principal's Office Ms. Emily Soltysik, Principal Ms. Courtney Bachand, Vice Principal Mrs. Denise Hastings, Administrative Assistant Mrs. Penny Taintor, Administrative Assistant	978.939.8892
Counseling Office Ms. Laura Green	978.939.8892
Health Office Ms. Melissa Bolduc, Nurse Ms. Katie Goguen, Nurse	978.939.1210 fax 978-939-4438
Special Education Office Matthew Holloway, Director	978.939.2000
Athletic Office Athletic Director	978.939.7325
Food Services Office Edmond Podrazik, Director	978.939.4308
NRSD Superintendent's Office Dr. Christopher Casavant, Superintendent	978.939.5661

School Colors: Royal Blue & White

Mascot: Warrior

TEMPLETON ELEMENTARY SCHOOL HANDBOOK

School Hours: 8:30 a.m. – 2:55 p.m.

Arrival Time: 8:15 a.m. - 8:30 a.m.

Early Dismissal 11:45 a.m.

For arrival and dismissal, adults are asked to enter on Wellington St. and travel around the block, take a left onto South Rd. Pick up and drop off will take place in the indented area on the left side of South Rd.

Arrival/Dismissal Procedures for Templeton Elementary School

- Cars are prohibited from pulling into the main driveway/entrance (with the exception of employees) between 8:00-8:45 a.m. and 2:30-3:15 p.m.
- During both drop-off and pick-up, adults are asked to wait in their vehicles.
- During arrival and dismissal times, drop off and pick up are only to take place in the loading/unloading area of the South Rd, parallel to the playground.

Morning Parent Drop-Off

- **FOR STUDENT'S SAFETY**, your child may be dropped off between 8:20 and 8:30.
- The playground is **NOT** available for use before the start of the school day or during arrival.
- Parent Drop Off in the morning will take place on South Rd.
- Empty parking spots along Wellington Rd. and in the parking lots are for staff only, and not for parents waiting to drop off or pick up students.
- If you arrive before 8:20am, you are asked to wait in your vehicle with your child/ren along South Rd.
- School Employees will come to the sidewalk to indicate that your child/ren should exit the vehicle and walk to the front door.
- To ensure a constant flow of traffic, please have your child/ren with coats on, and bags ready to exit the car.
- The area along South Rd., (parallel to the building is a fire lane, but can also be used for drop off and pick up). Waiting vehicles will line up on South Rd.
- Please be sure to not block driveways or the Police Station entrance along South Rd.

Afternoon Parent Pick-Up

- Parent/person picking up students are asked to wait in their vehicles.
- Parent/person will line up their cars along South Rd. Using the established identification system, school employees will bring students to the vehicles within the loading area. The next group of waiting cars will then move into the loading area and those students will be brought out.

Templeton Elementary School Day

School Hours	Student Drop Off	School Day	Tardy	Dismissal
Templeton Elementary	8:15	8:30-2:55	8:35	2:55

Contact Information:

Templeton Elementary School
P.O. Box 306
17 South Rd.
Templeton, MA 01436
Phone: 978 939-8892

Fax: 978 939-8422

Email: tes@nrsd.org

Website: log on to www.nrsd.org and click on TES

Bus Conduct and Regulations

- The sole purpose of a school bus is to transport students safely to and from school.
- All students have the right to ride safely on a school bus.
- Students are required to talk respectfully while on the school bus. Yelling, screaming or disrespectful language can result in a reprimand and further consequences, including the loss of bus privileges.
- All other school rules, regulations and behavioral expectations apply to students while riding to and from school on the school bus.
- Students must remain sitting in their seats for the entire duration of the bus ride until it is their turn to disembark from the bus at their designated bus stop. Anything other than sitting can result in the bus driver submitting a report to the principal. Further consequences may include a loss of bus privileges.
- Students cannot be in the aisle at any time, unless they are disembarking at their designated stop.
- Backpacks or other items are not to be placed in the aisle at any time.
- Students cannot tell other students where to sit or not to sit on the bus.
- No horseplay or physical games are allowed on the school bus.
- If an infraction occurs, the bus driver will submit a written report. The principal and/or their designee will use discretion when assigning consequences. The principal/designee will take into account circumstances, severity of infraction and history of past infraction(s) when assigning consequences. The consequences may result in loss of bus privileges for a period of time to be determined.
- Copies of bus conduct reports will be sent home within 24 hours of receiving the written report from the bus company.
- Remember, it is a privilege to ride the school bus. If a student cannot follow the rules and expectations or compromises the health and safety of others, that privilege can be taken away.
- NOTE: IF YOU HAVE ANY QUESTIONS CONCERNING THE BUS DRIVER OR THE BUS COMPANY PLEASE CONTACT THE NRSD CENTRAL OFFICE—(978) 939-5661.

Bus Pick-Up and Drop-Off

- All students Grades K through 4 will be picked up and dropped off at a designated bus stop.
- KINDERGARTEN STUDENTS MUST be met by parents/guardians, older siblings or a designated adult (i.e. daycare provider, relative).
- If a kindergarten student is not met by one of the above-mentioned, they will be returned to the school or the superintendent's office, who will contact the parents/guardians. parents/guardians will then be responsible for making arrangements to pick up the child from school or the superintendent's office.
- Please write a note to your child's teacher if they are being dismissed to someone other than noted on the registration/emergency form or taking a bus to a different destination, provided there is room on the bus. Please include the date, child's name, classroom teacher and parents/guardians signature on the note.
- NOTE: STUDENTS WITHOUT A NOTE WILL BE DISMISSED ACCORDING TO THEIR USUAL DISMISSAL ROUTINE.

Class Placement

- Many factors go into creating class lists from year-to-year.
- Parents may submit information regarding their child's academic and social/emotional needs in order to help us determine placement decisions.

Teacher Assistance Team (TAT) - Child Study Process

- When a child is experiencing difficulties, academically or behaviorally in the classroom, the child review team supports the classroom teacher in meeting the student's needs by developing an accommodation plan. The team meets regularly to review and monitor the child's progress. Changes may be made to the plan as necessary.
- The classroom teacher will contact Parents/Guardians when a child is being referred to the child study team and provide information regarding the plan.
- TAT/Child Study/Student Support Referrals are typically done PRIOR to Special Education referrals.
- It is strongly recommended that parents speak to their child's classroom teacher **PRIOR** to requesting Special Education testing.

Communication

- We encourage parents to maintain ongoing communication with their child's teacher.
- The protocol for issues concerning your child should begin with the classroom teacher. If your concern continues, please contact the school adjustment counselor and/or the school principal. After communicating with the principal, if your concern continues, please contact the central office.
- Communication can be done in several forms (i.e. messages, notes, email, and telephone call).
- Unfortunately, teachers are not able to engage in "Drop In" conferences during the school day, as students in the classroom need their attention at those times. Please contact them for a face to face conference so arrangements can be made for coverage.
- During school hours, we recommend that you leave a message at the office for a teacher, who will respond in a timely manner. Emailing the teacher is another option but understand that teachers are with students and response time depends on their teaching schedule.

Discipline

Failure to comply with established rules and expectations of the school and classroom may result in any of the following consequences such as, but not limited to:

- Verbal reprimand
- Consequences appropriate to the infraction
- Assigned seating
- Time out ("Take a break")
- Loss of privileges
- Call to parents/guardians
- Sent to office and/or Adjustment Counselor
- Written Report (if so, copies will be sent to parents/guardians)
- Suspension

Disciplinary measures and actions are at the discretion of the principal. When making a determination of

disciplinary actions, the principal will consider factors such as, but not limited to:

- History and frequency of offenses
- Severity of the offense
- Circumstances surrounding the offense
- IEP and 504 plans

Due Process

When a behavior is in question the student has a right to receive:

- Oral or written notice of the charges against the student.
- An explanation of the evidence against the student.
- An opportunity for the student to present his/her side of the story to an impartial decision-maker.

Cheating

- 1st offense: No credit will be given for the assignment; teacher will give an alternative assignment; teacher will contact the parents/guardians.
- Repeat offense: No credit will be given for the assignment; teacher will contact the principal and appropriate disciplinary actions will be determined; principal will notify parents/guardians

Restitution

- In cases of damage, theft, vandalism of school, District and personal property, the offending parties will be required to pay restitution for all damages caused. If, due to economic hardship this is not possible, the student will be required to perform service to the school to make-up the value of damages incurred.

Students with Special Needs

- If a student with special needs is suspended, the Director of Special Education will be notified. Suspensions of students with special needs are recorded and maintained by the district.
- The Individual Education Plan (IEP) of every student with special needs indicates whether the student can be expected to meet the regular discipline rules and regulations or if modification is required. If a modified discipline code is required, it is written in the student's IEP.

Social Probation

- Students involved in disciplinary situations or having accumulated a number of offenses warranting action by the principal may be placed on social probation.
- Students placed on social probation may be restricted from attending or participating in any school activities during or outside the hours of operation of the school day.
- If circumstances that warrant social probation re-occur or continue, the principal may require the parents/guardians and student to meet with the principal and school resource officer.
- Recurring social probation may result in further disciplinary action.

Suspension

- Suspension from school is a serious penalty.
- Disciplinary measures warranting a suspension, as well as the type of suspension, are at the discretion of the principal.
- Suspensions may be "in-school" or "out-of-school".

- Out-of-School Suspensions: A student is not allowed to attend school for a designated period of time.
- In-School Suspensions: A student is not in class with their peers and will be assigned to a designated area for the duration of the suspension; students will be expected to complete assigned work given to them during their in-school suspension.

Dress Code

SEE DISTRICT HANDBOOK FOR THE NRSD [DRESS CODE](#)

Additionally at TES

- Students are expected to wear appropriate footwear (sneakers) on their Physical Education days and on the playground. Flip flops are not considered safe footwear for playing on the playground equipment.
- Students are expected to dress appropriately for the different seasons (i.e. winter hats and mittens, etc.)

Electronic Devices

- Cell phones are permitted, but they MUST be “off” and placed “out of sight” during school hours. If cell phone rules are not followed, the cell phone will be placed in the office until the end of the school day when it will be returned to the student.
- Neither the school nor the District is responsible for lost, stolen or damaged cell phones or electronic devices.
- All other electronic devices (i.e. video games, ipods) are not permitted in school.

Emergency Procedures

- Emergency procedures are practiced throughout the year.
- Fire Drills are conducted at least four times per year.
- Safety Drills are conducted at least one time per year.
- Bus evacuations are conducted twice a year.

Field Trips

- PRIOR TO THE DAY OF THE FIELD TRIP, each student MUST return a signed permission slip by their parents/guardians in order for the student to attend the field trip.
- No student may participate in a field trip without a signed and returned permission slip.
- All chaperones on field trips must have a valid CORI on file with NRSD (Please refer to the CORI section of the handbook for more information).
- A student may be restricted or excluded from a field trip if the principal or teacher feel there are justifiable reasons regarding safety, responsibility or self control of the student. The reasons and circumstances will be discussed with the parents/guardians before a final decision is determined.
- School rules and District policy apply to all field trips.

Guidance/Counseling

- Guidance staff provides social/emotional support services. Parents/guardians are encouraged to contact the guidance counselor at their child's school if they have concerns or issues regarding their child's social/emotional health.

- Staff may refer a child for guidance/counseling services at which time parents will be contacted and a permission request will be sent home.
- Guidance counseling staff conducts classroom lessons throughout the year to address issues of concern.

Health and Illness

If you have any health or medical concerns regarding your child, please contact the school nurse.

- REGISTRATION/EMERGENCY FORMS must be complete and updated as necessary by parents/guardians to insure notification in an emergency situation. The forms can be found on the NRSD website and will be sent home with your child on the first day of school. It is essential that this information be accurate and updated as necessary.
- Please read the “Attendance” section for further information associated with health and illness.
- Information on the protocol for exclusion of ill students will be sent home by the nurse.

Medication

- It is recommended that the administration of medication during school hours only be done when a student’s health will be jeopardized.
- Under Massachusetts General Law, only the school nurse (or school personnel designated by the school nurse) can administer medications.
 - The school nurse must have a written medication order from a licensed provider, as well as written permission from a parent/guardians, in order to administer any medication (prescription or non-prescription).
- The complete medication administration policy and authorization forms are available from the school nurse.
- Students are not to carry any prescription or non-prescription medications with them. Carrying medication is a violation of the School Discipline Code.
- **ALL MEDICATION ORDERS MUST BE RENEWED AT THE BEGINNING OF EACH SCHOOL YEAR.**

Emergency Care

On the “Registration/Emergency Contact” form sent home on the first day of school, please check “yes” or “no” to transport your child to a hospital if the need arises.

Health Screening Procedures

SEE DISTRICT HANDBOOK FOR THE NRSD [ADDITIONAL HEALTH INFORMATION](#)

In accordance with M.G.L. Chapter 71, Section 57 and 105 CMR 200.00, the Narragansett Regional School District is required to provide certain health screenings for the students in our district. This process also includes follow-up with the student’s parents/guardians and referrals to the primary care provider as necessary.

Health screenings that are required by the Massachusetts Department of Public Health (MDPH) include periodic physical examinations, vision and hearing screenings, postural screenings, lead screenings, and growth screenings that include the body mass index (BMI). The purpose of the screenings is to identify previously unrecognized medical conditions, disabilities, and risk factors of school-aged children as early as possible and to limit the negative impact on a student’s educational performance. All school-based screenings are meant to supplement oversight of care by the students’ primary care provider and will be done in accordance with MDPH guidelines.

Homework

- The purpose of homework is to reinforce previous learning. A general nightly time guideline is 10-15 minutes of homework per grade level. (IE: First grade 10 to 15 minutes per night, Second grade 20 to 30 minutes.) Learning projects may be an exception to this rule but will be assigned with ample time to complete.
- The amount of homework and consequences for failing to complete homework varies with each student, grade level and classrooms.

Home School Partnership

- In the 21st century, the Narragansett Regional School District believes that the development of the whole child involves a partnership among students, parents/guardians, teachers, administrators and community members.

Lunch and the Cafeteria

- Lunch menus are published at the beginning of each month by the NRSD Director of Food Services. The can also be located on the District website: NRSD.org

Media Release

- "Registration/Emergency Contact Form" will be sent home with each child at the beginning of each school year. This form can also be found on the NRSD website. On the "Registration/Emergency Contact Form", parents will be asked if the school has permission to use your child's photograph and class work for all media (i.e. bulletin boards, classrooms, newsletter, newspaper, website and television). Please check "yes" or "no".

Observation of Students

Requests to observe student(s) during the school day must be submitted in writing to the attention of the principal. A minimum two-day advance notice is required. Written request must include: Reason for visit, teacher/classroom to be visited, time requested for visit.

- Upon arrival at school, report to the school office, sign in and receive a visitor's pass.
- Upon leaving the school, report to the school office to sign out.
- The observer/visitor will not engage with other students.
- Administration is entitled to: require a CORI on file in the central office, prohibit imaging, video, and/or audio recording materials, limit access to building areas, and limit other situations as necessary.

Parent Conferences

- Parent conference days are indicated on the school calendar.
- Parent conferences are an opportunity for you to briefly meet with your child's teacher in order to get an update on the progress of your child's academic, social and emotional development.

Playground

- All playground rules apply at all times during school hours.
- Students are expected to be safe, be respectful and be responsible on the playground.
- Games involving aggressive physical touch such as tackling, pushing, shoving and grabbing are not allowed.
- Tag games are allowed as long as students are play safe; a tag is a touch not a push; if the game of tag

evolves into the game of “push”, the game will be stopped.

- Students who are unsafe, disrespectful, or irresponsible during recess will face consequences such as loss of recess and/or playground privileges.
- DOGS—for the safety of the students and staff, are not allowed on the playground.
- *Please read “Discipline” and “Recess” sections for more playground-related information.*

Wellness

The Narragansett Regional School District, in partnership with parents, students, school personnel and local communities, is committed to providing a school environment that promotes overall wellness through education, nutrition, physical activity and healthy lifestyle choices.

- All foods and beverages sold or served at school will adhere to RDA established guidelines and be consistent with the USDA standards. Food and beverages available will include a variety of healthy choices to improve student nutrition.
- All students in grades K-12 will be provided with nutrition education and physical education opportunities to foster lifelong habits of healthy eating and physical activity.

Student Health and Wellness Curriculum

Please refer to the letter at the end of the TES section of this handbook for information on the age-appropriate health curriculum topics related to reproduction and sexuality as described in the Massachusetts Health Curriculum Frameworks.

Recess

- Recess period is 30 minutes in length; which includes the time it takes for students to transition to and from recess, as well as the amount of time it takes students to dress appropriately due to weather conditions when recess is held outdoors.
- Activities involving tackling, grabbing and pushing are not allowed.
- Students are not allowed to throw rocks, sticks or any other objects found on the ground.
- Students can play in the snow if they are appropriately dressed (see outdoor recess below).
- Students are not allowed to throw snowballs.
- All playground equipment is to be used appropriately.
- If recess rules and expectations are not followed, this may result in consequences including loss of recess privileges including the use of equipment or time out.
- During recess, recess staff will monitor students. Students are expected to be respectful and follow the directives of all recess staff.

Indoor Recess

- Due to inclement weather or other circumstances, recess may be held indoors.
- As a general guideline, indoor recess is held when temperatures drop below 20 degrees (factoring in the wind chill).
- All other classroom and school rules apply.

Outdoor Recess

- As a general guideline, outdoor recess is held when temperatures are above 20 degrees (factoring in the wind chill).

- Students need to develop responsibility for bringing hats, mittens/gloves and snowsuits to school.
- Students who do not have snow pants, boots and jackets are not allowed to play in the snow.
- If it is determined that a child is not dressed appropriately for the weather, they will be excluded from outdoor recess.
- We appreciate your assistance in helping your child dress appropriately for outdoor weather conditions.

Parking Procedures

- MASSACHUSETTS GENERAL LAW PROHIBITS THE PASSING OF A SCHOOL BUS WHILE LIGHTS ARE FLASHING

Report Cards

- The elementary schools provide standards-based progress reports (report cards) on a trimester basis.
- A standard-based progress report measures your child against standards set by the state.
- End-of-the-year benchmarks are indicated on each grade level progress report (report card).

Retention

- In grades kindergarten through fifth, the principal and members of the faculty will meet and may recommend a student for retention.
- It will be the obligation of the classroom teacher to inform the parents/guardians that the student is being considered for retention no later than the Spring Parent-Teacher Conference.
- parents/guardians will be informed of the recommendation for retention.
- The parents/guardians can request a meeting with the principal to discuss the recommendation.
- The parents/guardians may request further discussion with the Superintendent.

Snacks for Classrooms Celebrations

- If snacks are being distributed to students, ingredient lists must be provided and approved by the school nurse before they can be given to students. Parents are asked to bring in store bought items, not homemade because of allergy issues. Please see the [NRSD Wellness Policy](#) for Details.

Websites

Each school's website link can be found on the District website (www.nrsd.org).

Templeton Elementary School
17 South Road, Templeton, MA 01468 (978) 939-88928

Emily Soltysik
Principal

Courtney Bachand
Assistant Principal

Dear Parents/Guardians:

Enclosed is an outline of our school's 4th Grade comprehensive health education curriculum. This program has been developed by our professional staff. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their teenage years and beyond.

Learning about our bodies is part of the health education curriculum in 4th Grade , including topics such as the ones listed below which are part of the Massachusetts Comprehensive Health Curriculum Framework. The instructional materials we use for the course include a curriculum package and a video. If you would like to review these materials at the school, you are welcome to do so. Please call me to arrange a convenient time.

- 4th Grade
 - Hygiene
 - Physical changes during puberty

During the course, students will be able to ask questions, which will be answered factually and in an age appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues and that these beliefs must be respected.

Under Massachusetts law and School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send me a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about sex education or any other matter concerning your child's education, please call me.

Sincerely,
Emily Soltysik
Principal

Courtney Bachand
Assistant Principal

Narragansett Regional School District



Narragansett Middle School
Student Handbook

NARRAGANSETT MIDDLE SCHOOL HANDBOOK

School Telephone Numbers

NRMS Principal's Office 978.939.5928

Mrs. Mary LaFreniere, Principal
Ms. Janet Smith, Assistant Principal
Mrs. Melanie Murphy, Administrative Assistant

Counseling Office 978.939.5928

Mrs. Laura Ambrozy

Health Office 978.939.2113

Patricia Stacy, Nurse

fax 978-939-8364

Special Education Office 978.939.2000

Mr. Matthew Holloway, Director

Athletic Office 978.939.7325

Athletic Director

Food Services Office 978.939.4308

Mr. Edmond Podrazik, Director

NRSD Superintendent's Office 978.939.5661

Dr. Christopher Casavant, Superintendent

School Colors: Royal Blue & White

Mission Statement

Our school provides a setting where all students are treated fairly and equally, where individual differences are accepted, and where students will develop into healthy, productive, life-long learners.

Vision Statement

The Narragansett Middle School faculty and staff are dedicated to providing a positive, educational experience, which recognizes the unique needs of our early adolescent students. Our school will strive to:

- Support and encourage educators who are committed to young adolescents.
- Encourage high expectations that meet the individual needs and abilities of our students and staff.
- Build close, trusting relationships.
- Provide enriching opportunities that will develop success and creativity.
- Foster varied and flexible teaching and learning approaches.
- Involve family and community in the school experience.
- Utilize a variety of comprehensive support services.
- Assess and appropriately evaluate each student's progress.
- Ensure a safe environment for all.

Student Rights

A student who feels their rights have been ignored or denied should first try to talk out the problem with the administrator, teacher, coach, or club advisor involved. If the problem is not solved, the student's parents/guardians should set up a conference with the individual staff member or administrator and, if necessary, further conferences with the superintendent and school committee.

A NOTE TO YOUR PARENTS/GUARDIANS

We encourage parents and guardians to take an active role in the education of their children.

As educators, we welcome your involvement with your child's learning experience at Narragansett Middle School.

You as a parents/guardians can help your child in many ways, including the following, by:

- Providing an atmosphere at home that encourages your child to study and complete assignments.
- Knowing and supporting school policies, especially teacher expectations and disciplinary procedures.
- Calling the school and arranging for conferences with your child's team leader, counselor, or teacher when you have questions or concerns.
- Sharing your ideas or constructive criticism directly with the staff members involved.
- Working with teachers, counselors, and school leadership to understand behavioral problems that negatively impact student learning and avoid future discipline problems.
- Keeping informed of your child's academic and social progress at school.
- Attending school programs and activities while providing positive support to all students.
- Calling the school at 978.939.5928 with any questions or comments.

NARRAGANSETT MIDDLE SCHOOL HANDBOOK

School Hours: 7:45 a.m. – 2:10 p.m.

Early Dismissal 11:45 a.m.

BUILDING INFORMATION

School History

Prior to British colonization in the 18th century, it is known that Native Americans resided in the towns of Templeton and Phillipston. Many artifacts of Native American workmanship, such as the arrowhead, pestle, and a stone marker, have been found in the vicinity of the two towns.

The name “Narragansett” originated when British colonists who had fought in King Philip’s War (1675-1676) against the Narragansett tribe were made proprietors of the land extending from the area of Templeton and Phillipston, Massachusetts, to as far north as Gorham and Buxton, Maine. The section of the land that would become Templeton and Phillipston was denoted as “Narragansett No. 6” by a decision of the Council of the Province of Massachusetts Bay at a meeting held at Concord, Massachusetts on December 3, 1733, and assented to by King George II in 1734.

Originally, the town of Templeton supported two high schools, one located in Templeton Center and East Templeton, and another in Baldwinville serving students from Baldwinville and Otter River. These schools merged in 1901 to form Templeton High School in Baldwinville. In 1923 Templeton High School relocated to a larger building (the former home of the Baldwinville Elementary School), which opened its doors to the public at a cost of \$97,000.

The fall school term of 1956 marked the emergence of the Narragansett Regional School District. This brought with it the merger of Templeton High School with Phillipston, allowing for Narragansett Regional High School to emerge as the district’s high school in 1958, which was housed in a new, state-of-art building. The school at this time served students in grades 7 through 12. The school building, the current Narragansett Middle School, opened its doors to the public at a cost of \$2,000,000. Throughout the remainder of the 20th century, Narragansett Regional High School continued to grow, requiring the construction of a new high school, the current high school building, opened in the fall of 1999. At this time, Narragansett Regional Middle School was formed as a separate school representing a new chapter of Warrior Pride.

Arrival and Drop-off Procedures

Arrival

- No student drop offs/arrivals prior to 7:30 AM
- Students **may not** congregate outside school prior to 7:30 AM
- Upon entering the building, students must go directly to classrooms or a designated area following all school safety and behavior expectations

Dismissal

Students will wait in their classrooms until specific dismissal announcements/bells are made for students to be dismissed for the buses/pick-up.

Attendance before School and After School Hours/Trespassing

Students are encouraged to remain after school to take part in school activities, to use the library media center, to get extra help from a teacher, or to attend an athletic event. Some students are required to remain after school by the Administrative Office (detentions) and by individual teachers for disciplinary or academic reasons. Students in the building after school must be involved in the activities outlined above.

Students loitering in or around the building before or after school will not be permitted. Students found loitering will be subject to disciplinary action. Students in the building after school must be involved in a directly

supervised activity.

Students should wait for rides in the front lobby only. Students are not to be in the building unsupervised.

School Cancellation & Delayed Openings

School cancellations and delayed openings will be announced on Facebook, local radio stations, and on TV channels 4, 5, 7, and Fox. A message and email will be sent via the school's automated calling and email system.

Early Dismissals Due To Inclement Weather or Other Situation

Note to Parents/Guardians about Early Dismissals -- You **MUST** have a plan in place for your child's/children's supervision if school is dismissed early. While early dismissals are rare, they do happen every few years. Unfortunately, we cannot call each parent individually; however, in these rare instances, students will be allowed a short period of time to use their cell phones to contact you. We will also notify parents/guardians in the same manner mentioned above for cancellations and delayed openings of school.

Hall Passes

Hall passes authorized by a staff member are required for students to be out of the classroom during class time.

Cafeteria

The school provides a hot lunch program for all students & faculty. Students have 30 minutes to leave class, eat lunch, and return to class. All lunches must be eaten in the cafeteria and all students are expected to be in the cafeteria during the assigned lunch period. Students wishing to use the bathrooms or leave the cafeteria for any reason must obtain permission from a Cafeteria Monitor.

Two food service grade microwaves have been purchased by the high school and middle school for students to be able to heat lunches they bring to school. Students and parents should note that these microwaves were purchased using money raised from the beverage vending machines. Any student found to have willfully damaged one of these units will be responsible for the replacement cost.

- All students are to conduct themselves in a reasonable manner in the lunch lines. Students are expected to enter the cafeteria line through the doors to the kitchen. **Students are expected to behave in an orderly fashion and speak quietly while waiting in line.**
- Menus are developed each week and are posted in the cafeteria, as well as online.
- Eating utensils, napkins, and straws may be obtained while in the cafeteria line.
- Upon completing lunch, students are expected to pick up any food, paper, or milk that they may spill or drop and to leave their area clean.
- All food and beverages must be consumed in the cafeteria except for water.
- Students must conduct themselves in an appropriate manner when moving through the building to the cafeteria.
- Students are expected to cooperate with the cafeteria staff.
- These rules do not apply for students who have lost lunch privileges and are serving a disciplinary lunch period. Students who are serving this period will report to the main office prior to the cafeteria and then be escorted to obtain food if necessary.
- Students who eat breakfast must leave the cafeteria by 7:40 a.m. in order to report to class on time and avoid being marked as tardy for the start of the school day.

McNamara Library/Media Center

The McNamara Library is available to serve the cultural, educational, and informational needs of the students of Narragansett Regional High School and Narragansett Middle School.

The library is open from 7:15 to 2:45 Monday, Tuesday, and Thursday and regular school hours only Wednesday and Friday. Teachers must pre-arrange supervised class periods in the library for special reports or projects. Our library uses the Dewey Decimal System for numbering and locating books. Library personnel will be glad to assist students to become familiar with this system.

It is a privilege to use the library/media center and all students must have a purpose to use the library. A pre-signed pass from an academic teacher or librarian will permit a student to go to the library when library staff is on duty.

All materials must be replaced after use. Library books may be taken out for a period of 2 weeks at which time they may be returned or renewed.

At present there are more than 10,000 volumes in the school library as well as 10 general use Chromebooks available for research and school related projects, with 30 additional Chromebooks available for student use in structured learning activities in the library classroom. The library also provides access to online research databases and other digital materials provided through the Massachusetts Library System.

Consumption of neither food nor drink, nor excessive talking or loitering, will be tolerated. Students are expected to follow the standards of behavior that are listed in this Student Handbook. Consequences for violating the library rules established here or those of the librarian will result in a loss of library privileges and other consequences as determined appropriate by the school leadership.

Use of School Name and Logo

No student, group of students, staff, corporation, company, or organization will use the Narragansett Middle School name, emblem, or logo without authorization from the administration.

STUDENT INFORMATION

Attendance

Education is a cooperative venture that involves interactions between students, teachers, and peers. It is expected that students regularly attend school.

- Parents are responsible for contacting the school when their student is out of school or late for school, if possible before 9 am. If a parent/guardian does not call the school, the school will make every reasonable attempt to contact the parent / guardian to confirm the absence.
- Students should only be absent or tardy due to illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays. A child may also be excused for other exceptional reasons with approval of the Principal or designee.
- The school will notify parents / guardians of students who have at least 5 days in which the student has missed 4 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The action steps shall be developed jointly and agreed upon by the school, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.
- The Narragansett Regional School District will fully comply with and enforce Massachusetts' laws requiring court notification and action on behalf of any child between the ages of 6 and 16 who is habitually truant. "Habitually truant" is a school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter. All parents of students in this category will be notified in writing of the school's responsibility to notify local jurisdictions (courts) of truancy or failure to cause attendance complaints. The district is obligated to file Child Requiring Assistance letters on the student's behalf when a student consistently fails to attend school. All

parents of students in this category will be notified in writing that a CRA (Child Requiring Assistance) truancy or criminal (failure to cause attendance) complaint has been made.
LEGAL REFS: M.G.L. 119:21, M.G.L. 119:39E-39J St 2012, c240

The Principal, acting as the representative of the School Committee, shall have sole jurisdiction in determining whether an absence shall be excused. For “excused” status, the Principal will consider issues of serious medical impairment, bereavement, religious holidays, or emergencies.

- When a student is absent, they must make up all coursework assigned during the time out of school.
- Students need to be present for at least half a day in order to participate in extracurricular activities (arriving by or being dismissed no earlier than 11:00 a.m.). If a student is not in school for more than half a day then the day will be considered absent and is ineligible for extracurricular activities. Exceptions may be granted by the administration.

Tardiness to School: Tardiness creates a disruption for the class being entered late and is not acceptable. School begins promptly at 7:45 a.m. Students must be in their first block class by this time or are considered tardy. Students are considered late to school even if they are present in the building but not in their designated class (this includes remaining in the cafeteria, lingering at their locker, or elsewhere in the building). Any student late for the first period because they were detained by a staff member should obtain a written pass. Excessive or chronic tardiness will result in disciplinary action.

Tardy students must:

- Report to the main office with a note citing specifically the reason for the late arrival.
- Students will be issued an admission slip at the main office.
- Tardiness to school shall be handled as follows: Discipline for tardiness will be at the discretion of the administration and the following only serves as guidelines for practice:
 - 5 tardies: 1 office detention, parents/guardians will be notified.
 - 10 tardies: 2 office detention, parents/guardians will be notified.
 - 15 tardies: 3 office detentions, meeting with parents/guardians.
 - 20 tardies: 4 office detentions, parents/guardians will be notified, and potentially a referral to the appropriate state and local agencies will be taken as necessary.

Missing the bus, sleeping late, distance from home to school, heavy traffic, and other similar instances will be viewed as unacceptable tardiness. Tardiness may be excused, with proper documentation, for the same reasons stated under absences.

Tardiness to Class: Tardiness creates a disruption for the class being entered late and is not acceptable. Students who arrive late to a class will be assigned consequences in accordance with the classroom teacher’s expectations shared at the start of the school year. Students with chronic tardiness may receive disciplinary consequences and interventions, school detention, loss of privileges, and potentially a referral to the appropriate state and local agencies will be taken as necessary.

Unauthorized Areas

NMS students are not permitted to be in unauthorized areas without written permission from a staff member including in the high school, except if reporting to or dismissing from a class located in the high school.

Dismissals: If a student is to be dismissed from school, he/she must bring a note signed by the parent / guardian to the main office specifying the date, the time, and the reason for dismissal. The note should also specify where a parent can be reached for confirmation of the dismissal request. Students and parents should make every effort to avoid removing a student from school during the day. Dismissal from school should take place only for a serious reason. If a dismissal is to be medically excused, the student must present a note from a doctor or dentist.

Dismissal for Illness: A student who becomes ill during the school day must report to the Health Office. The

nurse will not dismiss a student from school without contacting a parent/guardian or other individual designated by the parent / guardian as an “emergency contact”. Emergency information must be updated by the parents/guardians annually or whenever contact information changes. If a student calls home and is dismissed without going through our nurse the remainder of the day will be considered truant from school.

Lockers

If administration authorization is provided for locker use, a student is to only use the locker assigned to that student. There are enough lockers at Narragansett so that everyone may have his or her own. Students are advised that the school administration reserves the right to inspect a student’s locker at any time to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations.

If you would like a lock for your locker, you must rent a lock from the office for \$5.00. Only school issued locks rented from the office are permitted. **We strongly urge students to lock their lockers.** A portion of this fee is returned to you at the end of the academic year. Narragansett Middle School is not responsible for any valuables or items missing from a student’s locker.

Lost And Found

Lost and found articles will be kept in the lobby. You can check any item you may have lost, if you have a pass from your first period teacher. You are encouraged to bring any articles that you have found and cannot be identified to the same place. Articles left in “lost and found” beyond a reasonable time will be donated to a charitable organization.

Bills

Participation in any activities (i.e. sports, dances, field trips) cannot take place until all school related bills are paid.

Textbooks, Supplies, and Materials

Students are responsible for the replacement costs of lost planners, textbooks, and other school supplies entrusted to their care if the materials are lost, damaged or destroyed while assigned for school purposes..

Chewing Gum and Snacks

Chewing gum is not permitted at Narragansett Middle School. During statewide assessments, gum and mints are permitted as research has demonstrated that these aid thinking. Students are not allowed to consume food or beverages at any time outside of lunch except for water, or flavored water, which may be consumed in the gym, classrooms (with the exception of computer or science labs) or corridors. Students are encouraged to bring a water receptacle to school each day to be able to refill it at water refilling stations. Students are responsible to clean any spills. Food is not permitted in classrooms.

Dances

Dances are held occasionally during the school year and are open to NMS students only. At dances, students are to arrive and depart from the front of the school. Students whose Social or Academic Eligibility is in question may not be permitted to attend school dances. Inappropriate behavior at a dance will result in removal from the dance and the possibility of exclusion from future dances and the loss of Social Eligibility, as defined in this handbook. Attendance at dances is at the discretion of the principal or designee.

Book Bags

You are encouraged not to carry your book bag / backpack to classrooms. Book bags / backpacks should be placed in your locker upon your arrival at school. You will be given sufficient opportunities throughout the day to get needed materials from your locker. In some instances, book bags / backpacks may be prohibited from being carried to class for safety reasons. Students are responsible for following the directions of the teachers with regard to their preference for book bags / backpacks.

Field Trips

Your teachers and school leadership will jointly decide appropriate field trips for you and your fellow students.

You can be excluded from a field trip if the School Leadership or your teachers feel there are good reasons to do so. Those reasons and related circumstances will be discussed with your parents/guardians before any decision to exclude you is final. School rules will apply on all field trips.

Selling Merchandise in School

Selling merchandise in school is prohibited by anyone unless the sale is a project by a class or school organization and which has been approved by the Superintendent and Principal.

ATHLETICS

Sports Offerings

The organized athletics available at Narragansett are:

Baseball	Golf (Club)	Basketball
Soccer	Field Hockey	Cheerleading (Fall & Winter)
Softball	Football	Cross Country
Spring Track & Field	Indoor Track & Field	

Middle School Participation

Athletics are offered for students in grades 6-7. At the coach’s discretion, cuts will be made to meet the participation limits listed below. Coaches are allowed to exceed the limit of student-athletes involved in the program providing that clear expectations are presented to the student-athlete and Parents prior to the start of tryouts. These expectations are to be presented at the Pre-Season Student-Athlete/Parent meeting held prior to each sport season.

- Baseball/Softball -15
- Soccer - 18
- Golf - Unlimited Club Sport
- Field Hockey - 18
- Basketball - 12
- Cheerleading - 20
- Cross Country/ Indoor Track/Outdoor Track - Unlimited
- Football - Unlimited

Athletics are typically offered for students in 7th or 8th grade. The decision to allow 6th grade participation in a given sport or season will be based on "need to sustain the program" as determined by the Athletic Director and Principal. In addition, 6th grade participation cannot cause displacement of another student-athlete's own team (7th and/or 8th grade candidate for the team). Coaches maintain the final discretion of selecting their roster.

Athletic participation at Narragansett Middle School requires a student to be eligible in both academics and social standing with the school. Please review those sections of this handbook for more information.

Student-athletes must complete an approved concussion program with a parent or guardian and submit the certificate generated to the Athletic Director prior to the start of the try out period. Student-athletes must also have a current physical on file with the school nurse prior to the start of the try out period.

Participation Certificate / Sports Awards – Eligibility

The following is a listing of the requirements for achieving an athletic award at Narragansett Regional Middle

School. Letters are not awarded for participation in middle school sports.

- Students must attend all practice sessions and games unless excused by the coach of the sport.
- Students shall not be on academic or social probation as established by the school administration.
- **Participation Awards may be conferred upon any participant who does not meet the stated requirements at the discretion of the coach, athletic director, or principal.**

MIAA Regulations

All student athletes are governed under the rules and regulations set by the M.I.A.A., except those Narragansett Regional School rules and regulations above the minimum standards detailed in this handbook, i.e. academic eligibility. If you have any questions, please contact your coach, athletic director, Vice Principal and/or Principal.

Students and parents/guardians may view the rules and regulation at the M.I.A.A. website: www.miaa.net

Narragansett Team Rules Sign-off

In addition to the MIAA rules, Narragansett Middle School has an Athletic Team Rules Sign-off. These rules are an extension of the Student/Parent Handbook and violation of any rule contained within those documents may result in disciplinary action at the discretion of School Leadership. These rules are embedded in the on-line registration process and available from your coach or Athletic Director.

Athletic Registration

All athletic registration and payment of any fees is conducted online. Parents can find more information by visiting www.nrsd.org and navigating to the "Athletics" tab.

Athletics Locker, Physical Education Lockers, and Locker Rooms

Students are strongly encouraged to lock their lockers. The locker rooms are to be cared for by each student. Students who willfully or as a result of negligent behavior causes damage to this facility will be responsible for the repair or replacement costs associated with any damage.

Academic and Social Eligibility guidelines apply to Middle School athletes, in addition to the suspension guidelines.

HEALTH SERVICES

SEE DISTRICT HANDBOOK FOR THE NRSD [ADDITIONAL HEALTH INFORMATION](#)

The school nurse is available during school hours, Monday through Friday. If you are ill or injured and need to see the nurse, you should get a pass from the teacher before reporting to the health office. Students are not allowed to call or text to initiate the dismissal process. You are to report *all* injuries to the school nurse.

Any student becoming ill during school hours may rest in the Health Office for one class period. At the end of that time the student will either return to class or be dismissed to a parent or guardian. Any student dismissed due to illness will not be allowed to participate or attend any school-sponsored activities for the remainder of that day or evening.

Physical Education or Sports Exclusion

If you are unable to participate in physical education classes, you must have a signed note from your parents/guardians. A physician's note is required if more than two (2) days of physical education are missed. If you are unable to participate in Physical Education classes, then there will be no participation in after school sports for that period. When you return to physical education classes or sports activities after a surgery or injury, you must have a physician's note before being allowed to participate.

As some students have various health issues, parents and guardians should notify school leadership so we

can work together as a team to shift the quarter physical education is offered.

ACADEMIC INFORMATION

Academic Awards

Principal's Award: Students must earn grades of 93 or above.

High Honors: Students must earn grades of 88 or above.

Honors: Students must earn grades of 80 or above.

Students will have their names submitted to the Gardner News for publication.

Late Assignments

Ultimately, you are responsible to complete your assignments and pass them in on the due date. Teachers shared their homework expectations and grading system at the start of the school year which may include reduced credit for work that is not submitted on time. Questions about individual grades or assignments should be directed to the teacher. Meaningful homework reinforces learned skills and prepares you for the next day's lesson.

Homework Guidelines

Homework is an integral part of your Narragansett Middle School learning experience. It is an extension of your daily class work and should demonstrate the same planning and purpose as daily lesson plans. Your teachers will provide you with feedback on the quality of your work through class discussion, constructive comments, or grades. You are strongly encouraged to keep a daily agenda book and write down your homework in each of your classes. Completing homework is essential for your success as a learner.

Purpose of Homework Assignments

Homework assignments are an important part of your educational development because they help you:

- Demonstrate your independent mastery.
- Do purposeful reading of assigned literature or text in preparation for the next class.
- Support your research activities.
- For practice on lesson standards.
- Work toward the completion of on-going reports or projects.

What You and Your Parents Can Expect About Homework

- Every effort will be made by the team teachers to ensure that you are not facing several unrelated projects, lengthy assignments, or major tests at the same time.
- Written directions including due dates, purpose, expectations, and procedures on long-term assignments.
- Homework will increase as you advance through school.
- Students participating in advanced classes in 6 & 7 can expect more homework.
 - Guidelines for homework, project work, and review:
 - Grade 5: 45-60 minutes
 - Grade 6: 60-75 minutes
 - Grade 7: 70-80 minutes
- It is your responsibility that homework is ready to be checked on the due date indicated.

This represents an average amount of time you should spend on homework each day.

What Teachers Can Do About Homework

- Communicate with other teachers on their team to ensure you are not facing several unrelated projects, lengthy assignments, or major tests at the same time.
- Provide specific directions for you, including due dates, purpose, expectations and procedures.
- Grant an extension for an assignment due to extenuating circumstances if requested, in writing, by

- your parents/guardians.
- Keep your parents/guardians notified of your lack of effort in preparing homework either through progress reports, a phone call, or email.

Grading Scale

Grades will be reported numerically for all students each quarter, and cumulatively average out for the final course grade at the end of the year. Students' grades may range from 50-100 the first three quarters and 0 – 100 for the fourth quarter and for the final course grade. A passing grade is 60.

ACE

ACE is a collaborative venture between Narragansett Middle School and Narragansett Regional High School which enables identified students to take advanced coursework in middle and high school. Students who are eligible for this program participate in accelerated coursework in middle school that enables them to take advanced coursework in high school which may count for college credit. Students who participate in the ACE program have rigorous preparation for four-year college and an opportunity to fit more Advanced Placement (AP) courses and electives into their high school schedule. Their high school schedule also has more room for band, art, music and other interests sometimes constrained by major subject area requirements.

ACE mathematics criteria includes course grades, the Iowa Algebra Aptitude Test, the prior year's mathematics MCAS results, and a teacher rating on a study skills and work habits rubric. Exiting grade 6 students who meet the criteria will take an accelerated grade 7 mathematics class. If they maintain an average of 85% or better in the accelerated grade 7 class they will be eligible to take Algebra I in grade 8. Exiting grade 7 students who did not meet the criteria in grade 6 will be considered again, and if they meet the criteria will be eligible to take Algebra I in grade 8. These students will be required to do independent summer work prior to entering Algebra I.

ACE English criteria include course grades, a writing skills assessment, a reading comprehension assessment, prior year's mathematics MCAS results, and a teacher rating on a study skills and work habits rubric. Exiting grade 7 students will be eligible to take high school English as their eighth grade English requirement.

Upon graduating, Seniors will be acknowledged as an ACE Student with Distinction for having taken 6 or more Pre-AP or AP courses in either mathematics or English or an ACE Student With Excellence for having taken 5 or more Pre-AP or AP courses in both mathematics and English.

Academic Integrity

In accordance with our developing Core Values and Beliefs, Narragansett Middle School strives for Academic Excellence and Integrity with all of our students. As educators, we believe all students have the potential to achieve, and we expect all students will accept personal responsibility for their academic and social behavior.

Definitions of Academic Integrity Violations

Cheating: An act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an academic exercise; or attempts to, or assists another to misrepresent his/her work. Cheating includes but is not limited to the following examples:

- Providing or receiving information about all or part of an exam, including answers (e.g., telling or texting someone in a subsequent period what was on your exam, or being told this information);
- Copying from others;
- Collaborating on a test, quiz, homework assignment, or project with others without authorization;
- Using unauthorized materials to complete an exam or assignment;
- Programming of notes, formulas, or other aids into a programmable calculator, electronic dictionary, or other electronic device without prior authorization;
- Using a communication including but not limited to a cell phone, computer, mP3 player, or other

- device to obtain or share unauthorized information before, during, or after an exam;
- Using online resources including but not limited to websites or email while completing an online exam, in-class writing assignment, or math assignment without the permission of the teacher;
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
- Taking an exam for another student or permitting someone else to take a test for you;
- Allowing others to do research, writing, or completion of an assignment; e.g.,
 - Using the services of a commercial term paper company,
 - Using the services of another person (family member, tutor, content expert, native speaker, etc.) inappropriately, without acknowledgement;
- Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher;
- Using invented information or the falsification of research or other findings;
- Submitting a paper or other academic exercise of false or fictitious data, or deliberately and knowingly distorting the true nature, origin, or function of such data;
- Changing, altering, or being an accessory to the changing, or altering of a grade or an answer on a graded test or assignment;
- Gaining or providing unauthorized access to examination materials;
- Misrepresentation of one's own or another's identity for academic purposes;
- Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;
- The sale or gift of papers, essays, or research for fraudulent use;
- The alteration or falsification of official School records;
- The unauthorized use of School academic facilities or equipment, including computer accounts and files;
- The unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- The unauthorized removal, mutilation, or deliberate concealment of materials in School libraries, media, or academic resource centers.

Plagiarism: The act of taking the words, ideas, data, illustrations, artistic productions or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged:

- Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source;
- Utilizing another person's ideas, opinions, theory, or structure without acknowledgment of the source;
- Using resources on a task that is to be completed without resources;
- Listing sources in a bibliography not used in the academic exercise;
- Submitting as your own any academic exercises prepared totally or in part by another, when collaboration is permitted. (The acceptable terms of the collaboration and expectations for each student in the collaborative group will be determined by the teacher.)

Collusion: Assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

Violations of Academic Integrity

When a teacher suspects that an Academic Integrity violation has occurred in his/her class, the following

procedure will be followed:

- The teacher will meet with student(s) to discuss the violation and to hear the student's explanation of the incident. The teacher will review the incident, evidence, and the NMS Handbook with the student. The teacher will decide if the Academic Integrity Policy has been violated.
- If the teacher determines that no violation has occurred, then the issue is resolved.
- If the teacher determines that a violation has occurred, the teacher will go over the school work in question and impose the discipline as follows:
 - First offense- The teacher will educate the student on what constitutes Academic Integrity violations. The student will be given the opportunity to re-do the assignment or parts of the assignment, entire test, individual test questions, or project, etc., as determined by the teacher. The teacher will determine the amount of potential credit which can be earned (full credit, 70%, etc.), and the due date for completion. If the student does not make-up the assignment, test, or project, by the due date assigned, no credit will be given. The teacher will contact the parent/guardian (by phone and email) of the violation and the consequences issued, and will offer the opportunity for parents/guardians to discuss the incident with the teacher and student.
 - Second offense- No credit will be given for the assignment, test, or project. The teacher will contact the parent/guardian (by phone and email) of the violation and the consequences issued, and will offer the opportunity for parents/guardians to discuss the incident with the teacher and student.
 - Third or more offenses- No credit will be given for the assignment, test, or project. The teacher will contact the Vice-Principal and additional appropriate disciplinary action will be determined. The Vice-Principal will notify parent/guardian of the repeated violations and provide an opportunity to schedule a conference with the Vice-Principal, teacher, student, and parents/guardians.

Due Process

When your behavior is in question, you have a right to receive:

- Oral or written notice of the charges against you.
- An explanation of the evidence supporting the charges.
- An opportunity for students to present their perspective of the facts concerning the charge(s).

Progress Reports

Progress reports will be available in the School Brains portal according to the school's academic calendar and will contain information for each student relative to his or her subjects.

Progress reports are to be signed by a parent / guardian and returned to first period teachers within five (5) school days. **If a student should have a significant change that results in a grade dropping by more than 10 points between report cards and progress reports (or vice versa), or to numerically below 70, parents will be contacted by teachers.**

Report Card

Report cards will be available in the School Brains portal according to the school's academic calendar. Teachers will distribute report cards at the end of the school day to be carried home by students. The bottom portion of the report card is to be returned signed to a grade level teacher within five (5) school days. Students who fail to return these may face disciplinary action.

Promotion Procedure

The principal will make the final decision of promotion. Any child that fails two subjects for the year will be subject to a review by the principal, counselors, and the subject teacher to determine promotion. Students

may be required to complete a summer academic program. Any such program is at the expense of the family.

PARENT & GUARDIAN INFORMATION

Parent Visitation

Parents/guardians are not allowed to accompany their child to lockers or classrooms at NMS. If a parent or guardian wishes to meet with a student's teacher(s), they should contact the teacher(s) directly to make the arrangements to do so.

Parent Volunteers

SEE DISTRICT HANDBOOK FOR PARENT VOLUNTEER INFORMATION

Opt-Out

Each time a topic deemed sensitive by standard educational practice is to be discussed, the teacher has the responsibility to inform families of the time the subject will be part of the teacher's class. Sensitivity will include, but not be limited to, the following: religion, health issues, etc. A parent/guardian may request in writing to have his/her child removed from the class for independent study while the topic in question is discussed.

If a spontaneous discussion begins in a class, any student may request to be excused from the class to discuss that student's sensitivity to the topic with the administration or counselor. No student will be penalized or tested on the class discussion for using the opt-out policy.

Publicity: Student Identity & Work/Projects

Your child's work will be displayed at the school and at times may be sent to be displayed at other public places, in and out of town. A picture or video of your child may be taken and displayed either in school or for the media. If you object to this, please indicate this on the district-provided informational form provided at the start of the school year. This is a passive opt-out process that will only be in effect if families indicate a preference to not publish on this form. If you have questions or concerns, contact the school administration *in writing*.

The Wellness Center

The Wellness Center of Narragansett Middle School is an integral part of the school program. A Licensed School Adjustment Counselor provides a variety of services to students, parents and teachers. The counselor meets with students individually and in groups, consult with teachers, special education and outside agencies, assess student safety, manage behavioral issues and provide topic specific instruction (bullying, personal safety, academic/career exploration, etc.).

Student Record Regulations

603 CMR 23.00 is promulgated to insure parents/guardians rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parents/guardians.
- If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parents/guardians, or either one acting alone, shall exercise these rights.
- If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parents/guardians may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parents/guardians, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain

a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parents/guardians of a student may inspect the student record regardless of the student's age.

Privacy and Security of Student Records

- The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
- The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal. For example, former students' transcripts stored in the school departments' central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.
- The principal and the superintendent of schools shall ensure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, & 34H and are educated as to the importance of information privacy and confidentiality and that any computerized systems employed are electronically secure.

Destruction of Student Records

- The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.
- During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parents/guardians are notified in writing and are given an opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.
- The temporary record of any student enrolled in or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parents/guardians of the approximate date of destruction of the record and their right to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23-10.
- In accordance with MGL c71, section 87, the score of any group intelligence test administered to a student enrolled in public school shall be removed from the record of said student at the end of the school year in which such test was administered.

Access to Student Records

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

- Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parents/guardians. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents/guardians or eligible student from exercising their right, under federal law, to inspect and review the records.
- any student, regardless of age, shall have the right pursuant to M.G.L. C. 71, section 34A to receive a copy of his/her transcript.
- The eligible student or the parents/guardians shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

- The eligible student or the parents/guardians may have the student record inspected or interpreted by a third party of their choice. Such a third party shall present specific written consent of the eligible student or parents/guardians, prior to gaining access to the student record.

Refer to <http://www.doe.mass.edu/lawsregs/603crm23.html> for a complete copy of the state of Massachusetts regulation.

CONDUCT EXPECTATIONS & STUDENT DISCIPLINE

A Few Words Concerning Discipline

Many people think discipline is the same thing as punishment. At Narragansett Middle School, we believe discipline is a way of organizing your thinking, your actions, your skills, and your time for a specific purpose. Sometimes, this is also called self-discipline.

We all need discipline to be successful in school and to be successful in life. If you think about discipline in this way, it can become a positive part of your educational experience. It helps you become a responsible member of your school community and of your family.

Student Responsibilities

In order to provide the best possible environment for learning, we expect you to:

- Respect other people and their property.
- Respect all school property.
- Be on time for class.
- Follow all school and classroom rules.
- Come prepared with your charged Chromebook, pens, pencils, books, or necessary items like physical education clothes.

Student Accountability & Responsibility

Your teachers have “tools” that will assist you in meeting your responsibilities as a student. They will direct you in the effective use of these “tools”. However, the “tools” will not help you unless you use them.

When you do your duty as a student, the typical reward is a good grade. When you do not do your duty as a student, your teachers and your parents are available to help you get back on track. However, you are the one responsible for taking their advice and for following the right plan to improve.

Being Accountable for your Conduct as a Member of the School Community

This handbook gives you a lot of information about appropriate behavior and expectations. When you behave responsibly, as a member of the school community, you will find that adults are willing to trust and respect you.

When you do not act responsibly, and fail to follow the expectations of this handbook, the appropriate discipline will be the result.

Substitute Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being responsible, helpful, and considerate. You know what is expected when your regular teacher is present. No less is expected when a guest teacher is with us for the day. Substitute teachers may refer situations where expectations are not met to the teacher or administration, and disciplinary procedures will be followed, if warranted.

Following School Regulations

All staff members are responsible to make sure you adhere to all school expectations, policies, and regulations. They must report any misbehavior that requires action by the Administration. The school authority

will apply immediate action, after reviewing the reported situation and following due process. Consequences will depend on the specific situation. All adults in the school will uphold the regulations in a fair, firm, and consistent manner.

Detention (Administrative / School Detention)

In the event that a situation escalates beyond what the classroom teacher's consequences can resolve, or for any incident occurring outside the classroom referred by a staff member, building administration may notify a parent / guardian and assign a School Detention.

Due Process

When your behavior is in question, you have a right to receive:

- Oral or written notice of the charges against you.
- An explanation of the evidence supporting the charges.
- An opportunity for students to present their perspective of the facts concerning the charge(s).

The administration may immediately impose appropriate discipline measures following the application of the due process principles stated above.

Fighting, Physical Contact, Threats

You have the right to attend school without the fear of physical harm or threats. Any student involved in fighting, inappropriate physical contact, or involved in any type of threat (including in person, verbally, and/or in writing, or online) will be dealt with in a timely and serious manner. Consequences for inappropriate behavior can range from peer mediation to exclusion from school. Horseplay is not tolerated due to its tendency to lead to situations where not all parties consent to it as well as potential safety incidents. Students who initiate or participate in horseplay will be dealt with according to the discipline procedures.

Weapons/Assault

Possession of a weapon on school property, school functions, the bus, a field trip, or any event related to school is not permitted. The Administration will determine the range of consequences, up to and including expulsion, when a weapon is discovered. Weapons can include, but are not limited to, guns, ammunition, sharp objects, chains, nunchucks, spikes, incendiary devices or materials (including fireworks of any kind), blades, or any item used in a manner that threatens the safety of yourself and / or those around you, intentionally or not. A student does not need to use or threaten to use a weapon against another in order for consequences to be imposed. If you inadvertently bring something to school that could be considered a weapon, notify the main office immediately.

Use of Tobacco or "Vaping Device"

- A. **State Law and local Board of Health Regulations prohibit the use of tobacco products in school buildings and on school property.** Therefore, Narragansett Middle School is committed to having a smoke and tobacco free environment for all members of the school community. The use of tobacco and smoking on school property as well as in vehicles on school grounds or used for transportation of students is strictly prohibited. Vaping is the act of inhaling and exhaling an aerosol, often referred to as vapor, which is produced by an e-cigarette, vape pen or similar device. The aerosol contains varying amounts of toxic chemicals, which have been linked to cancer, as well as respiratory and heart disease. Most vape devices are used to consume nicotine based aerosols; however, the use of these devices to consume cannabinoids and other illicit substances (flakka, bath salts, DMT, etc.) is increasing. If it is determined that a student has used a vape device to consume such substances, that student may incur additional consequences beyond what is outlined below.

Violations will result in the following consequences:

First Offense

- a. \$100.00 fine AND attendance at a smoking education class

- b. Parents/guardians notification
- c. Notification of sports (coaches) and activity directors

Second Offense and each offense thereafter

- a. \$200.00 fine AND attendance at a smoking education class
- b. Meeting between parents/guardians, student, and administration
- c. Notification of sports (coaches) and activity directors

The violator is responsible for any expenses incurred to attend a cessation program and must submit documentation of attendance.

- B. Possession of tobacco products or tobacco-related paraphernalia, including but not limited to cigarettes, cigars, smokeless tobacco, pipes, lighters, matches, cigarette holders, vapor cigarettes, vaping devices, electronic cigarettes, and papers, is prohibited in school buildings and on school property. Violators will be disciplined at the discretion of the administration.

Also reference to M.G.L. 220 Section 22 "Smoke Free Workplace".

Drugs and Alcohol

As a member of the Narragansett Middle School community, you are not permitted to use, consume, possess, buy, sell, or give away any alcoholic beverage, tobacco product, or controlled substance, regardless of the volume or quantity.

You are prohibited from school attendance after use or possession of prescription or over the counter drugs or any other controlled substance or alcoholic beverage at school functions or while under school jurisdiction. Such use or possession will result in confiscation of the controlled substance and/or alcoholic beverage, suspension for up to ten (10) days and/or a recommendation for expulsion from school. In addition, your parents/guardians may be asked to schedule an alcohol/drug screening and/or counseling for you. Your parents/guardians and law enforcement officials will be notified. Legal action may follow at the discretion of the law enforcement authorities. If you are found buying, selling or distributing any controlled substance and/or alcoholic beverage on school property or while under school jurisdiction, you may be subject to expulsion from school.

An Act Providing for a Drug Free School Zone

Effective July 11, 1989, anyone convicted of dealing drugs within 1000 feet of an elementary, vocational, or secondary school will face a mandatory prison sentence. It will not matter whether the dealer knew he/she was near a school, whether it is a public or private school or in session at the time of the offense. The law will pertain to drug distribution, manufactures or persons possessing a controlled substance with intent to distribute it. A fine of up to \$10,000 may also be imposed but not in lieu of the two-year term of imprisonment.

Chemical Health Policy

During the school year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any material containing alcohol, any tobacco product, electronic smoking devices, or controlled substance and/or over the counter medication while under school jurisdiction. Furthermore, the use of, attendance after use, or possession/consumption of intoxicants, drugs, drug paraphernalia, alcohol and/or any controlled substance at school functions or while under school jurisdiction is prohibited.

Incendiary Devices

Possessing and/or igniting an incendiary device, including but not limited to, firecrackers, smoke bombs, and stink bombs will lead to discipline at the discretion of the administration. The possession of matches or lighters in and around the school building will also lead to discipline at the discretion of the administration.

Public Displays of Affection

A public display of affection includes, but is not limited to, such actions as: prolonged and inappropriate hand

holding, hugging, and kissing. These are not appropriate for school and thus are not permitted while in school, on school grounds, or at school-sponsored events.

Consequences for inappropriate public displays of affection will be handled at the discretion of school leadership.

Electronic Devices

You will not be permitted to use unauthorized devices such as audio players, electronic games, laser pointers, e-readers or cell phones during school hours. If the use or possession of any of these devices causes a disruption in the classroom or other school functions, the item may be confiscated, turned into the main office, and returned to you only when you leave school for the day. Consequences follow progressive discipline and shall be as follows:

- First Offense – Verbal warning, device will be required to be put into student's backpack or locker.
- Second Offense - Confiscation, and the student will be required to pick up the device at the end of the school day.
- Third Offense – Confiscation, and a parent/guardian will be required to pick up the device.
- Fourth Offense or more - Confiscation, school detention, and a parent/guardian will be required to pick up the device.

In conjunction with teachers, school leadership can waive these rules for student use related to health-related purposes. In waiving this rule, students and parents will be issued an agreement that must be returned to school prior to using such devices.

Dress Code

SEE DISTRICT HANDBOOK FOR THE NRSD [DRESS CODE](#)

Classroom Discipline Procedures

Any staff member may require a student to report for a teacher detention for failing to meet behavioral expectations or violation of school rules. You will remain after school on the assigned day (24 hours notice will be given for detention, but if the teacher and parent / guardian agree, it may be held the same day as the infraction). You will report to the teacher's classroom (or location that was indicated when the detention was assigned) to serve the detention. If you do not attend a teacher detention as assigned, additional consequences may be assigned, including a school detention which the administration may assign to be served in the teacher's classroom who assigned the detention that the student did not attend.

Discipline Procedure for Administrative Discipline

- Reports made to building administration will be reviewed to decide what action, if any, is to be taken.
- If warranted, students will be told the nature of the violation and related details.
- If applicable, students will be given an opportunity to state their side of the story verbally. Students are encouraged to write a statement for the record.
- If warranted, the administration conducts an investigation. If the administration finds cause, students will be informed of the discipline.
- A parent / guardian will be notified of any assigned consequences, and depending on the level of infraction or the continued nature of infractions, may be asked to attend a meeting to address.

Suspension (In-School & Out of School Suspension) and Expulsion Policies and Procedures

SEE [DISTRICT HANDBOOK](#) & [APPENDIX 4](#) FOR NRSD SUSPENSION and EXPULSION POLICIES and PROCEDURES FOR ADDITIONAL INFORMATION

Notice of Suspension

Except for emergency removal or an in-school suspension, short-term suspensions of ten (10) days or less (consecutively or cumulatively in a school year), and long-term suspensions (more than 10 days), a principal/assistant principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The principal/assistant principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English, or other means of communication where appropriate.

The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the principal or principal's designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

After the hearing, and the principal/principal's designee has made a decision, the parent shall receive notification orally and in writing, of the following: (1) if the student will be placed on short-term (10 days or less) or long-term suspension (over 10 days); (2) the rights set forth in 603 CMR 53.08 (3)(b); and (3) a right to appeal the principal's or designee's decision to the Superintendent (relative to long-term suspension only). To conduct a hearing without a parent present, the principal/assistant principal must be able to document reasonable efforts to include the parent.

Suspension from school is a serious penalty. Suspension means you are not allowed to attend school or be on school grounds for a designated period of time (dates of suspension) based on the seriousness and/or frequency of the offense committed.

- Your parents/guardians may be required to accompany you for a meeting with the Administration when you return to school at the end of your suspension to discuss reentry expectations.
- If the student is an athlete and is suspended from school he/she will not be allowed to play in games as follows:
 - 1 day = 1 game
 - 2 days = 2 games
 - 3 – 5 days = 4 games
 - 6 or more days the student will be removed from the team.

Infractions Which May Lead to Suspension

- Direct insubordination (not following a staff member's valid request, when the request has a legitimate educational purpose and is within the authority of that staff person to make)
- Violation of Rules on Tobacco Products
- Willfully causing damage to or stealing school or private property
- Fighting and/or personal injury. Removal from the building to be determined by the building administrator.
- Defamation of another's character
- Truancy
- Pornography
- Hazing
- Throwing Food/Objects
- Skipping an office detention
- Bullying

The above list serves as a guideline, additions and exceptions may apply.

Academic Eligibility (for extra-curricular activities)

A student who is not passing **more than one (1) class** at the end of the term will not be eligible for participation in time-intensive extra-curricular activities (interscholastic athletics, play / musical). A student who is not passing **more than two (2) classes** may not be eligible for other activities in order to provide more time to meet with teachers after school and focus on academic progress. These include, but are not limited to, dances, intramurals, class trips, or after-school events. This determination will be based on factors including teacher availability and the extent to which the student needs additional support. If a student is passing all subjects at midterm progress reports, they will be eligible for all activities for the remainder of the term. At the end of the term, eligibility will again be determined based on the term quarter.

Social Eligibility

A student who chronically demonstrates poor attendance, continual tardiness, lack of effort, or behavior problems, or presents a potential safety concern, may not be allowed to participate in Narragansett Middle School's co-curricular activities. Any student suspended from school is not permitted to participate in any after-school social or sports events. Social Eligibility and loss of participation in school events will be at the discretion of the administration and based on evidence. Co-curricular activities include, but are not limited to, intramurals, class trips (day or overnight), sports team and social club memberships, and after-school social and sports events.

NMS POLICIES

Band Instruments

Pursuant to School Committee Policy, the Narragansett Regional School District hereby adopts the following policy in regard to musical instruments.

Instruments owned by the school: Instruments that are owned by the school are provided for temporary loan to those students who are already in the music program and who have or are purchasing an instrument. They are eligible to borrow a school instrument with the exception of percussion instruments. The appropriate paperwork will accompany such a school loan. School owned instruments are to be used with the written consent of school administration or a member of the music teaching staff.

Student instruments left or stored at the school: A music student who chooses to carry the instrument with them throughout the school day. The high school student who does not wish to carry their instrument may store it in the band storage area at their own risk. Under no circumstances is the school responsible for the loss or damage of musical instruments. It is highly recommended that the parents or guardians of band students seek out alternative insurance to cover lost, stolen, or damaged instruments.

Drug Free School Zones

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, middle, secondary, or vocational school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew he/she was near a school, whether it is a public or private school, or in session at the time of the offense. The law will pertain to drug distributors, manufacturers of persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

Firearms & Weapons

The following was added to G. L., C. 71, s.10 by C. 150 of the Acts of 1987:

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished

by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. If you are found to be in possession of a firearm or other dangerous weapon, including a BB gun or slingshot, you will be reported to the Templeton Police Department.

Nondiscrimination in Educational Programs

The Narragansett Regional School District does not discriminate on the basis of a student's race, national origin, color, gender, religion or disability. Students will not be excluded because of marriage or pregnancy or sexual orientation.

The Narragansett Regional School District does not discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the School Nurse at Narragansett Middle School, 460 Baldwinville, MA 01436, (978-939-5928) or the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

The Narragansett Regional School District does not discriminate on the basis of handicap in its educational programs, activities or employment policies, as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with the Act, Section 504, may be directed to the Superintendent of Schools, 4 Elm Street, Baldwinville, MA 01436, (939-5661) or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Tobacco Products

Possession and/or use of a tobacco product, in any form, by students are prohibited within all public buildings and school grounds under the jurisdiction of the Narragansett Regional School District Committee. This policy exists while students are on school grounds, before and after school, during a school-sponsored trip, or while representing the Narragansett Regional School District in any official capacity. Refer to the first section of this handbook that addresses district-wide tobacco restrictions.

Student Search

Building administration can legally search a student, or his/her possessions on school property, which includes lockers, or at a school-related event, if there is reasonable cause to believe that the student has violated or is in violation of either the law or rules of the school; this applies to a motor vehicle, bags, or containers in the possession of a student on school property or at school-related events.

School Officials do not need probable cause (reliable evidence of wrongdoing and/or violation of school rules) to conduct a search and must only conclude that a search is reasonable and necessary under all of the circumstances for reasons of preventing wrongdoing and for protecting the security and safety of the school buildings and their occupants. Searches by police personnel require probable cause, unless evidence of wrongdoing is in plain view.

The school administration and police may rely upon and use all sources of information, including their own observations (sight, smell, etc.), anonymous tips, student statements, and past conduct.

The storage of contraband (e.g. weapons, narcotics, alcohol, and stolen property) in school lockers is not permissible. Lockers are provided only for use consistent with legitimate school functions. To ensure compliance with this policy, all lockers are subject to periodic inspections by an administrator.

It is recommended that, insofar as possible, the pupil to whom the locker is assigned be present for an inspection. It is recommended that two members of the staff conduct inspection together, particularly when the pupil is not present.

District Concussion Policy

Narragansett Regional Schools have developed the following policy for the safety of our students and in compliance with Massachusetts General Law 105 CMR 201. This policy addresses the prevention, training, management and return to activity guidelines for students who incur head injuries, their parents, the school

staff and volunteers who supervise them. This policy is meant for students participating in extracurricular athletic activities, but not limited to interscholastic sports. The director, members and volunteers of the marching band will also be included in this policy. Applicable portions of the policy would also apply to all head injuries of all students.

Revision and review of this policy shall occur at least every two years. The NRSD shall be responsible for maintaining and reporting annual statistics of the total number of students who incur head injuries to the Department of Public Health as requested. Training records and all student forms shall be maintained for three years or, at a minimum, until the student graduates. This policy and procedures will be included in the Student and Parent Handbook. Penalties will be in place for failure to comply with the requirements of this policy.

The Athletic Director shall be responsible for implementation of this policy and following procedures with collaboration from the school nurse, coaches and other administrators. Coaches, trainers and volunteers will be required to teach techniques and skills that minimize the risk of head injuries and will discourage and prohibit an athlete from utilizing any unreasonably dangerous athletic technique or using any sports or band equipment as a weapon.

Pre-Participation/Training

All students wishing to participate in extracurricular athletic activities (excluding marching band) must provide documentation of a physical examination on an annual basis prior to participation.

All students participating in extracurricular athletic (including marching band) activities must complete current Department of Public Health approved training regarding head injuries and concussions in athletic activities. Before the student begins practicing they must provide the school with a certificate of completion from an approved on-line course, or a signed acknowledgement that they have read and understood recommended written materials; or have attended a school-sponsored training at which attendance is recorded.

Before the start of every sports season and prior to the student beginning practice, every student athlete (to include marching band members) must submit a Pre-Participation Form or NRSD equivalent signed by themselves AND a parents/guardians, which contains a detailed history with current information regarding past head injuries, concussions, back or neck injuries. Pre-Participation Forms will be reviewed by the school nurse, in consultation with the school physician, and coaches will be notified of student athletes who have a positive history for head injuries. As per 105 CMR 210.00, NRSD may use a student's history of head injury or concussion as a factor in determining whether a student may be allowed participation in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications. The determination will involve the school physician, the student's physician, parents, the student, school nurse, Athletic Director and school principal.

Massachusetts Department of Public Health (DPH) Concussion Update as of 2016

The DPH website specifically states "Parents and student athletes play a pivotal role in ensuring a student's safety in extracurricular school sports. It is critical that parents and students learn the symptoms and dangers of sports-related head injuries and the elements of a safe return to play. Any student playing in extracurricular school sports and their parent must take the MDPH-approved annual training every year."

Before any extracurricular athletic activity/season begins, the following must also complete one of the training programs approved by the Department of Public Health – either on-line, by written material or school sponsored. The Athletic Director shall maintain a record of persons trained in accordance with 105 CMR 201.015:

- Coaches
- Certified athletic trainers
- Volunteers
- School nurses
- School physicians
- Athletic directors
- Referees or umpires who are employees of the school

- Marching band director – employed or volunteer
- Parents of a student who participates in any extracurricular athletic activity
- Students

Training shall apply to one school year and shall be repeated yearly. All of the above must provide a certificate from an on-line program, an attendance roster from a school-sponsored training or a signed acknowledgement that they have read and understood the Department of Public Health's written materials.

Exclusion from Play

Any student who sustains a head injury, a suspected concussion, is observed to have signs or symptoms of a possible concussion, or loses consciousness, if even momentarily, shall be removed from the practice, competition, physical education class or recess immediately and may not return that same day.

This student shall not return to practice, competition, recess or physical education class until medical clearance is provided to the school nurse as is specified in 105 CMR 210.011. This medical clearance must come from a licensed physician, a licensed athletic trainer with consultation with a physician, a licensed nurse practitioner in consultation with a physician, or a licensed neuropsychologist in consultation with the physician. The medical clearance must be reviewed by the school nurse before participation may occur.

The coach is responsible for reporting the nature of the injury directly to the parents/guardians, in person or by phone, immediately after the practice or competition in which a student has been removed from play for a suspected head injury or concussion. The coach or Athletic Director is also responsible for providing information regarding the injury to the parents/guardians in writing, either paper or electronic, by the end of the next business day.

The coach shall communicate with the Athletic Director and the school nurse by the end of the next business day that a student has been removed from play or practice due to a suspected head injury or concussion and the Report of a Head Injury During the Sports Season Form must be completed and returned to the Athletic Director or the school nurse.

Return to Academics, Athletics and Other Activities

In the event of a head injury of any NRSD student (non-sports related) at school, the teacher or staff present at the time shall alert the school nurse or administrator. The parents/guardians will be notified by phone or in person immediately. An Accident Form or Report of Head Injury Form must be completed. A student who is injured and subsequently diagnosed with a concussion, must submit a medical clearance and have a graduated re-entry plan from their physician or other qualified medical staff as outlined in 105 CMR 210.011 before returning to full academic and extracurricular activities.

In the event that an NRSD student suffers a head injury or concussion out of school, parents are urged to notify the student's school nurse. Before a student may return to physical education class, recess or any other physical activity, the school nurse must receive medical clearance from the student's physician and the student must be free of any signs or symptoms of a concussion.

Each student athlete who is removed from play and subsequently diagnosed with a concussion must have a written, graduated re-entry plan as outlined in 105 CMR 201.010 for return to full academic and extracurricular activities. This plan shall be developed by the student's guidance counselor in consultation with teachers, the school nurse, other members of the child study team and the Special Education Department, as appropriate, and in consultation with the student's primary care physician or physician treating the concussion. Information concerning symptoms and signs of head injuries/concussions and recommended academic accommodations will be provided to teachers.

The student who has been removed from practice or a competition due to a suspected head injury must be completely symptom free, medically cleared, and not need any further academic accommodations before beginning a graduated re-entry to extracurricular athletic activities. The student will follow the Graduated Asymptomatic Return to Play Protocol approved by the NRSD school physician and will be monitored by the school nurse and coach. The student who is removed from practice or competition for a head injury or suspected concussion must turn in to the school nurse a Post Sports-Related Head Injury Medical Clearance

and Authorization Form prior to resuming full extracurricular activities. The form must be completed by a physician or one of the people authorized in 105 CMR 210.011.

Reference:

INTERSCHOLASTIC SPORTS JJIB

JJIF - Athletic Concussion Policy

NARRAGANSETT MIDDLE SCHOOL

460 Baldwinville Road, Baldwinville, MA 01436 978-939-5928



Mary LaFreniere
PRINCIPAL

Janet Smith
ASSISTANT-PRINCIPAL

Dear Parents/Guardians:

The overall goal of the Health course students in Grades 5, 6, and 7 take is to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their teenage years and beyond.

Learning about our bodies is part of the health education curriculum in middle school grades 5, 6, and 7 including topics within the categories of puberty, reproduction, and human growth and development. The instructional materials we use for the course include a curriculum package and videos and are based on the Massachusetts Comprehensive Health Curriculum Framework. If you would like to review these materials at the school, you are welcome to do so. Please call me to arrange a convenient time.

During the course, students will be able to ask questions, which will be answered factually using correct terminology and in an age appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues and that these beliefs must be respected.

Under Massachusetts law and School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send me a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about sex education or any other matter concerning your child's education, please call me.

Sincerely,

Mary LaFreniere
Principal

Narragansett Regional School District



Narragansett Regional High School
Student Handbook

NARRAGANSETT REGIONAL HIGH SCHOOL HANDBOOK

School Telephone Numbers

NRMS Principal's Office 978-939-5388

Mr. Colby Young, Principal

Ms. Janet Brown, Vice Principal

Guidance Office 978-939-2020

Mrs. Katie Donnelly

Mrs. Kris Ann Stancombe

Ms. Kathleen Jasinski

Health Office 978-939-8448

Special Needs Office 978-939-2000

Mr. Matthew Holloway, Director

Athletic Office 978-939-7325

Food Services Office 978-939-4308

Mr. Edmond Podrazik, Director

NRSD Central Administration Office 978-939-5661

Dr. Christopher Casavant, Superintendent

School Colors: Royal Blue & White
Mascot: Warrior

ACCREDITATION STATEMENT

Narragansett Regional High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs. This school shall substantially do so, and shall give reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the:

New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, Massachusetts 01803

NRHS CORE VALUES AND BELIEFS

Narragansett Regional High School is a dynamic learning community seeking to motivate all students to achieve academic excellence, personal responsibility, and community involvement. We provide students of diverse interests, abilities, and goals with a variety of meaningful and challenging opportunities for achievement in a safe and supportive environment.

Academic Excellence

- Students will critically think to problem solve
- Students will effectively communicate through oral and written methods
- Students will efficiently and appropriately use technology

Personal Responsibility

- Students will routinely demonstrate preparedness, time management, and communication skills
- Students will productively practice self-advocacy
- Students will consistently show respect for others

Community Involvement

- Students will positively contribute to our local and global communities
- Actively participate in opportunities to improve our community for future generations

STUDENT RIGHTS

A student who feels his or her rights have been ignored or denied should first try to talk out the problem with the administrator, teacher, coach, or club advisor involved. If the problem is not solved, the student's parents/guardians should set up a conference with the individual staff member and/or administrator and, if necessary, further conferences with the superintendent and school committee.

BUILDING INFORMATION

School History

The first public high school in the town of Templeton was established in 1856 with fifty-one pupils. Classes were held in the Templeton Center grammar school located next to First Church and later in the grammar school located where the Baldwinville Post Office now stands. In 1866, a high school was established in Baldwinville and a wooden schoolhouse was built. This school was destroyed by a fire In 1921 After the fire, a new brick schoolhouse was built and opened to the public in 1923. The cost of the new high school was \$97,000 and was still in use until June 2019 as the Baldwinville Elementary School. The towns of Phillipston and Templeton voted to merge schools and formed the Narragansett Regional School District. There would now be a Junior Senior high school. Students in the 7th & 8th grades would no longer be a part of the elementary schools. The merger started with the fall term of 1956 with the senior high students attending morning classes and the junior high students holding afternoon classes. This was while the new Narragansett Regional High School was being constructed. Construction was completed in the fall of 1957 and in January of 1958 after Christmas vacation the students moved into their new school. The first graduating class, the Class of 1958, graduated on Friday evening, June 13, 1958.

Written by Harry Aldrich

Templeton Historical Society

NRHS Graduate, Class of 1958

School Song

Narragansett Regional High
Raise your banners to the sky
Spread the word o'er all the earth
That all may know our high school's worth.
Now we set our goals up high
Raise them more as time goes by
Forever shall the heralds tell
That our high school did so well.
Onward, brothers, onward all
Never let your banner fall
Raise them more the blue and white
That all the earth may see our light.

Dress Code

SEE DISTRICT HANDBOOK FOR THE NRSD [DRESS CODE](#)

Cafeteria

The school provides a hot lunch program for all students & faculty. The Cafeteria period is 30 minutes in length. All lunch must be eaten in the cafeteria and all students are expected to be in the cafeteria during their assigned lunch period. Students who need to use the lavatory or leave the cafeteria must obtain permission from a Cafeteria Monitor.

1. All students are to conduct themselves in a reasonable manner in the lunch lines. Students are expected to enter the cafeteria line through one of the two kitchen doors.
2. Online payments are the norm; however, check and/or cash are acceptable ways of paying for lunch.
3. Menus are developed each month and are posted in the cafeteria as well as our website www.nrsd.org
4. Eating utensils, napkins, and straws may be obtained while in the cafeteria line.
5. Upon completing lunch, students are expected to pick up any food, paper, or milk that they may have spilled or dropped and to leave their area clean. When students have finished eating, they are to put all materials in the proper containers.
6. All food and beverages must be consumed in the cafeteria except for water.
7. Students must conduct themselves in a quiet and orderly manner while transitioning to and from the cafeteria.
8. Students are expected to cooperate with the cafeteria staff.
9. Students are not allowed to cut the line.
10. Students are not allowed to throw food or anything else in the cafeteria.

Fire Drills

Signal Fire alarms are located in all corridors.

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and quietly. The teacher in each area will possess a student class list and a red card to ensure that accountability is maintained and signal for assistance. All groups are to stay together and move to the predetermined gathering areas. Each classroom teacher will be certain that all windows and doors are tightly closed and lights turned off. Students will return immediately to their classes when the Fire Department issues clearance.

Library Media Center

The McNamara Library is available to serve the cultural, educational, and informational needs of the students of Narragansett.

The library is open from 7:35 a.m. until 2:15 p.m., five days per week with staff available to offer assistance. Teachers must schedule supervised class periods in the library for special reports or projects.

It is a privilege to use the library/media center and all students must have a purpose to use the library. A signed pass from an academic teacher or librarian will permit a student to utilize the library.

When enrolled in school, students are automatically given a library account. This enables them to check out local materials, request additional materials through interlibrary loan, as well as access to digital databases and an eBook program. Wireless network access is available for student use of mobile devices provided by the

district. Library books may be taken out for a period of 2 weeks at which time they may be returned or renewed.

Lockers

Every student at Narragansett Regional High School is issued a locker in which to keep books, supplies, coats, jackets, etc. Only the student assigned the locker should be using it. Lockers should be kept neat and clean, free from writing on the inside and outside. Food should not be stored in the locker for more than 1 school day. Students are advised that the school administration reserves the right to inspect a student's locker at any time to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations. Changes to locker assignments may be made by Administrative staff only. Students are not provided locks, so it is advised that students purchase a lock for their own use. Any issue regarding lockers should be reported to the main office.

MEDICAL SERVICES

The Health Office is open during school hours Monday through Friday and some days until the extra help session is over at 2:40 p.m. Any parent or guardian may contact the school nurse directly by calling 978-939-8448, or if she is unavailable, please leave a message or call the Main Office at 978-939-5388. If your student is ill for the day, parents/guardians are expected to call the Health Office or the Main Office to report their absence. Confidentiality is always maintained with respect to all medical conditions and students in the Health Office. Parents are highly encouraged to communicate with the school nurse so that the school nurse is aware and can be helpful with any medical issue. Please report any illnesses of a contagious nature, or any communicable illnesses to the school nurse for the protection of our other students and staff, especially those who may be immunocompromised.

Any student who becomes ill during school hours and wishes to go home must see the school nurse. A student may request to be dismissed ill but only with the consent of a parent or guardian (or person designated by the parents/guardians) and the consent of the school nurse. Students are not allowed to initiate dismissal, if not feeling well, by texting or calling parents or guardians, without first seeing the school nurse. Students with cars may drive home only after dismissal by a parent/guardian and as long as the school nurse feels it is safe for them to drive. Please see the district policy for "Exclusion of Ill Students," a guideline for parents as to when their child should be home ill or is cleared to attend school. It is important for students to remain home as long as they are contagious, vomiting, have diarrhea or a fever. Any student becoming ill during school hours may rest in the Health Office for one class period. At the end of that time, the student will either return to class or be dismissed to a parent or guardian. Any student dismissed due to illness will not be allowed to participate or attend any school function/practice for the remainder of that day or evening.

If a student is unable to take gym class due to an injury or illness, a doctor's note must be turned into the school nurse.

Any student participating in school sports is required by the MIAA and Mass State Law to have a yearly physical exam form on file in the Health Office. Students should book this physical exam with their Primary Care providers as early as possible. Any student athlete that is without a current completed exam form on file with the school nurse will not be allowed to participate in any practice session or game until the form is received and reviewed by the school nurse. Notes from a primary care provider indicating a student is cleared for participation will not be accepted in lieu of the completed physical exam form.

Narragansett Regional School District has a comprehensive Concussion Policy, approved by the School Committee that conforms with the Massachusetts State Law 105 CMR 201.000 Head Injuries and Concussions

in Extracurricular Athletic Activities. All student athletes, band members, parents of athletes and band members, all coaches and volunteers must complete a yearly mandated concussion training. Documentation of such training must be turned in to the Athletic or Band Director before a student may practice or participate. All athletes and band members must also complete a Pre-Participation Past Head Injury form. The school district policy has protocols for medical clearance, return to play procedures, and classroom guidelines for students with concussions. All of these protocols meet the requirements of the state law.

All students are required by Massachusetts State Law to conform to the Department of Public Health current guidelines regarding immunizations. These guidelines are designed to protect all of our students and must be followed. Students lacking immunizations or documentation will be excluded from attending school until documentation from a physician is received. Any student with immunization exemptions must complete and turn in the necessary form yearly.

When a physician deems it necessary for a student to have immediate access to medication (inhalers, Epi-Pens, digestive enzymes), there must be physician and parent documentation in the Health Office. These forms are available in the Health Office and must be renewed each academic school year.

Under Massachusetts General Law, a school nurse may dispense either Prescription or Non-Prescription medications to students ONLY with a medication order from a physician, nurse practitioner, physician's assistant, or dentist. A signed parents/guardians consent form must also be completed, giving the school nurse permission to dispense the medication. These forms are available in the Health Office. The school physician gives the school nurse permission to assess and to give students certain common, over the counter medications and remedies but only with the signed consent of the parent (These forms go home the first week of school in the fall but may also be obtained by contacting the school nurse.) **Students are not allowed to have any medication in their possession during school hours, with the exception of inhalers for asthma, Epi-Pens for severe allergies, and digestive enzymes.** All medication forms must be rewritten at the beginning of each school year.

Biographical forms are required to be completed each school year for every student. These forms provide the school with essential and emergency information. Students who do not return these forms will be subject to an office detention for every day they are not returned after the deadline. Permission and emergency info forms for field trips must be signed and completed (both sides). Field trip forms must be passed in to the advisory teacher at least a week in advance of the field trip.

Narragansett Regional School District Health Screenings

SEE DISTRICT HANDBOOK FOR THE NRSD [ADDITIONAL HEALTH INFORMATION](#)

ACADEMIC INFORMATION

Academic Excellence

Students achieving a special academic distinction in specific subject areas are recognized and receive a certificate at the annual Academic Awards Assembly during Senior Week. The Senior Academic and Scholarship Convocation will be held in the evening during Senior week. Seniors attaining a career grade point average of 90% or better will be awarded the Traditional Narragansett Clock at the Academic Excellence Dinner, which will be held during Senior Week. These students will also be awarded a medal to be worn at graduation to signify their achievement.

Students in grades, nine, ten, and eleven will be honored at an awards convocation.

Students who attained Honor Roll status for all four terms from the previous school year are honored at the annual Academic Excellence Breakfast in the fall.

Eligibility Statement

No student may fail more than one course in any subject from the prior school year in order to be eligible for extra curricular activities during the new school year. No student may fail more than one course in any subject in a term in order to be eligible for the next term during the course of a school year. Incomplete grades count as failures for the purpose of determining eligibility. This Statement of Eligibility includes attendance and/or participation in all school activities including but not limited to plays, dances (including Prom), and athletics.

A student who is ineligible may request a meeting with the administration to develop a contract for the purpose of practicing in athletics and/or play rehearsals. The administration will review the student's progress report and contract at mid-quarter to see if academic progress is being made. If the student is passing all classes on their mid-term progress report, and has set up an academic contract, the student may regain academic eligibility. If the student is not passing all classes, then the contract is nullified and the student is no longer able to participate until the student is academically eligible. Students on academic contract may practice only.

Grading and Promotion

Four times each year report cards are issued to each student. Mid-term Progress Reports are given to students four times per year. The purpose of the report is to inform both the student and the parent(s)/guardian(s) of the progress the student is making. Parents should register for the Parent Portal to view their student's academic progress. Evaluation is based on scholarship and attitude.

Scholarship implies mastery of the subject matter, development of skills, application of methods and principles to new situations and problems, and independent and creative thinking. Attitude is defined by the report card comments. The following system of letters with plus or minus is used in the evaluation:

A+	(97 – 100)	C+	(77 - 79)
A	(94 – 96)	C	(74 – 76)
A-	(90 – 93)	C-	(70 – 73)
B+	(87 – 89)	D+	(67 – 69)
B	(84 – 86)	D	(64 – 66)
B-	(80 – 83)	D-	(60 – 63)
		F	(59 – below)

Report card comments are indicated by the following numbers:

1. Excellent effort/attitude
2. Is a pleasure to have in class
3. Very cooperative
4. Does commendable work
5. Has a good attitude
6. Shows creative ability
7. Project/Lab work is commendable
8. Is able to work independently
9. Obtains good test/quiz scores
10. Strong writing skills
11. Participates in class discussion
12. Obtains low test/quiz scores

13. Frequently absent from class
14. Frequently tardy to class
15. Needs to stay for extra help
16. Requires frequent redirection
17. Needs to be more prepared
18. Needs to improve class participation
19. Needs to pay attention in class
20. Does not complete work assigned
21. Is in danger of failing for the year
22. Writing skills need improvement
23. Attitude affects performance
24. Use of personal electronic device is an issue in the classroom

Graduation Requirements

Students must earn 24 course credits and meet the MCAS requirements in order to earn a Narragansett diploma. Each Narragansett Regional High School student is required to take and pass certain basic courses during his/her four years of high school. These are:

English	4 years
Social Studies	4 years (U.S. History required)
World Language	2 years (of the same language)
Mathematics	4 years
Science	3 years
Business Apps / Career Prep	½ year
Physical Education	4 years
Health & Wellness	½ year
Art/Music/Performing Arts	½ year

The student's Year of Graduation (YOG) is determined by his/her making regular progress toward graduation by taking and passing courses each year. Students must earn a 60 or above to pass a course and earn the associated credit for the course.

A general guide for determining whether the student is making regular progress is the following:

To Grade 10	6.000 credits
To Grade 11	12.000 credits
To Grade 12	18.000 credits
To Graduation	24.000 credits

The Massachusetts Department of Education requires that students achieve competency determination on the Massachusetts Comprehensive Assessment System, or MCAS, in order to be eligible to receive a high school diploma.

Students must achieve a passing score of 220 on the MCAS Mathematics, English Language Arts, and Science and Technology Tests to be eligible for a Massachusetts high school diploma. Students who score less than 240 on any of the required MCAS must participate in an Educational Proficiency Plan, which requires that the student continue to take courses in the deficient subject area until he or she reaches a 240 MCAS score or its equivalent.

Most students at Narragansett take the Biology MCAS in grade 9 and the Mathematics and English Language Arts MCAS in grade 10. The dates of these exams are available online.

For further information about MCAS, please visit the Massachusetts Department of Education website at: <http://www.doe.mass.edu/mcas/>

For more information regarding courses, promotion, college certification, rank in class, etc., students are encouraged to obtain a Program of Studies booklet from the Guidance Office or on the school website.

Honor Roll

It is the policy of the school to prepare and publish a scholastic honor roll four times a year at the end of each term. Requirements for attaining honor roll are:

- Principal's List – Greater than or equal to 90% in each course
- Honors – Greater than or equal to 80% in each course.

Scholastic Honor Letters/Bars/Certificates

Narragansett Regional High School is proud of its outstanding students and is committed to recognizing their achievements. Freshmen attaining a GPA of 85% (3.0) or better will receive an Academic Certificate of Merit.

Beginning with the sophomore year, a scholastic letter is given to any student who maintains a career GPA of 85% (3.0) or better. Any student qualifying for this award in more than one year will receive a scholastic bar for each year.

Semester Finals

Semester finals are administered to all students in grades 9 – 12. Semester finals are designed to assess cumulative learning experiences. In addition, semester finals develop and reinforce good study habits, organization, note-taking, and memory skills. Students and their parent(s)/guardian(s) should recognize the value of the exams and prepare accordingly.

Students are expected to be present and punctual for all semester finals. Attendance rules remain in effect during semester finals; however, the administration may establish protocols at their discretion. Make-up exams may be taken during a scheduled make-up period, or during the afternoon of an exam early dismissal day.

Students who fail to appear for a final exam and who have not taken the responsibility to schedule a make-up exam will receive a zero for that exam. Barring an emergency or prior administrative approval, Semester I finals must be completed by day 91 and Semester II finals must be completed by day 180. First semester exams for seniors are conducted in the same manner as for underclassmen. Second semester exams for seniors will be held during the last week of senior classes during the regular classroom periods.

Underclassmen will continue their academic studies until the semester final. During second semester finals, any class that contains 50% or more seniors will take their exam during the senior exam period. Remaining underclassmen will continue work for the course and will take an appropriate unit exam during the scheduled end of year finals period.

Semester Finals Testing Schedules and Guidelines

Testing blocks operate with two 90 minute testing periods separated by a break. All exam days are ½ days. The students must silently remain in their testing area for the entire 90 minutes. Students are not permitted to be in corridors, lavatories, lockers, etc. during the testing periods, except in emergency situations.

Textbooks will be collected at the time of the final. Charge slips for lost or damaged books or articles will be given to the students at that time.

Students in in-school suspension will follow the regular testing schedule. At the end of Semester II, any remaining unserved in-school suspension time will be rescheduled for the fall.

Students entering Narragansett Regional High School at any point during a semester are required to take the semester finals

Student Health and Wellness Curriculum

Please refer to the letter at the end of the NRHS section of this handbook for information on the age-appropriate health curriculum topics related to reproduction and sexuality as described in the Massachusetts Health Curriculum Frameworks.

STUDENT SERVICES

Guidance Department

Guidance counselors are available to provide academic and social/emotional assistance to students in grades 9-12. Visits to the guidance office are by appointment during the regular school day or on scheduled after-school days. Meetings should be arranged through the Guidance Secretary. No appointment is necessary to consult with a counselor in an emergency.

Counselors assist students by helping them assess and understand their abilities, aptitudes, interests, and their educational and vocational needs. They may also assist students in the resolution of personal problems. Other services performed by the NRHS Guidance Department include job placement, college placement and referrals to the Student Resource Team. Parents/guardians are invited to contact the guidance department (978-939-2020) if any problems arise concerning their child's progress in school.

A large collection of occupational literature, school and college bulletins, scholarship brochures and other guidance resources is located within the guidance suite and is available for students to peruse at their leisure with a pass from a teacher.

Changing Courses (Add/Drop)

The add/drop period is for students who wish to change a course during the first two weeks of each semester. Once the form is completed, students must deliver the form to the Guidance Secretary, meet with a counselor to discuss the change(s) and officially make the change(s) in the computer system.

Any request outside of the two week period will require a meeting with the Principal.

Dual Enrollment Program

The Dual Enrollment Program, where a student takes college courses and receives college and high school credit simultaneously, was established by the Education Reform Act of 1993. Initially the costs for qualifying students participating in this program were absorbed by the Commonwealth of Massachusetts. Since that funding has been revoked by the state legislature, students may still choose to enroll in the program but all costs (tuition, fees, textbooks and transportation) will become the responsibility of the student. To be eligible for the program, students must be in their junior or senior year of high school and must meet all admission requirements as set forth by the post-secondary institution. Any students interested in this program should schedule a meeting with their guidance counselor to discuss the Dual Enrollment program at least one semester before projected enrollment at a college. Students accepted into a Dual Enrollment Program must maintain satisfactory academic progress to remain in the program and should be cognizant that they are required to pass all courses in the senior year in order to receive their high school diplomas.

Scholarships Awarded at NRHS

We are very fortunate to have many scholarships available for Narragansett graduating seniors. After February vacation, the senior guidance counselor will meet with interested seniors about the available scholarships. After the meeting, students may make an appointment with their guidance counselor who can answer any questions that they may have and offer other assistance if needed.

Special Needs Services

A variety of Special Services are available for Narragansett students who need extra help. These include Speech Program, Learning Skills Program, home tutoring during prolonged illness, transportation for handicapped students, alternative high school programs, large print books for the visually challenged, and extended time on achievement or college entrance exams as deemed appropriate.

Parents/Guardians or students who wish to know whether or not to use one or more of the aforementioned services may receive information and help by calling the Special Education Department at 978-939-2000.

NRHS Attendance Rules

All students who will be absent from school must have a parent/guardian inform the Main Office of that day's absence. Phone calls should be made prior to 8:00 a.m. to 978-939-5388.

Parents/guardians not causing their child to attend school as required by this handbook, Massachusetts General Law, and federal statute may also be subject to appropriate court action. Parents are responsible for ensuring their children's punctuality and consistent attendance. If the student has claimed majority status, that student accepts this responsibility.

In order to participate in extracurricular activities sponsored by Narragansett Regional High School, a student must be present for six credit-bearing periods during the day unless excused by the Principal or Vice Principal for extenuating circumstances.

Guidelines Regarding Absences

- Students who are absent from school or individual classes seven (7) times or more in a semester course and/or 14 times or more in full year courses will lose credit for the class in question.
- Students have five (5) school days to provide a note for their absence.
- Students have five (5) school days to make up their work. The amount of time allotted for students that are absent more than 2 consecutive days will be determined by the school administration.
- The Vice Principal will send a letter to the parent(s)/guardian(s) notifying them regarding the loss of credit due to absences.
- Parent(s)/guardian(s) may appeal the loss of credit to the Attendance Appeals Board by contacting the Vice Principal.
- Students who lose credit as a result of attendance issues may attempt credit recovery by taking online courses or courses at another institution, at their own expense, with the permission of the Principal.

College Visits or Interviews

Students should schedule visits on weekends, holidays, and other times outside of school hours; however, juniors and seniors in good academic standing will be permitted two days of visitation per academic year. All out-of-school college visitations need to be approved by the Guidance Office prior to the visitation day. Students are required to turn into the Guidance Office a letter from the college's admissions office on letterhead stating the time and date of appointment. This letter must be received by the Guidance Office within 5 school days of the visit in order for an absence to be excused.

School Sponsored Activities

Students in good academic standing who participate in field trips, foreign exchange programs, and programs enhancing the individual academic life of said student (e.g. athletics, Boy's State, Girl's State, Women in Technology, MIAA Athletic Ambassador, class sponsored field trips, etc.) are considered present in school and are entitled to make academic progress. All work assignments due for the day or days of absence are due on the original due dates unless arrangements have been previously made with the teacher. Physical education classes are required to be made up if the student is participating in a school-sponsored activity. Students must attend and participate in all classes before and/or after the program's time period.

- In order to participate in school-sponsored activities and trips, students must maintain high standards of academics and attendance to be considered for such programs and to be allowed to continue in such programs.
- Students exceeding the maximum allowable days for absences or tardiness for a semester or year-long course will not be permitted to participate in field trips and will be subject to review by the Attendance Advisory Board, with the final decision making power resting with either the Principal or Vice Principal.

Students must maintain passing grades in all courses in order to be eligible to participate in field trips.

Dismissal

Any student who is to be dismissed must present a note from a parent/guardian, stating the specific reason for dismissal, the time of dismissal, and how transportation will be provided. This note should be submitted to the main office prior to 7:45 a.m. A note from the person with whom the student has an appointment (doctor, dentist, court officer, etc.) will be required upon the student's return to school. Dismissals may be denied by the Principal or Vice Principal if it is felt that the reason for dismissal is not acceptable. In cases of a denied dismissal, the parents/guardians will be contacted by either the Principal or Vice Principal. Dismissals will impact a student's credit situation if they become excessive.

Students with approved requests should wait to be called to the main office at the indicated time and wait for their parents/guardians to come in for them. Students may not leave with anyone except a parent/guardian or designee unless permission to do so has been granted by both the administration and the student's parents/guardians.

Skiping Class(es)

Students who skip classes will receive zero credit for all work missed/due during the class(es) they skip, zero credit for class participation, no make-up work/assessments allowed, and serve an office detention.

Truancy

Failure to come to school or leaving school without following proper procedures is considered truancy. Truant students are not entitled to make academic progress and will receive no credit for missed assignments.

Discipline will be at the discretion of the administration and the following only serves as guidelines for practice:

- 1st Offense for Truancy
 - Telephone call to parents/guardians
 - One day In-School Suspension
 - 3 consecutive days social probation
- 2nd Offense for Truancy or Leaving School Grounds
 - Telephone call to parents/guardians
 - Two (2) days' In-School Suspension
 - 6 consecutive days social probation
- 3rd Offense for Truancy or Leaving School Grounds
 - Progressive discipline at the discretion of the administration

Tardiness

Tardiness disrupts the educational process and is generally a poor habit. A student is tardy to school if he or she is not present in their assigned first period class by the sound of the 7:45 A.M. bell. Tardy students must:

- Report to the main office with a note citing specifically the reason for the late arrival.
- Students will be issued an admission slip at the main office.
- Tardiness to school shall be handled as follows: Discipline for tardiness will be at the discretion of the administration and the following only serves as guidelines for practice:
 - 5 tardies: 1 office detention, parents/guardians will be notified.
 - 10 tardies: 1 office detention, social probation for 4 consecutive days, loss of parking privileges for 5 days.

- 15 tardies: 2 office detentions, social probation for 6 consecutive days, meeting with parents/guardians, loss of parking privileges for 10 days.
- 20 tardies: 2 office detentions, social probation for 9 consecutive days, loss of parking privileges for a minimum of 20 days, possible loss of credit (see attendance policy).

Missing the bus, sleeping late, car problems, and other similar instances will be viewed as unacceptable tardiness. Tardiness may be excused, with proper documentation, for the same reasons stated under absences.

Tardiness to Individual Classes

Students are provided ample passing time to move through the building and arrive on time to class.

- Students tardy to class after 15 minutes without a pass will be considered absent from that class and will receive an appropriate consequence, such as a detention, from the teacher.
- Students less than 15 minutes tardy to class without a pass will receive an appropriate consequence, such as a detention, from the teacher.
- Chronic tardiness will result in a referral to the office and progressive discipline.
- Teachers are expected to enter student attendance within the first 10 minutes of class and report any discrepancies to the office. Make-up work is expected to be completed for each absence. Students are responsible for contacting their teachers to schedule make-up work during directed studies or after school sessions. Unless other arrangements have been made, students are expected to complete make-up within 5 school days of the absence.
- Students serving suspensions will be given the privilege to make up work at 100% credit in accordance with MGL c. 76 s. 21.

Attendance Before School and After School Hours/Trespassing

Students are encouraged to remain after school to take part in school activities, to use the library media center, to get extra help from a teacher, or to attend a school-sponsored event. Some students are required to remain after school by the Administrative Office (detentions) and by individual teachers for disciplinary or scholastic reasons. Students in the building after school must be involved in the activities outlined above.

Students loitering in or around the building before or after school will not be permitted. Students found loitering will be subject to disciplinary action. Students should wait for rides outside in front of the building or in the front lobby only.

CLASS INFORMATION

CLASS CONSTITUTION

ARTICLE I

Name of the Organization

The name of this organization is the Class of 20—

ARTICLE II

General Purpose, Duties, and Responsibilities

Of the Class of 20—

The purpose of this organization shall be to: develop attitudes of, and practice in, good citizenship, promote harmonious relationships, improve class morale, assist in the management of the class, provide a forum for student expression, provide orderly direction of class activities, and promote the general welfare of the class.

ARTICLE III

Qualifications for Membership

The membership of this organization shall consist of all those students who have met the requirements for membership as set by the Narragansett Regional School District Committee.

ARTICLE IV

Offices and Committees

Section I. Offices

Part A. The offices of this organization shall be: President, Vice President, Secretary, and Treasurer.

Part B. There shall be 20 days of campaigning, after which there will be a final election.

Part C. All campaigning, elections, and announcements of winners shall be under the direction of the school administration.

Section II. Duties of Officers

Part A. The President shall preside at all meetings of the class, call special class meetings when necessary, appoint all committees, represent the class on all occasions, and assume such other duties as are generally associated with the office.

Part B. The Vice President shall perform the duties of the President in the President's absence, be responsible for all dance committees, and assume such other duties as are generally associated with the office.

Part C. The Secretary shall keep the minutes of all class meetings, handle all official correspondence, and keep a file of all class correspondence.

Part D. The Treasurer shall have charge of and keep an accurate record of the collection and disbursement of all class funds.

Section III. Committees

Part A. All standing committees shall be named by the President and ratified by the majority vote of the class.

Part B. A proposal for a committee may be instituted by any member of the class and ratified by class majority vote.

ARTICLE V

Meetings

Section I. Class meetings may be called as necessary by the President, by the advisor, by the administration, by the student council, or by one-fourth (1/4) of the class, all subject to the approval of the administration.

Section II. Time and place of meetings shall be determined by the administration.

ARTICLE VI

Advisors

Section I. The principal shall seek members of the faculty to serve as class advisors.

Section II. The class advisors provide counsel and aid to their class.

ARTICLE VII

In all matters not specifically expressed in this constitution the parliamentary authority shall be Robert's Rules of Order, Revised.

ARTICLE VIII

All privileges of the class are delegated to it by the school administration. Therefore, the principal has the right to veto any act of the class or to revoke any of the powers held by the class.

ARTICLE IX

Section I. Students unable, for one reason or another, to finish their high school education at Narragansett shall be reimbursed the same amount of money that they have paid as dues.

Section II. All students entering Narragansett from another school during their high school years shall not be required to pay that amount of money which the members of the class they are joining have already paid but must pay the full amount for all years of attendance.

Section III. The President shall have the appointive power to replace any class officer, who has been removed from office during the final term of the school year, with the approval of the Student Council.

Dues structure for all classes starting with the Class of 2021 and beyond:

\$25 – Grade 9
\$30 – Grade 10
\$35 – Grade 11
\$40 – Grade 12
Total dues: \$130

Please note: Students whose dues are not paid in full may not be eligible for certain class activities.

Section IV. Those students who have been retained in a class shall be allowed to withdraw their full dues from the class of which they were previously members and to deposit said dues in the class of which they are now a member.

ARTICLE X

Adoption and Amendment Procedures

Any class or the Student Council may initiate the amending of the Constitution. The proposed amendment must be approved by two-thirds (2/3) of the Student Council, two-thirds of all four classes, and the administration.

ARTICLE XI

When an unusual situation arises not expressly governed by the Constitution, the class may solicit a ruling by the Student Council.

Election of Student Class Officers

Students who seek election as Class Officers, Student Council representatives and School Site Council members in a given school year must secure a passing grade in all academic subjects and must demonstrate a satisfactory standard of citizenship. Students must also be in good standing with their respective classes, i.e.; all obligations including dues must be fulfilled. Once elected, Class Officers and Student Council representatives must maintain the aforementioned election requirements for the full term of their office or will be required to resign from office.

Senior Privileges

Unstructured Time "UT":

This privilege allows qualifying seniors to leave school early.

1. The student must have the Unstructured Time (UT) Agreement signed by all parties before the agreement takes effect.
2. The student must sign out in the main office prior to leaving the school.
3. The student must maintain an 80% or greater in all classes at the end of each term.
4. Any discipline, academic or attendance problems may result in the UT privilege being revoked. The school administration will use its discretion regarding such action.
5. The student may not be allowed to utilize this privilege on certain days, for example, if there is a class meeting, a special assembly, school wide lesson, or if a teacher requires the student to stay.

Senior Week

All school rules and regulations remain in effect throughout senior week and graduation exercises. Seniors will discover that the last few days of school are particularly busy with activities such as Junior/Senior Prom, semester exams, Senior Academic and Athletics awards nights, Senior Banquet, graduation rehearsals, etc.

Prior to this busy time, parents/guardians, and seniors will receive a letter from the Office of the Principal explaining the calendar of events and senior responsibilities.

1. Unless prior arrangement is approved, attendance at all rehearsals and events is required. Seniors are to be on time for all scheduled events. Any senior with an unexcused tardy or absence may be excluded from that day's scheduled activity.
2. Seniors are not allowed around the building during graduation rehearsal without a written pass.
3. Seniors who come to any event under the influence of drugs or alcohol will automatically be excluded from the activity and other disciplinary action will be determined by the SRO, Vice Principal, and Principal.
4. Any harassment of underclassmen or unwarranted actions detrimental to the daily routine of the building will be possible grounds for non-participation in the next scheduled activity. A committee composed of the Superintendent of Schools, Principal, Vice Principal, Class Advisors, two faculty representatives and two Senior Class representatives will decide upon the action to be taken.

ORGANIZATIONS/CLUBS

The extracurricular activities at Narragansett Regional High School provide students with an opportunity for personal and social development. Clubs and activities are available after school hours and meet at various times and frequencies dependent on the advisor(s) to and membership of the club. Students taking advantage of these activities can utilize the Late Bus for transportation home after school. Late Buses are available Mondays, Tuesdays, and Thursdays. Students can propose a new club at any time throughout the year, find an advisor, and submit a proposal to the principal. Once approved by the principal, the club should get final approval by the superintendent before advertising and meeting as a club. Students can obtain descriptions of all clubs, activities, and honor society requirements in the Main Office.

Arrow Yearbook

The primary focus of the yearbook staff is the annual publication of the Arrow Yearbook. Under the direction of the faculty advisor, the staff will be responsible for all aspects of the yearbook, including but not limited to: selling ads, taking photographs, organizing staff to be at events, designing pages, and staying after school whenever needed and putting in extra time outside of school, including selling ads during the summer.

Art Club

The Club meets Tuesdays 2:00pm - 3:00pm. Anyone in grades 9-12 that have a strong interest in art can join. We work on different projects, including individual, group, and community art projects.

Band

The Band Program at Narragansett provides an opportunity for students to participate in ensembles and full band. In addition to playing 3 concerts each year, the band participates in local and out-of-state music festivals. A marching band comprised of students in grades 7-12 performs at home athletic events, local festivals, competitions, parades, and rallies. Students in grades 9-12 participate in the band/marching band as a full credit course. Under special circumstances, students may audit the class and participate in performances with the approval of the director.

Board Game Club

The club is open to students in grades 9-12. The club plays various board games, card games, role-playing games, and more!

Broadcasting Club

The Broadcasting club works to produce a variety of programs such as morning announcements, highlight videos for sport teams and major school events, and commercials for various organizations at NRHS using computer workstations equipped with video editing software and digital video cameras. Students will be provided with opportunities to engage in hands-on activities utilizing computer video workstations and digital video cameras.

Chess Club

Students are instructed in the basics of chess and learn basic tactics and strategy through lessons, games and puzzles. The club holds a tournament every year which is open to all local schools and is an event enjoyed by up to 40 student competitors.

Color Guard

Color guards perform with marching bands during football games at halftime. During marching band competitions, the guard adds to the overall score of the band and can be judged in many categories including but not limited to: visual effects, auxiliary, and color guard.

Common Ground

This is a group that meets once a week as an experience for students to discuss today's issues. These may include such issues as personal stories, family problems, school problems, sexual orientation, drug and alcohol awareness, etc. Common Ground club members come together to eat and socialize in an open, safe, and confidential environment.

Drama Club

The drama club is open to all Narragansett High School students. The club organizes and sponsors student performances of plays and musicals during the school year and participates in and hosts both interclass and interscholastic competitions. Membership consists of students who have a general interest in theater or are interested in participating in a production either as part of the cast or technical crew.

International Club

The NRHS International Club is made up of students in grades 9-12. It is **not** a requirement that students be enrolled in a World Language class to join. Any student can be a full or part-time member and can join anytime or come to any meeting after school as often as they can. Bringing friends is encouraged. The club elects officers fulfilling the full-time roles and responsibilities of President, Vice-President, Secretary, and Treasurer. The club usually meets twice a month after school with each meeting agenda focused on a different country, continent, food, or culture, or on planning and publicizing school activities, community service, and fundraisers. At these meetings, club members can also exchange, prepare and/or sample ethnic foods and recipes, share and explore family heritage and traditions, watch cultural videos and films, play games, listen to music, make arts & crafts, decorations, flyers, and posters, or do anything of interest suggested by students. All students are welcome to embark on the club's educational field trips with interesting lunch options and the occasional longer travel opportunities we sometimes offer as well. The club sponsors one or two Family Fun Film Nights at the high school during the school year for the entire school district community. In addition, the International Club plans activities in school to celebrate events such as Mardi Gras, Cinco de Mayo, Chinese New Year, and Day of the Dead. Many other world festivals and holiday season traditions are acknowledged. Much is

planned by members in advance of National Foreign Language Week in early March featuring breakfasts of the world each morning, fun facts and trivia games, and activities after school as well as all-day field trips or musical performances in Safka Auditorium for the entire student body and school district community. The latter activities are accomplished with the help of generous grants from the Templeton Cultural Council.

Leading Ladies

A club that encourages young women to feel strong and empowered, self confident and independent, healthy and beautiful!

Man Up

A club that encourages young men to embody the following character traits: humility, responsibility, determination, integrity, initiative, courage / self-confidence, distinction, ambition, organization, obedience, honesty, and selflessness.

Marching Band

The Marching Band is a co-curricular part of the overall Band Program at Narragansett Regional High School. It is open to students in grades 9-12 at the High School level and selected students in the 7-8 grade at the Middle School. The Marching Band performs at all home football games, several state competitions, local festivals, parades, and school pep rallies. Students are expected to attend rehearses for two weeks before the beginning of the school year and then every Monday and Wednesday evening. Students are expected to enroll in the Concert Band course as part of the Marching Band, though under special circumstances individual members may only be enrolled in the Marching Band with special permission from the director.

Outdoor Adventure Club

Outdoor Adventure Club seeks to get students outdoors and engaged with the natural world around them. Adventures might include hiking, canoeing, snow shoeing, orienteering, and so much more depending on what the group is interested in. After school during the club, on-campus outdoor adventures pursue. Both high school and middle school students are welcome to join the club and can join anytime throughout the year.

Peer Mediation

Join peer mediation and become trained to become a Peer Mediator! Learn new ways to handle conflicts you are involved in or to mediate friends or peers. In mediation, trained students help their classmates identify the problems behind the conflicts and find solutions. It is not about finding who is right or wrong, instead, students are encouraged to move beyond the immediate conflict and learn how to get along with each other, an important skill needed in today's world.

Student Advisory Committee

The Student Advisory Committee consists of five students elected by the student body. The members of the advisory committee elect a chairperson who serves a term of one year. The chairperson shall be an ex-officio, non-voting member of the School Committee, without the right to attend executive sessions unless the right is expressly granted by the School Committee. The chairperson is subject to all School Committee rules and regulations and serves without compensation. Two members of the Student Advisory Council may serve on the State Regional Advisory Council, who then elects members to serve on the State Student Advisory Council. The Chairperson of the State Student Advisory Council sits as a full voting member on the Massachusetts Board of Education. More information can be found at <http://www.doe.mass.edu/sac/>.

Students Against Destructive Decisions

SADD meets the first Thursday of each month in room G5. Activities are student-driven, but are guided by the SADD organization website. Check it out here: <http://www.sadd.org/calendar.htm>.

Student Council

The purpose of the Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. Student Council is comprised of all class officers who have been selected by their peers in a class election and any student in grades 9-12 who wish to become a member. Our members plan events that contribute to our overall school spirit and community welfare, but most importantly the student council is the voice of the student body. They help share students' ideas, interests and concerns with the school-wide community. Students interested in joining student council should exhibit leadership abilities, a positive attitude, and a strong work ethic. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school are welcome to become involved.

Varsity Letterman's Club

The Varsity Letterman's Club is an organization that focuses on encouraging school spirit and organizing major school spirit activities. These activities include organizing spirit weeks throughout the calendar year. These spirit weeks include themed days (i.e. twin day) as well as daily and nightly activities throughout the week (i.e. Mini Games or BBQ lunch). The club also sponsors school dances, mainly the homecoming dance. Most recently, the club sponsored the first annual Warrior Fest, an undertaking that required coordination with safety personnel, community members, outside vendors, and other clubs within the school. The club also organizes and manages at least two pep rallies throughout the year. These rallies promote school spirit and school pride. They also require coordination with other clubs within the school (i.e. band). As a community service project, VLC also organizes the annual Powder Puff Game for the junior and senior girls. The students engage in some competitive fun while supporters coming to watch the game bring canned goods to donate to the local food pantry. Qualifications: Must have earned a Varsity Letter.

Video Game Club

The Video Game Club affords students the opportunity to gather, play, discuss, and compete with an assortment of games and systems. The students have the chance to enhance their playing skills while enjoying the camaraderie of others.

Volunteer Club

Collaborates volunteer opportunities for NRHS students. The goal is to inspire Narragansett students to help others in need. There are so many ways that one can give back to those in need and support those in need around us. Our goal is that students realize that there are many people out there less fortunate than them and that there are many ways to volunteer our time to help. In addition, the students will be able to include volunteering on resumes and college applications. They are also available for any volunteer efforts that might be needed around the school and community, and in the past have done classroom cleanups at the end of the year for staff, painted the town's gazebo, worked alongside the Lion's Club to sell Christmas trees in town, and worked the Special Olympics.

Women in Technology

Women in Technology is offered through a partnership of four area schools (Monty Tech, Oakmont, Quabbin, and Narragansett), Johnson Controls, and the Greater Gardner Chamber of Commerce to provide the participants with an opportunity for authentic application of classroom learning. The women in the program work with engineers, information technologists, and other personnel at Johnson Controls one day every other week in lieu of regular classroom instruction. They work on real engineering and technology projects and

experience many aspects of work in the corporate world. The mission of Women in Technology is to generate interest among females in careers in engineering, math, science, and technology which have traditionally been underrepresented by women. Students must be in good academic standing and must have a good attendance record to participate in Women in Technology.

HONOR SOCIETIES

Our honor societies have strict guidelines. Advisors identify students who are eligible to apply and choose inductees based on an application review. We have seven (7) different honor societies at NRHS.

National Honor Society

Membership in the National Honor Society is a privilege, and each member must maintain the four standards of NHS and must attend all meetings. The four standards are:

- **SERVICE:** This involves your commitment to NHS-generated community service and fundraising projects. All NHS members are required to log 20 hours of volunteering each year.
- **LEADERSHIP:** This regards your willingness to function as a leader in your classes, the hallways, in the media center, on the playing field, as well as at NHS meetings and events, and in the community as a whole.
- **CHARACTER:** This involves your positive NHS attitude as observed by your fellow NHS members, NHS advisors, and all members of the school community. Any unlawful act on or off school property will result in immediate Faculty Council review.
- **SCHOLARSHIP:** You must maintain a minimum 88% average.

English Honor Society: Much Ado About English

To be eligible for membership into the Much Ado About English chapter, students must meet the following criteria:

- A. be actively enrolled in an English course;
- B. attendance at Narragansett for the equivalent of three semesters prior to being considered;
- C. completion of three semesters of English prior to induction as members;
- D. achievement of a minimum overall English average of 90 or higher prior to induction as a member;
- E. achievement of an overall 80 average; and
- F. demonstration of leadership, strong character, and a ten hour minimum commitment to community service.

Mathematics Honor Society: Mu Alpha Theta

Mu Alpha Theta is an international and junior college mathematics honor society. It is sponsored by the Mathematical Association of America and the National Council of Teachers of Mathematics. Founded in 1954, it has its home office at the University of Oklahoma. The Narragansett Chapter was chartered on April 3, 1962 and is one of the oldest in the world.

To qualify for membership in this prestigious organization, a student must:

- have completed six semesters of college preparatory or honors (Pre-AP) mathematics, and be enrolled in a seventh semester of a college preparatory or honors (Pre-AP) level course.
- The students must have earned a yearly average of at least an 85 in each of the college preparatory or honors (Pre-AP) courses.

Each spring, qualified students are inducted into Mu Alpha Theta during an evening ceremony. As seniors, Mu Alpha Theta members are awarded a blue and gold honor cord, which is worn at graduation.

Social Studies Honor Society: Rho Kappa

Rho Kappa is an honor society that honors student achievement in Social Studies. The Narragansett Chapter of Rho Kappa is sponsored by the National Council for the Social Studies, and was established on November 20, 2012. Induction as a member of Rho Kappa is open to:

- all Narragansett students who have completed five semesters of study in Social Studies classes at Narragansett, and who have received an 85 or higher average every academic term in their Social Studies classes during each of the five semesters.

To serve the community, Rho Kappa members may elect to volunteer at local historical societies and at local libraries. Opportunities exist for members to complete historical research at local colleges and universities, as well as to attend lectures and presentations of topics of interest to the Social Studies.

Spanish Honor Society: Sociedad Honoraria Hispánica

The Sociedad Honoraria Hispánica is an honor society for high school students enrolled in Spanish. The purpose of the society is to recognize the high achievement of high school students studying Spanish and to promote continued interest in these studies beyond levels 1 and 2. This honor society also promotes community service and is a valuable addition to resumes and college applications. Advisers are available to scout for language specific scholarships, travel awards, and contest opportunities for members. Students in grades 10 (2nd semester), 11, and 12 that maintain a 90 or higher as an average in the language and are enrolled in Pre-AP Spanish III or higher are eligible.

Music Honor Society: Tri-M

The NRHS Tri-M Music Honor Society chapter 6643 is a member of the National Tri-M Music Honor Society, a program of the National Association for Music Education. The purpose of this organization is to provide an appropriate method for recognizing the musical achievements of our members; to foster leadership and character through community service; and to promote lifelong interest in and enjoyment of music. The society is open to all NRHS juniors and seniors who have been enrolled in a music ensemble or class for five semesters and maintained an average of 90 or above in music and an overall average of 80 or above.

The International Thespian Society Troupe (ITS)

Founded in 1929, the society is an honorary organization for high school and middle school theater students located at more than 4,200 affiliated secondary schools across The United States, Canada and abroad. It is a division of the Educational Theater Association, a national non-profit organization with more than 100,000 student and professional members. It's mission is shaping lives through theater education by: honoring student's achievement in theater, professional development, networking opportunities, resources and recognition, and influencing public opinion that theater education is essential and builds life skills.

The Narragansett Regional High School, International Thespian Society, Troupe #8312 is open to all Narragansett students in grades 9-12 that have earned 10 Thespian point stars. After induction, students can then accumulate more point stars to advance into the different levels of the society such as Honor level, National Honor level and International Honor level. Point Stars can be earned by performing in plays, musical theater, technical theater, costuming, makeup, and many more aspects of theater. Additionally, an overall GPA of 80 or above must be maintained.

ATHLETICS

Athletics are offered for students in grades 9-12. At the coach's discretion, cuts will be made to meet the participation limits listed below. Coaches are allowed to exceed the limit of student-athletes involved in the program providing that clear expectations are presented to the student-athlete and Parents prior to the start of tryouts. These expectations are to be presented at the Pre-Season Student-Athlete/Parent meeting held prior to each sport season. Among the organized athletics available at Narragansett are:

Baseball	Winter Track
Basketball	Co-op Swimming (Re-evaluated every two years)
Soccer	Co-op Ice Hockey (Re-evaluated every two years)
Cheerleading	Football
Cross Country	Spring Track & Field
Field Hockey	Softball
Golf	

Athletic Awards/Letters Eligibility

The following is a listing of the requirements for achieving an athletic award at Narragansett Regional High School.

General Requirements

1. Students must attend all practice sessions and games unless excused by the coach of the sport.
2. Students shall not be on academic or social probation as established by the school administration.
3. Letters may be conferred upon any **senior** participant who does not meet the stated requirements at the discretion of the coach and Athletic Director.

Baseball: Players must participate in one half the total innings played. Pitchers must appear in one half of the games or be winning pitcher of one game.

Basketball: Players must participate in 50% of the total games played.

Cheerleaders: Varsity Cheerleaders are awarded letters for each season of cheering.

Cross Country: Athlete must place within the first five positions of the team score in half the meets.

Field Hockey: Players must participate in 50% of the total halves played.

Football: Player must play in one half of all the games played.

Golf: Played in half of the matches and/or had a qualifying score in the league, district, or state match.

Managers: Any manager who served on two sports for one year or one sport for two years shall receive an athletic award.

Soccer: Players must participate in one half of the games played.

Softball: Players must participate in one half the total innings played. Pitchers must appear in one half of the games or be winning pitcher of one game.

Winter and Spring Track: (1) Athlete must score one more point than the number of dual meets. (2) Athlete must place in a league, district, or state meet.

Athletic Awards – Trophies

Robert A. Olsen Memorial Award: Given to a most deserving J.V. football player.

Donald R. Favreau Memorial Trophy: Given to the most inspirational player at the homecoming football game.

Strott Athletic Memorial Award: Given to any outstanding senior male and female athletes.

Wayne Jeleniewski Memorial Award: Given to a deserving member of the girls or boys track team.

Most Valuable Player and Most Improved Player individual trophies are awarded in all varsity sports by the varsity coach of each team.

Jamie Smart Award: Given to the Most Inspirational Varsity Field Hockey Player of the Game and is chosen by the family.

Henry Hannula Coaches Award: Given to a football player who displays the most service to the sport; who maintains a positive attitude and displays the most intensity and commitment throughout the season; who has the most enthusiasm and spirit, who shows the most determination to excel regardless of physical abilities; who has high attendance; and who shows leadership.

Steve Poulin Award: Given to a football player who is greatly admired and well-liked in the community for efforts both on and off the field. Reliable, willing to offer assistance in any area, positive, committed, and conscientious.

Thanksgiving Day Football Game Awards: Offensive MVP, Defensive MVP chosen by The Gardner News reporter covering the game and Sportsmanship Award chosen by the Murdock coaching staff.

Robert Beane Memorial Award

CMADA Award

Richard Swenson Sportsmanship Award

Cheerleading

The Cheerleaders encourage the spectators, cheer at football and basketball games, and promote school spirit. Pep rallies, held each year, provide an opportunity for the cheerleading squads to encourage school spirit and promote attendance at the games. NRHS Varsity Cheerleading is a sanctioned competitive cheerleading squad.

M.I.A.A. Interscholastic Athletic Eligibility Rules

The violation of any eligibility rule may result in forfeiture of a game won. If there is any doubt concerning student eligibility, the student should consult the Athletic Director who will have a list of the most current eligibility rules. The M.I.A.A. Interscholastic Athletic Eligibility Rules include age limitations, transfer students, residency, disciplinary obligations, and academic standing.

Of particular importance are the following academic eligibility rules:

1. A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of four major subjects. To satisfy this requirement, a student must have passed, for that marking period, sufficient courses which carry credits totaling the equivalent of four 1-year major English courses.
2. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four 1-year major English courses.
3. To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four 1-year major English courses.
4. Academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents/guardians of all students within a particular class.
5. Incomplete grades may not be counted toward eligibility.
6. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
7. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.
8. A student receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.
9. Relative to home schooled students, as determined by School Committee decision, a student living in our school district who is home-schooled is eligible to participate in sports and extracurricular activities at NRHS, NRHS can compete against other schools permitting home-schoolers to likewise participate,
10. and all students who were homeschooled can receive a copy of the NRHS Student Handbook.

MIAA Regulations

All student athletes are governed under the rules and regulations set by the M.I.A.A., except those Narragansett Regional School rules and regulations above the minimum standard detailed in this handbook, i.e. academic eligibility. If you have any questions, please contact your coach, athletic director, Vice Principal and/or Principal. Students and parents/guardians may view the rules and regulation at the M.I.A.A. website: www.miaa.net

N.C.A.A. Clearinghouse

Students who want eligibility to participate in Division I or Division II college athletics need to apply for certification by the NCAA Clearinghouse in their senior year.

As early as ninth grade, interested students need to pick up from the Guidance Office a copy of the NCAA bulletin "Making Sure You Are Eligible to Participate in College Sports". The bulletin states what courses must be taken, what grade point average must be earned, and what College Board admissions test scores must be achieved.

Applications and informational bulletins are available in the Guidance Office.

DISCIPLINE

Chemical Health Policy

During the school year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any material containing alcohol, any tobacco product, electronic smoking devices, e-cigarettes, vaporizers of any kind, or controlled substance and/or over the counter medication while under school jurisdiction. Furthermore, the use of, attendance after use, or possession/consumption of intoxicants, drugs, drug paraphernalia, alcohol and/or any controlled substance at school functions or while under school jurisdiction is prohibited.

Any student found in violation of the chemical health policy will be subject to an immediate emergency suspension.

Suspensions

These suspension procedures and notice agreements do not apply to cases involving possession of drugs, weapons, or assaults on staff members under M.G.L. c.71§37H, or cases of felony and felony juvenile charges or convictions under §37H½.

Definition

These procedures are in accordance with M.G.L. c. 71§37H¾ and 603 CMR 53.00.

A violation of the school rules may result in the suspension of you/your child from school. A suspension may be served in three ways: an in-school suspension, a short-term suspension, or a long-term suspension. Depending on circumstances, your child may also be removed for not more than two (2) school days on emergency grounds.

Students serving suspensions will be given the privilege to make up work at 100% credit in accordance with MGL c. 76 s. 21.

In-School Suspension

An in-school suspension is defined as the removal of a student from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days, or no more than 10 school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspensions for 10 days or fewer, consecutively or cumulatively, during a school year shall be considered a short-term suspension. If a student is placed in in-school suspension for more than 10 days, consecutively or

cumulatively, during a school year, such suspension shall be deemed a long-term suspension for due process and appeals purposes.

In-school suspension is available as an alternative to out of school suspension for disciplinary offenses. There is no appeal to the Superintendent for an in-house suspension.

Rules of the In-School Suspension

1. The student must report to the office by 7:45 a.m.
2. The student must bring all books and writing materials when first reporting.
3. Talking is not allowed.
4. Eating is not permitted except during lunch period.
5. The student must leave school premises immediately upon dismissal unless permission to attend an extra help session has been granted by an administrator. Students are not allowed to stay after school or to attend school sponsored activities, including evening activities, on the day of their suspensions.
6. A student must work until all assignments are completed in an acceptable manner and checked by the proctor. Failure to complete assignments in an acceptable manner may result in additional alternative education days.
7. All electronic devices must be turned into administration prior to 7:45 a.m. They will be returned at the end of the school day.

Short-Term Suspension

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for 10 or fewer consecutive school days. The Administration may, at their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. The Administration will hear and consider pertinent information about the incident and the factual basis for the charges at the hearing during which you/your child may dispute the charges and explain the circumstances. You/your child may present mitigating facts and you may discuss them with the Administration. The Administration will make a determination as to whether the disciplinary violation occurred and the consequences to be imposed. Thereafter, the Administration will notify you/your child in writing of the determination, their reason(s) for it, and the type and nature of the suspension, if any. If suspended you or your child may make up school work assignments, as needed, to make academic progress during the removal. There is no appeal to the Superintendent for a short-term suspension.

Long-Term Suspension

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than 10 consecutive school days, or for more than 10 school days cumulatively for multiple disciplinary offenses in any school year. The Administration may, at their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with offenses under M.G.L. c.71§37H or §37H½, i.e., possession of drugs or weapons on school grounds, assault on a staff member, or felony charges/felony delinquency, no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year, beginning with the first day that the student is removed from school. Offenses under §37H or §37H½ are not subject to §37H¼ as to the duration of you/your child's removal from school, and may result in an expulsion for longer than 90 days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

The Administration will hear and consider pertinent information about the incident and the factual basis for the charges at the hearing, during which you/your child may dispute the charges and explain the circumstances.

In addition to the above rights, as this offense may result in you or your child's suspension for more than 10 consecutive days or cumulatively in a year, you/your child may:

- review you/your child's record and the documents upon which the Administration may rely in making a determination to suspend you or your student, or not;
- be represented by counsel or a lay person of your choice, at your expense;
- produce witnesses on you or your child's behalf and present an explanation of the alleged incident, but you/your child are not compelled to do so;
- cross-examine witnesses presented by the school district; or
- request that the hearing be recorded by the Administration, and to receive a copy of the audio recording, upon request.

If you/your child request an audio recording, the Administration shall inform all participants before the hearing that an audio record will be made and a copy will be provided to you/your child upon request.

After hearing the evidence, the Administration will determine whether you or your child committed the disciplinary offense and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed in place of, or in addition to a long-term suspension.

Further, if the Administration determines that you or your child committed the disciplinary offense, the Administration will notify you/your child in writing as to the next steps, including the consequences and you/your child's appeal rights; in the case of a long-term suspension, to the superintendent or his/her designee. You/your child will also be advised of you or your child's opportunity to make up school work, as needed, to make academic progress during the removal.

Expulsion

Expulsion is defined as the removal of a student from the school premises, regular classroom activities, and school activities, for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L.c71, §37H, or §37H½ for: possession of a dangerous weapon, possession of a controlled substance, assault on a member of the educational staff, a felony charge, a felony delinquency complaint or conviction, adjudication or admission of guilt with respect to such felon and if the Administration determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

School-Wide Education Plan

If you or your child is to be suspended for more than 10 consecutive days, you or your child may be eligible to continue to receive educational services under a school-wide education plan, a document developed by the building principal, in accordance with M.G.L.c.76, §21. The plan includes a list of education and services available to students who are expelled or suspended from school for any reason, or under any law, including M.G.L.c71, §37H and §37H½ for more than 10 consecutive days. These plans are intended to allow eligible students to continue to access academic opportunities while suspended or excluded for any reason.

NOTICE OF HEARING RIGHTS AND PROCEDURES

Notice of Charge

You or your child is entitled to oral and written notice of the charges prior to a decision to impose on a student a long-term suspension or expulsion. Specific hearing and notice rights are based on the potential consequences attending to the alleged rules violations. If the Administration has relied on any documents in proffering these charges, they are attached.

Hearing Date

You or your child may meet with the Administration at a hearing which will be you or your child's opportunity to provide your or his/her side of the story and to dispute the allegations. The Administration will document efforts to contact you or the student's parents concerning their parental rights to participate in the hearing, and may

convene the hearing without them, as permitted by law and regulation. If you need an interpreter or counsel, please let us know at least 48 hours before the hearing so that we can arrange for interpretive assistance and/or the presence of District counsel.

Basis of Charge

The factual basis for the alleged violation.

Potential Consequences

The range of consequences under our student handbook or policy for this offense includes:

- written warning;
- in-house suspension;
- short-term suspension;
- long-term suspension;
- termination of extra-curricular or other activities, including sports; or
- other

Infractions Which May Lead to Suspension

1. Direct insubordination (not following a staff member's valid request, when the request has a legitimate educational purpose and is within the authority of that staff person to make)
2. Violation of Rules on Tobacco Products
3. Willfully causing damage to or stealing school or private property
4. Fighting and/or personal injury. Removal from the building to be determined by the building administrator.
5. Defamation of another's character
6. Truancy
7. Pornography
8. Hazing
9. Throwing Food/Objects
10. Skipping an office detention
11. Bullying
12. The above list serves as a guideline for Administration, additions and exceptions may apply.

Alcohol Testing for Narragansett Regional High School Students

Please be advised that a Portable Breath Test (PBT) may be administered at any time during the school day and at any/all school-related events.

The breath test will be administered only by a police officer. If alcohol is detected, the student will be detained until a parent/guardian comes for the student and the student will be subject to disciplinary consequences as described in this handbook.

Outside Discipline/Police

1. Any questioning of a student by the Police Department or other outside law enforcement agencies must be done in the Principal's office or in an area designated by the Principal or designee.
2. Any questioning by the above agencies must be done in the presence of the Principal and/or designee.
3. No student may be taken from the school by any member of the aforementioned agencies until the parents/guardians has been notified, unless the police have a warrant for the student's arrest. The only exception shall be a student in need of transportation home when parents/guardians contact or transportation is unavailable.

Social Probation Policy

A student involved in any disciplinary situation or accumulating a number of offenses warranting action by the administration may be placed on social probation. The length of the probationary period shall be determined by the administration. Attendance at or participation in any school activities will be restricted.

If suspension occurs during the probationary period, the administration may exercise further disciplinary action.

Student Driving and Parking

The responsibility for students driving cars to school is strictly that of their parents/guardians. The responsibility for students driving and parking cars on school grounds is that of the school authorities.

Student parking areas:

1. Lot B (Band Room): Using the middle 2 rows only
2. High School Gym Lot: Middle 2 rows and back row only
3. Across the street from the middle school in the dirt parking lot

*Lots A (Center Lot) and C (Rear Lot) are strictly off limits for student parking

Students need to park within a designated parking space. If a student is found to be parked outside of a designated parking space, the student's parking privileges will be revoked in accordance with Massachusetts General Laws and Town of Templeton by-laws.

Students will not remain in vehicles or loiter in the vicinity of the parking lot before school or at the conclusion of the school day. Careless driving, speeding, excessive noise, or lack of good driving judgment will result in the revocation of parking privileges.

1st offense - loss of parking privilege for ten school days

2nd offense - loss of parking privilege for twenty school days

3rd offense - termination of parking privileges for the remainder of the school year

Use of Tobacco or "Vaping Device"

- A. State Law and local Board of Health Regulations prohibit the use of tobacco products in school buildings and on school property. Therefore, Narragansett Regional High School is committed to having a smoke and tobacco free environment for all members of the school community. The use of tobacco and smoking on school property as well as in vehicles on school grounds or used for transportation of students is strictly prohibited. Vaping is the act of inhaling and exhaling an aerosol, often referred to as vapor, which is produced by an e-cigarette, vape pen or similar device. The aerosol contains varying amounts of toxic chemicals, which have been linked to cancer, as well as respiratory and heart disease. Most vape devices are used to consume nicotine based aerosols; however, the use of these devices to consume cannabinoids and other illicit substances (flakka, bath salts, DMT, etc.) is increasing. If it is determined that a student has used a vape device to consume such substances, that student may incur additional consequences beyond what is outlined below.

Violations will result in the following consequences:

First Offense

- a. \$100.00 fine AND attendance at a smoking education class
- b. parents/guardians notification
- c. Notification of sports and activity directors

Second Offense and each offense thereafter

- a. \$200.00 fine AND attendance at a smoking education class
- b. Meeting between parents/guardians, student, and administration
- c. Notification of sports and activity directors

The violator is responsible for any expenses incurred to attend a cessation program and must submit documentation of attendance.

- B. Possession of tobacco products or tobacco-related paraphernalia, including but not limited to cigarettes, cigars, smokeless tobacco, pipes, lighters, matches, cigarette holders, vapor cigarettes, electronic cigarettes, and papers, is prohibited in school buildings and on school property. Violators will be

disciplined at the discretion of the administration.

Also reference to M.G.L. 220 Section 22 “Smoke Free Workplace”.

NRHS POLICIES

All policies of the NRSD (including such policies as the “Restraint Policy”) are displayed on the NRSD website.

Academic Integrity Policy

In accordance with our Core Values and Beliefs, the Narragansett Regional High School strives for Academic Excellence and Integrity. We feel all students have the potential to achieve, and we expect all students will accept personal responsibility for their academic and social behavior.

Definitions of Academic Integrity Infractions¹

Cheating: An act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she produced on an academic exercise; or assists/attempts to assist another student to misrepresent his/her work. Cheating includes but is not limited to the following examples:

1. Providing or receiving information about all or part of an exam, test, quiz, or any written assignment including answers (e.g., telling or texting someone in a subsequent period what was on your exam, or being told this information);
2. Copying from others;
3. Collaborating on a test, quiz, homework assignment, or project with others without authorization;
4. Using unauthorized materials to complete an exam or assignment;
5. Programming of notes, formulas, or other aids into a programmable calculator, electronic dictionary, or other electronic device without prior authorization;
6. Using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain or share unauthorized information before, during, or after an exam;
7. Using online resources such as websites or email while completing an online exam, in-class writing assignment, or any other assignment without the permission of the teacher;
8. Copying, or allowing another student to copy, share, or download a computer file/document that contains another student’s assignment, and submitting it, in part or in its entirety, as one’s own;
9. Completing another student’s assessment/assignment
10. Allowing others to do research, writing, or completion of an assignment; e.g.,
 - a. Using the services of a commercial term paper company,
 - b. Using the services of another person (family member, tutor, content expert, native speaker, etc.) inappropriately, without acknowledgement;
11. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher;
12. Using invented information or the falsification of research or other findings;
13. Submitting a paper or other academic exercise of false or fictitious data, or deliberately and knowingly distorting the true nature, origin, or function of such data;
14. Changing , altering, or being an accessory to the changing, or altering of a grade or an answer on a graded test or assignment;
15. Gaining or providing unauthorized access to examination materials;

16. Misrepresentation of one's own or another's identity for academic purposes;
17. Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;
18. The sale or gift of papers, essays, or research for fraudulent use;
19. The alteration or falsification of School records;
20. The unauthorized use of School academic facilities or equipment, including computer accounts and files;
21. The unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
22. The unauthorized removal, mutilation, or deliberate concealment of materials in School libraries, media, or academic resource centers.

Plagiarism²: The act of taking the words, ideas, data, illustrations, artistic productions or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged:

Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source;

1. Utilizing another person's ideas, opinions, theory, or structure without acknowledgment of the source;
2. Using resources on a task that is to be completed without resources;
3. Listing sources in a bibliography not used in the academic exercise;
4. Submitting as your own any academic exercises prepared totally or in part by another, when collaboration is permitted. (The acceptable terms of the collaboration and expectations for each student in the collaborative group will be determined by the teacher.)

Collusion²: Assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

Violation of the Academic Integrity Policy

When a teacher suspects that a violation of the Academic Integrity Policy has occurred in his/her class, the following procedure will be followed:

1. The teacher will meet with the vice principal to review the incident, evidence, and the Academic Integrity Policy. The vice principal and teacher will decide if the Academic Integrity Policy has been violated;
2. If the vice principal and teacher agree that no violation has occurred, then the issue is resolved;
3. If the vice principal and teacher agree that a violation has occurred, then the following procedure and actions will be followed:
 - a. The vice principal/teacher will meet with student(s) to discuss the violation and to hear the student's explanation of the incident. The vice principal/teacher will go over the grade for the school work in question and impose any discipline.
 - b. The vice principal will call the parents/guardians after the student meeting to explain the Academic Integrity Policy violation, the grade, and discipline issued. The vice principal will also inform the parents/guardians by phone call and mail that they have five (5) days to appeal this decision to the principal.

(No grade or discipline will be given until the appeal process is complete)

4. a. If after 5 days, the parents/guardians have not appealed the decision of the vice principal/teacher, the vice principal/teacher will impose the grade and discipline for the Academic Integrity Policy violation. The vice principal will notify the honor societies that the student is a member of if any.
- b. If the parents/guardians appeal the vice principal/teacher's decision to the principal and the principal overturns the decision, then the issue is resolved.
- c. If the parents/guardians appeal the vice principal/teacher's decision to the principal and the principal upholds the decision, then the vice principal will inform the parents/guardians by phone and mail that they have five (5) days to appeal this decision to the Superintendent of Schools. (No grade or discipline will be given until the appeal process is complete)
- 5 a. If the parents/guardians does not appeal the principal's decision, then the superintendent will notify the principal, and the principal will notify the vice principal. The vice principal/teacher will impose a grade and/or discipline. The vice principal will also notify the honor societies that the student is a member of if any.
- b. If the parents/guardians appeal the principal's decision to the superintendent of schools and the superintendent overturns the principal's decision, the superintendent will notify the principal, who will notify the vice principal/teacher and then the issue is resolved.
- c. If the parents/guardians appeal the principal's decision to the superintendent of schools and the superintendent upholds the decision, then the superintendent will notify the principal, who will notify the vice principal/teacher. The vice principal/teacher imposes a grade and/or discipline. The vice principal will also notify the honor societies that the student is a member of if any.

Penalties for violation of the Academic Integrity Policy

1. Zero grade for work in question
2. Possible teacher detentions
3. Possible three (3) day placement in ISS
4. Possible social probation for up to 45 days
5. The vice principal/teacher will meet with the student involved with a violation of the Academic Integrity Policy at the end of the appeal process to review the findings and discuss grade received, discipline imposed, and honor society membership status if any.

¹ Definitions of Academic Integrity Infractions were taken from the current student handbook of the Acton-Boxborough High School Academic Integrity Procedure.

Permission granted by phone on October 23, 2013.

²Boston College, Academic Integrity Policy, adapted.

Band Instruments

Pursuant to School Committee Policy, the Narragansett Regional School District hereby adopts the following policy in regards to musical instruments:

Instruments owned by the school

Instruments owned by the school are provided for temporary loan to those students who are already in the music program and who have purchased or are purchasing an instrument. They are eligible to borrow a school instrument with the exception of percussion instruments. The appropriate paperwork will accompany such a school loan. School-owned instruments are to be used with the written consent of school administration or a member of the music department teaching staff.

Student instruments left or stored at the school

Music students, who choose to do so, may carry their instruments with them throughout the school day. High school students who do not wish to carry their instruments may store them in the band storage area at their own risk. Under no circumstances is the school responsible for the loss or damage of musical instruments. It is highly recommended that the parents/guardians of band students seek out alternative insurance to cover lost, stolen, or damaged instruments.

Drug Free School Zones

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational, or secondary school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew he/she was near a school, whether it is a public or private school, or whether school was in session at the time of the offense. The law will pertain to drug distributors, manufacturers, or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed on the offender, but not in lieu of the two-year term of imprisonment.

Firearms and Weapons

The following paragraph was added to G. L. c. 71, S. 10 by chapter 150 of the Acts of 1987: Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the board or officer in charge of such secondary school, college, or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Students found to be in possession of a firearm or other dangerous weapon, including a BB gun or slingshot, will be reported to the Templeton Police Department. (See Exclusions/Suspensions)

Opt-Out Policy

Below is an outline of our school's grade 9 comprehensive health education curriculum. This program has been developed by our professional staff and the District Health Advisory Committee. It is aligned to both Massachusetts and national Health standards. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their teenage years and beyond.

Learning about our bodies is part of the health education curriculum in grade 9, including topics such as anatomy, reproduction, reproduction, contraception, and sexual identity. The instructional materials we use for the course include a curriculum package and videos and are based on the Massachusetts Comprehensive Health Curriculum Framework. If you would like to review these materials at the school, you are welcome to do so. Please call me to arrange a time that is convenient for you.

During the course, students will be able to ask questions, which will be answered factually using correct terminology and in an age appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues and that these beliefs must be respected.

Under Massachusetts law and School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send me a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted. It is the policy of the schools in the Narragansett Regional School District that, each time a sensitive issue is to be discussed in the classroom, the teacher has the responsibility to inform the building principal of this subject.

Sensitive topics will include, but not be limited to, health issues and religion.

The principal will then establish the level of sensitivity of that topic and determine whether or not a letter should be sent home to inform parents/guardians. If such a letter is sent, the parents/guardians has the option of requesting, in writing, that his or her child be removed from the class and given an alternative assignment while the topic in question is being discussed. No student will be penalized or tested on the class discussion for using the opt-out policy.

If a spontaneous discussion begins in class, any student may request to be excused from the classroom to report to the principal's office to discuss his or her sensitivity to the particular issue. The principal will determine the level of sensitivity and decide whether or not the student will return to class.

STUDENT INFORMATION

Assemblies

To provide the student with both educational and cultural benefits, assemblies are scheduled throughout the school year.

Backpacks/ Jackets/ Coats

Backpacks may be brought into the school but must be placed in lockers immediately at the beginning of the school day and must remain there throughout the day. Jackets and coats may be worn to school but must also be placed in the student's locker for the duration of the school day.

Dances

Students are not permitted to sit in parked cars at school dances or other social functions. Students must have permission from a chaperone to leave a dance and may not re-enter unless they have been directly supervised by a chaperone or administrator.

Students in high school may not attend dances sponsored by the middle school unless special approval is granted by the middle school administration. Students in the middle school may not attend dances sponsored by the high school unless special approval is granted by the high school administration.

Dances are not open to the general public. Guest passes will be issued for the Junior/Senior Prom, Homecoming, and the Spring Fling. Students need to submit applications during the specified period of time for each dance and late applications will not be accepted.

Theme or special dress for dances is determined by the group sponsoring the dance and must have the approval of the administration.

Electronic Device Usage

Electronic devices include cell phones, ipods, laptops, tablets and e-readers. Electronic devices may be used:

- Before and after school
- During lunch
- Library with teacher/staff member permission
- Classroom with teacher/staff permission
- Field Trips with teacher/staff permission

Violation of Electronic Device Policy:

First Offense – warning to put device away

Second Offense - sent to office to give up device for the remainder of the day and teacher detention

Refusal to stay for teacher detention will result in an office detention and/or In School Suspension

*Must use headphones if listening to music

****The Acceptable Use and Internet Safety Policy will be followed with the use of all electronic devices at NRHS.**

Food and Beverages

Students are permitted to have water during the school day. Students may not have any other beverages or food during the school day, except for at lunch. Many students have food allergies so it is extremely important that all students comply with this policy.

Handbook Review

The Student Handbook will be reviewed annually by the NRHS School Council. Updates will be made as necessary and presented to the School Committee for approval on an annual basis..

Help Sessions

Teachers are available two afternoons each week to work with students wanting or requiring extra academic help. Late buses are available every day of the week and leave the school approximately 35 minutes after dismissal. Students are responsible for checking with their teachers for their schedule of help sessions for their classes.

Lost and Found

An area for lost and found articles is maintained in the lobby. Students are encouraged to check this area if they have lost items such as books, clothing, or glasses. If a student finds any item not belonging to him/her, he/she should bring it to the office to be placed in the lost and found box.

Passing Procedures – Hallways

Three (3) minutes are allowed for passing between class periods. Students should keep to the right when passing in the corridors.

Public Display of Affection

Display of affection at Narragansett is limited to holding hands and is not allowed in the classroom. Students in violation of this rule are subject to disciplinary action.

Safety

Any student at any time who has knowledge of a weapon in the building or of a person in the building who has threatened harm to him or herself or others is strongly urged to share this information with an adult in the school. Failure to report this information may lead to disciplinary action and/or criminal prosecution. The safety of all Narragansett students and staff is of paramount importance.

Search

Students may be subject to search of their person, their locker, or their personal possessions at any time, whenever there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school or whenever a situation deems it necessary to ensure the safety of all students, faculty, and staff.

Search - Student

The school Principal or Vice Principal can legally search a student, or his/her possessions on school property, which include lockers, or at a school-related event, if there is reasonable suspicion that the student has violated or is in violation of either the law or rules of the school; this applies to a motor vehicle, bags, or containers in the possession of a student while on school property or at school-related events.

School Officials do not need probable cause (reliable evidence of wrongdoing and/or violation of school rules) to conduct a search and must only conclude that a search is reasonable and necessary under all of the security and safety of the school buildings and their occupants. Searches by police personnel require probable cause, unless evidence of wrongdoing is in plain view.

The school administration and police may rely upon and use all sources of information, including their own observations, anonymous tips, student statements, and past misconduct.

The storage of contraband (e.g. weapons, narcotics, alcohol, and stolen property) in school lockers is not permissible. Lockers are provided only for use consistent with legitimate school functions. To ensure

compliance with this policy, all lockers are subject to periodic inspections by an administrator.

It is recommended that, insofar as possible, the pupil to whom the locker is assigned be present for an inspection. It is recommended that two members of the staff conduct the inspection together, particularly when the pupil is not present. Legal Ref: Ch. 71, Sec. 37H & Sec. 82

Selling Merchandise in School

Selling merchandise in school is prohibited by anyone unless the sale is a project by a class or school organization and has been approved by the Superintendent and Principal.

Student Bills

Students may not be allowed to participate in any co-curricular activity unless all student bills for books, merchandise, and/or school property unaccounted for from previous school years are paid in full prior to the start of the current school year.

A 10-day "grace period" at the start of the new school year will be granted for prior year outstanding bills. Thereafter, a student has 10 days to satisfy any debt incurred during the school year.

Student Responsibility - School Materials/Student Personal Materials

Students are responsible for the proper care of all school materials issued to them for use during the school year. Students are to cover textbooks issued to them. Lost or stolen materials are the responsibility of the student to whom the materials were issued.

NRHS is not responsible for lost or stolen student personal property. The administration strongly recommends that students leave valuable personal property at home.

Telephone

The school office telephones are for school business use only. Students are not allowed to use the office telephones except in an emergency.

Traditions

NRHS has many events that have become traditions throughout the years. Although circumstances may arise during which an event cannot be scheduled, every effort is made to ensure the traditions at NRHS are maintained. These traditions include, but are not limited to:

- Academic Excellence Banquet
- Awards Assembly
- Chorus & Band Concert
- Pep Rally
- Sports Awards Assemblies
- Graduation
- Homecoming Week
- International Week
- Junior/Senior Prom
- Musical
- Parade of Horribles
- Senior Banquet
- Senior Class Trip
- Senior Give Back Day
- Student Government Elections
- Talent Shows

Visitors

All non-school personnel must report directly to the school office and sign in before going to other areas of the building.

Water and Juice Machines

Vending machines are located near the locker rooms and in the lobby. Profits from the machines are used to help sponsor school activities. Students who purchase food or drink from the vending machine must store the

items away until lunch or after school.

Work Permits

Students under 18 who wish to be employed are required by law to obtain a "work permit". Permits are available for students from the Narragansett Central Administration Office. Students are not allowed to obtain work permits during instructional periods.

CHROMEBOOK LAPTOP PROTOCOL

Narragansett Regional High School

Narragansett Regional School District is pleased to feature a one-to-one technology program at the Narragansett Regional High School. Following an orientation process that emphasizes digital citizenship and the appropriate and effective use of technology, all students will be issued Chromebook laptop computers that they will maintain for their years of high school.

The one-to-one program enables students to easily transition projects and research between home and school. Students can more easily exchange ideas and remain connected with classmates and teachers. The predicted result is a learning environment in which problem-solving, critical thinking and leadership skills are developed and enhanced through the responsible use of technology and continuous access to digital resources.

Chromebooks will be assigned to all students whose parents sign a Chromebook Computer User Agreement, which indicates understanding of the contents of the student handbook and our Internet Acceptable Use Policy.

Any students whose parents/guardians have decided to opt out of the take-home program will be assigned Chromebooks for academic use during the school day. These chromebooks will be picked up before the first period of the school day and returned each day at dismissal time.

Parents/guardians who have opted out are responsible for providing their child access to the technology needed for digital learning assignments outside the school day.

Chromebook Rules & Guidelines

There are responsibilities involved with the use of a district-owned Chromebook. This requires efficient, ethical and legal utilization of technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline.

- Technology, including laptops, must be used only:
 - To support learning
 - In compliance with local, state, and federal laws
 - To complete school assignments
- Security Reminders:
 - Share logins or passwords ONLY with parents or guardians
 - Follow Internet safety guidelines and school rules and policies for acceptable use
 - Understand that device and network use are filtered and monitored and students have no expectation of privacy in their use of these school resources

Caring for the Chromebook

The device is district property and all users will follow the "Chromebook Care Procedures & Guidelines", and the Narragansett Regional School District Acceptable Use Policy to limit any potential damage to the device

and/or disciplinary action. Our hope is that students will have consistent access to a device throughout their years at NRHS and in order to best meet this goal it is important that all students take an active role in caring for their Chromebook.

Backgrounds and Screensavers

The lock screen (the screen that appears when you open the device and turn it on) must either be a picture of you, or the default image.

Any images set as a background must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference. Inappropriate media or symbols may not be used as a background, which will be understood to mean any image that otherwise would not be permitted for display at school.

Students that Fail to Bring their Chromebook to School

- Students may check out a loaner for the day provided there is one available.
- Students borrowing a Chromebook will be responsible for any damage or loss to the loaner device.
- Discipline may result if the student repeatedly needs to borrow a loaner device.
- Students must return the loaner to the Help Desk at the end of the school day or be subject to discipline.

Student Chromebooks that Need Repair

- Loaner devices will be issued for students that leave their school-issued device at the Help Desk.
- Students will sign a loaner agreement and will be held responsible for any damage or loss of the loaner.
- Devices on loan for extended repairs are allowed to go home.
- Students will be contacted when their issued device has been repaired and can be picked up.
- In cases of theft or disappearance, the student must generate a police report before loaner/replacement equipment is issued. The police report must also directly mention the loss of the equipment and the circumstances surrounding the loss.

Printing

- At this time, Chromebooks can be used to print at home.
- At this time, Chromebooks do not print at school.
- Students are encouraged to share all work with their teachers through their school Google account when possible to avoid the need for printing.

Using the Chromebook at Home

- Students are encouraged to take the Chromebook home with them every day.
- A Wi-Fi Internet connection is required for full functionality of Chromebooks, however, some applications can be used if no internet access is available.
- Students without Wi-Fi access at home can connect from a number of nearby public locations.
- Students are bound by the Acceptable Use Policy and all other guidelines for the use of Chromebooks at home and other non-school locations.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home.
- Students are responsible for the care and safekeeping of the Chromebook device at all times.
- Students are responsible for fully charging their device before returning to school every day.

Liability for Damage, Loss or Theft

Students are responsible for any damage, loss, or theft of district issued devices not covered by the manufacturer's warranty. Damaged Chromebooks or devices failing to operate properly must be evaluated immediately by the IT department, located in the library.

Device Repair or Replacement Policy and Costs

Damage which is the result of normal wear and tear will be addressed by the School District at no cost to the parent/student. Damage which is the result of accidental or intentional abuse by the student will result in a charge to the student for replacement or repair.

Students who lose or purposely damage or destroy an assigned Chromebook will be expected to pay for the repair or replacement cost of the device, the charger, and any protective equipment provided by the school. The cost will be determined by the Narragansett Regional School District technology staff on a case-by-case basis, and will be based on a complete repair or replacement of all lost or destroyed materials.

NRHS administration will communicate to parents or guardians the repair or replacement cost and timeline, and the degree to which the student is responsible for the cost based on misuse or neglect determinations.

Typical repair or replacement costs are as follows:

- Screen Replacement; \$70.00
- Bottom Cover/Shell: \$15.00
- Keyboard: \$25.00
- Palmrest Assembly: \$30.00
- Charger: \$30.00 - \$50.00
- Entire Chromebook: \$225.00

In each school building containing 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 student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. 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).
- (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) 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 in an education service plan, under section 21 of chapter 76.
- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

NARRAGANSETT REGIONAL HIGH SCHOOL

464 Baldwinville Road, Baldwinville, MA 01436 978-939-5388



Colby Young
PRINCIPAL

Janet Brown
VICE-PRINCIPAL

Dear Parents/Guardians:

The health education curriculum has been developed by our professional staff and the District Health Advisory Committee. It is aligned to both Massachusetts and national Health standards. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their teenage years and beyond.

Learning about our bodies is part of the health education curriculum in grade 9, including topics such as anatomy, reproduction, reproduction, contraception, and sexual identity. The instructional materials we use for the course include a curriculum package and videos and are based on the Massachusetts Comprehensive Health Curriculum Framework. If you would like to review these materials at the school, you are welcome to do so. Please call me to arrange a time that is convenient for you.

During the course, students will be able to ask questions, which will be answered factually using correct terminology and in an age appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues and that these beliefs must be respected.

Under Massachusetts law and School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send me a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about sex education or any other matter concerning your child's education, please call me.

Sincerely,

Colby R. Young
Principal

Narragansett Regional School District



Student Discipline (37H, 37H 1/2, 37H 3/4,
and other relevant laws)

EXPULSION FOR ASSAULT ON STAFF, POSSESSION OF WEAPONS, OR POSSESSION OF CONTROLLED SUBSTANCE

Chapter 71: Section 37H Policies relative to conduct of teachers or students; student handbooks

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 of students and school personnel; and the disciplinary measures to be taken 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 the procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing 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:

- 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.
- 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.
- 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).

- 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.
- 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 in an education service plan, under section 21 of chapter 76.
- Districts shall report to the department of elementary and secondary education the specific reasons

for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make District level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include District level data disaggregated by student status and categories established by the commissioner.

- Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school District level.

SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION

Chapter 71: Section 37H 1/2 Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- 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 a decision shall be the final decision of the city, town or regional school District with regard to the suspension.

- 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 a 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.

SUSPENSION OR EXPULSION ON GROUNDS OTHER THAN THOSE SET FORTH IN SECS. 37H OR 37H1/2

Chapter 71: Section 37H 3/4 Suspension or expulsion on grounds other than those set forth in secs. 37H or 37H1/2.

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.

DESE REGULATIONS REGARDING PROCEDURES FOR STUDENT DISCIPLINE UNDER SECTION 37H3/4 (SECTIONS RELEVANT TO RIGHTS OF STUDENTS AND PROCEDURES ONLY)

603 CMR 53.00 – Student Discipline, effective July 1, 2014

53.06 : Notice of Suspension and Hearing under Section §37H¾

- (1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.
- (2) The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:
 - (a) the disciplinary offense;
 - (b) the basis for the charge;
 - (c) the potential consequences, including the potential length of the student's suspension;
 - (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - (e) the date, time, and location of the hearing;

- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
 1. The rights set forth in 603 CMR 53.08 (3)(b); and
 2. The right to appeal the principal's decision to the superintendent.
 3. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
 4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07 : Emergency Removal under Section 37H¾

- (1) Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:
 - (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
 - (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
 - (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
 - (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.
- (2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

53.08: Principal's Hearing under Section 37H¾

- (1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.
- (2) Principal Hearing - Short-term Suspension
 - (a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the

student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

- (b) Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- (d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

(3) Principal Hearing - Long-term Suspension

- (a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.
- (b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:
 - 1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - 2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - 3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - 4. the right to cross-examine witnesses presented by the school district;
 - 5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
- (c) The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- (d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
 - 1. Identify the disciplinary offense, the date on which the hearing took place, and the

participants at the hearing;

2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
 - (e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

53.09: Superintendent's Hearing under Section 37H¾

- (1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
- (2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (c) 5.a). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
- (4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
- (5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- (6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).
- (7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser

consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

- (8) The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

i. 53.10: In-School Suspension under Section 37H^{3/4}

- (1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
- (2) The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).
- (3) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
- (4) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- (5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such a meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

ii. 53.11: Emergency Removal [from privileges] under Section 37H^{3/4}

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H^{3/4} or 603 CMR 53.00.

iii. 53.12: Disciplinary Offenses under Section 37H or 37H^{1/2}

- (1) School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under G.L. c. 71, §§37H or 37H^{1/2}. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
- (2) The principal may remove a student who has committed a disciplinary offense under G.L. c. 71, §§37H or 37H^{1/2} from school for more than ninety (90) days in a school year.
- (3) Any student who is removed from school for a disciplinary offense under G.L. c. 71, §§37H or 37H^{1/2} shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

iv. 53.13: Education Services and Academic Progress under Sections 37H, 37H^{1/2}, and 37H^{3/4}

- (1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal

from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

- (2) Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school- wide education service plan.
- (3) The principal shall develop a school-wide education service plan describing the education services that the school District will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under G.L. c 69, §§ 1D and 1F.
- (4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
 - (a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school District staff member who can provide more detailed information.
 - (b) For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school District shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.