

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT



2021- 2022 MIDDLE SCHOOL HANDBOOK

Nissitissit Middle School

Hawthorne Brook Middle School

Student Handbook 2021-2022

33 CHACE AVENUE
PEPPERELL, MA 01463

Telephone: (978) 433-0114
Fax: (978) 433-5498
Absent Line: (978)-433-0119
nms@nmrsd.org
<http://nms.nmrsd.org>

Student Handbook 2021-2022

64 BROOKLINE STREET
TOWNSEND, MA 01469

Telephone: (978) 597-6914
Fax: (978) 597-0354
Absent Line: (978) 597-5261
HBadmin@nmrsd.org
<http://hbms.nmrsd.org>

Should you need this information translated, please contact the principal of your child's school.

En caso de necesitar esta información traducida, por favor comuníquese con el director de la escuela de su hijo.

如果您需要翻譯此資訊, 請與您孩子的校長聯繫

Rúguǒ nín xūyào zhèxiē xīnxī fānyì, qǐng liánxì nín háizi de xuéxiào de xiàozhǎng.

The North Middlesex Regional School District does not discriminate in admission to, access to, treatment in, or employment in, its services, programs, and activities, on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age.

Masks:

In accordance with NMRSD School Committee Policy EBCFA to prevent transmission of COVID-19, all students must wear a mask/face covering when indoors on District premises and during school bus transportation. All mask/face coverings must cover a student's nose and mouth. Students that are unable to wear a mask due to a medical condition and/or a sincerely held religious belief are exempt from this requirement and must contact the Principal and provide the proper documentation.

Students who fail to wear a mask will be provided a mask; however, willful refusal to wear a mask will result in discipline consistent with School Committee Policy JIC including suspensions and/or emergency removals.

School District Policy:

Over the course of the school year, district policies may be revised or new ones created. When this occurs, the revised or new policy automatically goes into effect. School district policies can be found at nmrsd.org.

TABLE OF CONTENTS

TABLE OF CONTENTS	3
DISTRICT CALENDAR	6
MISSION STATEMENT	7
VISION STATEMENT	7
CORE VALUES	8
NON-DISCRIMINATION POLICY	8
ADMINISTRATION DIRECTORY	9
CENTRAL OFFICE ADMINISTRATION	9
DISTRICT COORDINATORS	9
SCHOOL COMMITTEE MEMBERS 2020-2021	10
SCHOOL COMMITTEE MEETING SCHEDULE	11
SCHOOL INFORMATION	12
ATTENDANCE	12
EXCUSED ABSENCE	12
EARLY DISMISSAL	12
ABSENTEE LINE	13
TARDINESS	13
PARENT/GUARDIAN DISMISSAL	13
AFTER SCHOOL INFORMATION	14
STUDENT INFORMATION	14
PRIDE IN AND CARE OF PERSONAL & SCHOOL PROPERTY	14

BUILDING CARE	14
CELLULAR PHONES/ELECTRONIC DEVICES	15
LOST AND FOUND	15
DRESS AND APPEARANCE	15
HALLWAY PASSING	15
LOCKER GUIDELINES	15
TEXTBOOKS	16
TELEPHONE USAGE	16
BICYCLES/SKATEBOARDS/UNICYCLES/ROLLERBLADES	16
LUNCH	16
CAFETERIA RULES	16
STUDENT ACTIVITIES	17
STUDENT GOVERNMENT	17
SCHOOL VISITORS	17
STUDENT BEHAVIOR	17
BEHAVIOR AND COURTESY	17
HONESTY AND INTEGRITY	18
CHILD RESTRAINT	18
APPEALS	18
BULLYING/HAZING/HARASSMENT	18
SMOKE-FREE SCHOOL POLICY	19
SCHOOL BUS USE PROCEDURES	23
PARENT/GUARDIAN INFORMATION	25
COMMUNICATION BETWEEN PARENTS/GUARDIANS AND THE SCHOOL	25
CONFERENCES	25
SCHOOL CLOSING	25
SCHOOL COUNCIL	25
MARKING PERIODS	25
PROGRESS REPORTS	26
HONOR ROLL GUIDELINES:	26

PROMOTION/RETENTION	26
MIDYEAR FAILURE	27
ACADEMIC/EXTRACURRICULAR PROBATION	27
HOMEWORK/ABSENCES	27
HOMEWORK GUIDELINES	27
SPECIAL EDUCATION AND SECTION 504	28
FIELD TRIPS	31
HUMAN SEXUALITY CURRICULUM	32
INTERNET ACCESS	32
PARENT/GUARDIAN PARTICIPATION	33
PARENT TEACHER SUPPORT GROUP (PTO)	33
NMRSD SPED PAC (SPECIAL EDUCATION PARENT ADVISORY COUNCIL)	33
VOLUNTEERS	33
MEDICAL INFORMATION	34
DISTRICT WIDE POLICIES AND INFORMATION	36
ACCESS TO STUDENT RECORDS	36
NMRSD SCHOOL COMMITTEE ORDER OF BUSINESS	39
APPENDIX	41

DISTRICT CALENDAR



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
2021-2022 SCHOOL CALENDAR

We Are NM

2021

August 27 & 28 New Employee Orientation
 August 28 District-wide Meeting/Building-based Work
 August 29 District-wide Professional Development
★ August 30 First Day for Students Grades 1-12
 Pre-K Upon Home
 August 31 Kindergarten Orientation
 September 1 Labor Day: Resumes Not School
 September 2 Labor Day: Resumes Not School
September 7 First Day for Pre-K & Kindergarten Students
 September 8 Early Release: Professional Development
 September 9 Judgment Day: No School
 September 10 Full Day PD: No School
 September 11 Veterans' Day: No School
 September 22-23 Early Release: K-6 Parent Conferences
 Full Day - NMRSO
 September 24-25 Thanksgiving: Resumes Not School
 September 26 Early Release: Professional Development
 September 27-28 Winter Recess: No School



2022

January 12 25 Hour Late Start: Professional Development
 January 17 M.L. King Jr. Day: No School
 February 9 25 Hour Late Start: Professional Development
 February 23-24 February Recess: No School
 March 14 & 15 Early Release: K-6 Parent Conferences
 Full Day - NMRSO
 April 6 Early Release: Professional Development
 April 18-22 Spring Recess: No School
 April 26-27 No Kindergarten due to snowings
 May 27 Early Release: Professional Development
 May 30 Memorial Day: No School
★ June 3 NMRSO Graduation
★ June 4 & 5 NMRSO Graduation: Rain Dates
★ June 11 Early Release - 300° Day of School
 June 20 June/June Observance: No School
 June 22 Early Release - 300° Day of School (5 Snow Days Usual)

JULY 2021

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SEPTEMBER 2021

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APRIL 2022

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MAY 2022

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JUNE 2022

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Approved by NMRSO School Committee on April 5, 2021

MISSION STATEMENT

Nissitissit and Hawthorne Brook Middle Schools embrace the mission statement of the North Middlesex Regional School District:

To provide a comprehensive educational experience focused on students becoming contributing members of society.

We believe it is our responsibility as a school community to encourage all students to be lifelong learners, skilled thinkers, effective communicators, responsible leaders, and positive role models.

In our classrooms, in our corridors, and on our playing fields, we provide our students the opportunities to enhance their skills, and we encourage the attitudes of exemplary citizenship.

VISION STATEMENT

Our vision statement is our mission statement in action.

- Students are the focus and are supported to achieve at high levels.
- Students' diversity in talents and abilities are recognized.
- Students are expected to be responsible, organized, and the agents of their own learning.
- Students must first sense emotional and physical security before new academic and social risks can be taken.
- The school is organized into small learning communities where teachers know their students well.
- Teams of teachers meet regularly to discuss the curriculum and students in their charge.
- Curriculum is challenging, differentiated, and based on the state frameworks.
- Best teaching practices are agreed upon by the staff and are based on research done on effective middle school instruction.
- A policy of shared decision-making rather than top down decision-making is adopted.
- Partnerships with parents and community agencies are in place to better serve the needs of our students.
- Various forms of assessments are on-going and serve not only to gauge success but also provide direction for school improvement.
- Students are given opportunities in after-school activities that enrich their lives and experiences.

CORE VALUES

Our core values exhibit the synthesis of both the mission and vision statements.

We believe that respect is the basic requirement for whatever community we hope to achieve:

- Respect for the truth, which is honesty
- Respect for differences, which is the essence of diversity
- Respect for one's self, which is the foundation of our human dignity
- Respect for each other's person and property which is a matter of law
- And a respect for the rules and the authority that governs us, which creates our community

NON-DISCRIMINATION POLICY

It is the policy of the North Middlesex Regional School District not to discriminate against students, parents/guardians, employees, or the general public on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age in accordance with Title VI of the Civil Rights Act of 1964 (race, color, national origin, sex, religion); Title IX of the Education Amendments of 1972 (sex); Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability); M.G.L. c. 76, § 5 (race, color, sex, gender identity, religion, national origin, or sexual orientation); the McKinney-Vento Homeless Assistance Act (homelessness); and the Age Discrimination in Employment Act (age).

Inquiries regarding compliance with these laws may be directed to the Superintendent of Schools, North Middlesex Regional School District (978) 597-8713, or to the Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (state laws) or to the United States Department of Education, Region 1, Office of Civil Rights, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109 (federal laws).

"The North Middlesex Regional School District does not discriminate in admission to, access to, treatment in, or employment in, its services, programs, and activities, on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age."

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

ADMINISTRATION DIRECTORY

CENTRAL OFFICE ADMINISTRATION

Superintendent of Schools

Mr. Brad Morgan

Assistant Superintendent of Schools

Mrs. Nancy Milligan

Director of Special Education

Mr. Brad Brooks

Director of Technology

Mr. Jeremy Hamond

DISTRICT COORDINATORS

504 Coordinator:

Director of Special Education

(978) 597-8713 X 1501

Homeless Liaison:

Director of Special Education

(978) 597-8713 X 1501

Title VI and Title IX:

Assistant Superintendent

(978) 597-8713 X 1301

2021 – 2022 SCHOOL COMMITTEE MEMBERS

CRAIG HANSEN, CHAIR
MICHAEL MORGAN, VICE CHAIR
DAVID CARNEY
THOMAS CASEY
JESSICA ANN FUNAIOLE
LISA MARTIN
JUNE MCNEIL
SUSAN ROBBINS
RANDEE RUSCH



2021-2022 SCHOOL YEAR SCHEDULE OF SCHOOL COMMITTEE MEETINGS

Meeting Location: North Middlesex Regional High School, Room 120
 19 Main Street, Townsend, Massachusetts 01469

Meeting Time: 7:00 p.m.

2021		2022	
Date	Type of Meeting	Date	Type of Meeting
July 19	Regular Meeting	January 10	Regular Meeting
August 16	Regular Meeting	January 24	Regular Meeting
September 13	Regular Meeting	February 7	Joint Boards/Budget Hearing
October 4	Regular Meeting	February 8	Snow Date Joint Boards/Budget Hearing
October 18	Regular Meeting	March 7	Regular Meeting/Budget Adoption
November 1	Regular Meeting	March 8	Snow Date
November 15	Regular Meeting		Regular Meeting/Budget Adoption
December 13	Regular Meeting	March 21	Regular Meeting
		April 11	Regular Meeting
		May 2	Organizational Meeting
		May 16	Regular Meeting
		June 13	Regular Meeting

SCHOOL INFORMATION

ATTENDANCE

Students are required by law to attend school on each scheduled school day. After an absence from school, a note from a parent or guardian is required. The note should include the date(s) the student was absent and the reason for the absence. Students are responsible for asking each teacher for all make-up work. Upon request, the guidance counselor will assist in the identification of missing work and, in special circumstances, extend the make-up period. Under M.G.L. c. 76, § 20, if a child does not attend school regularly, the school is required to take appropriate action, which could include filing referrals to child protection services and/or juvenile court (if deemed necessary). See the School Committee policy regarding attendance.

EXCUSED ABSENCE

The following types of absences are considered excused as long as proper documentation is submitted:

- Death in the family (parent/guardian, sibling, grandparent, aunt, uncle, niece, nephew, cousin)
- Professional health appointment (with note from practitioner)
- Chronic Illness (documented by a physician)
- Dismissal from school nurse prior day with illness requiring 24 hours at home
- Religious holiday (with a note from parent/guardian specifying the holiday)
- Legal appointment or court proceeding (must provide proof of appointment/proceeding signed by legal/court representative)
- Two (2) college visits per year with verification from the college (for high school students only)
- Extenuating circumstances as determined by the principal or their designee.

EARLY DISMISSAL

The following types of tardy/early dismissal are considered excused as long as proper documentation is submitted:

- Death in the family (parent/guardian, sibling, grandparent, aunt, uncle, niece, nephew, cousin)
- Professional health appointment (with note from practitioner)
- Religious holiday (with a note from parent/guardian specifying the holiday)
- Legal appointment or court proceeding (must provide proof of appointment/proceeding signed by legal/court representative)

Extenuating circumstances as determined by the principal or their designee

There may be specific dates when students have only half days and are dismissed at approximately 11:05 a.m.

ABSENTEE LINE

The absentee line for **Nissitissit Middle School** is: **(978)-433-0119**, the Absentee line for **Hawthorne Brook Middle School** is **978-597-5261**. This has been established to enhance our ability to ensure the security for each of our students. Parents are expected to call the absentee before 7:30 a.m. if your child is going to be absent that day. The message should consist of your name, your child's name, and your child's homeroom teacher. If no message is received, parents/guardians will be contacted when a student is absent or tardy.

Upon reaching either five (5) days of unexcused absences in the school year, or five (5) days in which the student has missed two (2) or more periods unexcused, a student's parent/guardian will be contacted for the purpose of developing action steps to address the student's attendance. The action steps shall be developed jointly and agreed upon by the school principal or designee, the student, and the student's parent/guardian and with input from other relevant school personnel and officials from public safety, health and human service, housing and nonprofit agencies.

TARDINESS

Students are expected to arrive at school on time and prepared to learn. Any student who has not reported to his or her homeroom by 8:00 a.m. will be marked tardy and will need a note from the office to be admitted to class. It is important for parents/guardians to realize that tardiness disrupts classes that have already begun. Parents/guardians will be contacted when tardiness becomes excessive.

PARENT/GUARDIAN DISMISSAL

If a parent/guardian wishes to dismiss a student early (before 2:30 pm), a note from the parent/guardian should accompany the student to school. The parent/guardian should state the time of dismissal and come into the school office to pick up the student. For safety reasons, students are not permitted to wait outside for rides during the school day. Anyone dismissing a child must be prepared to show proper identification and must be listed on a student's emergency card. We urge parents/guardians to not dismiss their children within 15 minutes of the close of school. If transportation changes are required, office notification from parent/guardian must be provided to the office ahead of time. If the bus requested is at capacity, the student may not be granted permission. Students may not call home during the school day to make social arrangements for after school. Social arrangements need to be made prior to the start of the school day.

AFTER SCHOOL INFORMATION

The school day ends at approximately 2:30 pm. For safety reasons, car riders are dismissed first, followed by bus children, and finally by walkers. Parents/guardians picking up children need to wait in cars. Students may enter vehicles only in the designated pickup lane. Please do not block our bus access to the circular driveway.

There may be times during the school year when a student is asked (or arranged) to remain after dismissal for any number of reasons. If we do request that a student stay after school for detention, extra help, rehearsals, basketball practice, etc., we will make every effort to give 24 hours' notice. If

you, as a parent/guardian, have transportation problems or concerns, please call your child's teacher.

MOTOR VEHICLES

Under state law, unnecessary motor vehicle idling is prohibited on or within 100 feet from school property.

STUDENT INFORMATION

PRIDE IN AND CARE OF PERSONAL & SCHOOL PROPERTY

We encourage students to take pride in their classrooms and the physical plant as a matter of respect for the school. Students are responsible for damage done to school property, books, and other materials issued to them. Respect for property also means not being careless about one's own school material, personal property, and belongings. We discourage students from bringing to school large sums of money. Only teacher-approved learning devices (such as calculators) are permitted on school property.

Electronic devices of any sort (cell phones, iPods, video games, pagers, etc.) are prohibited during the school day. Unauthorized use of items will lead to confiscation. Upon the first offense, items may be returned to the student at the end of the school day. A second offense will result in confiscation and the item will only be released to the parent/guardian.

BUILDING CARE

The appearance and good care of our building are everyone's job and concern. A clean and safe school is conducive to good education. Students are not allowed to chew gum or eat candy or snacks outside the cafeteria in order to prevent problems with insects, damage to carpets, etc. Students are not to litter or mark walls. We ask all students and staff to pick up litter and report instances of graffiti to teachers, aides, or the administration.

CELLULAR PHONES/ELECTRONIC DEVICES

Cell phones are not allowed for personal use in the building. Any personal use of these phones during the school day by a student may result in the loss of the phone and disciplinary action (Office detention). Cell phones that are confiscated from students may need to be picked up by a parent/guardian from the office. We will use progressive discipline for repeat offenders. Cellular phones, cameras, or other electronic devices are not to be used to capture pictures or take video while at school or on the bus.

LOST AND FOUND

If a student finds school material or personal property belonging to someone else, please return it to the secretary or teachers. Lost and found designated spaces are in the building.

DRESS AND APPEARANCE

Students should dress as though they were in a casual business environment as acceptable dress helps to create a positive and productive school climate. Student dress is unacceptable if it is considered to

be offensive, or if it affects the health, rights, and/or safety of the person or others. Parents/guardians may be contacted to bring a change of clothes if apparel is deemed to be unacceptable. Student dress is unacceptable if it is considered to be offensive, or if it affects the health, rights, and/or safety of the person or others, which includes, but not limited to, clothing that depicts or implies drugs and alcohol and/or the consumption of drugs and alcohol, appropriate language, sexism, racism, etc. Wearing hats or hoods in the building is not allowed. Exceptions to the rules regarding head coverings may be applied for purposes of religious and disability accommodations.

HALLWAY PASSING

Students who need to leave a classroom during class will sign-out of the room with the teacher's permission. Students traveling in the hallways are to walk, not run, and speak in a reasonable voice so as not to disturb any classes in progress. Students are not allowed to have food or drink in the hallways. Students are expected to return to class promptly after they have completed their business.

LOCKER GUIDELINES

During the first few days of school a student may be given a locker. No student is allowed to open another student's locker or to take anything from it. Students are expected to keep their locker neat and clean. Writing on lockers is not permitted. Lockers are to store coats, jackets, hats, and your articles of clothing. They are for books, papers, pens, pencils, and other items. Students should keep book bags in lockers during the school day, using scheduled locker times to get their necessary materials. Please do not attach stickers or glue or paste items inside of lockers, and we ask that you do not store food in your locker for extended periods of time. Aerosol cans are prohibited because their contents are flammable and may be hazardous to your health. Lockers are school property and are subject to search. Students do not have a reasonable expectation of privacy in their school lockers.

TEXTBOOKS

Textbooks are provided by the North Middlesex Regional School Department. The money for the books comes from the property taxes paid by parents/guardians and other citizens of North Middlesex. Students are responsible for all books issued to them. It is expected that students will exercise proper care of their books. Multiple copies of a text will not be distributed to a student. Students should follow these guidelines:

- Books should be kept in a student's direct possession or their locker.
- Books including paperbacks should be covered either by a store bought book cover or a cover made from a brown paper bag. Clear adhesive covers should not be used.
- All books issued to a student must be returned at the end of the school year in acceptable condition.
- Books damaged by a student's abuse or carelessness will be repaired or replaced at the student's expense. Textbook replacement cost ranges upwards from - \$75. If a book is lost during the school year, the student must pay for it before another is issued.

TELEPHONE USAGE

Students may be given permission by their teachers to use the office telephone to make important phone calls. The telephone should not be used to make after school plans. Students may be given permission to make emergency calls out of the building any time during the day. For safety reasons, an adult should always be aware and give permission for a student to call out of the building.

BICYCLES/SKATEBOARDS/ROLLERBLADES

Students riding bicycles, scooters, and unicycles to and from school must park and should lock them in designated areas. We cannot be responsible for stolen items. Students are not allowed to ride on school property during the time when the school office is open (7:00 a.m. - 4:00 p.m.). Students who skateboard or rollerblade to school must be considerate of students and staff. These items may not be stored in the building. Skateboarding or rollerblading in front of the school's entrances or on school property is not allowed at any time. Failure to follow these rules may result in a student's loss of privileges to ride bikes, etc. to school.

LUNCH

Our lunch period is 30 minutes in length. In our cafeteria, students may purchase a complete school lunch. A student may purchase milk or juice to supplement lunch brought from home. Lunches should not be delivered directly to the cafeteria. Pizza deliveries or deliveries from fast food establishments are not allowed. In emergencies, children can charge lunches.

CAFETERIA RULES

1. Conversations are to be carried on in a quiet, pleasant manner.
2. Respect the rights of others.
3. Treat food properly.
4. Return all trays, silverware, and other items to appropriate areas.
5. Leave a clean table and floor area when finished eating.

Students are to abide by the decisions of our cafeteria supervisors regarding seating, permission to leave the cafeteria, and all other cafeteria concerns. Failure to behave properly in the cafeteria may result in disciplinary actions.

The USDA has announced that lunch and breakfast will be free for all students until June 2022. There is a charge for snacks and a la carte items.

Free and reduced lunch forms are placed in the opening day packet. They are also available in the office. Children who receive free or reduced lunches are treated with dignity and privacy. (Only school administration are aware of students receiving free or reduced lunch.) Please complete an application if you believe that your child qualifies. The process is very confidential. **(See MEAL CHARGE POLICY)**

STUDENT ACTIVITIES

There is a variety of student activities throughout the school year in which children can become

involved. Activities such as student council, yearbook, band, drama, and interscholastic sports are available. After school enrichment courses/activities are available for all students throughout the year. NMRSD nonacademic and extracurricular services and activities are provided in such a manner as necessary to afford students with disabilities an equal opportunity for participation. Students will bring home information as the programs are developed each year.

STUDENT GOVERNMENT

We have a student council for grades 5, 6, 7, and 8. During the course of the year, the council communicates information to classroom members and pursues activities to promote school spirit and a sense of community for our school.

SCHOOL VISITORS

All visitors must report to the office upon entering the building. They must sign in and wear an appropriate identification badge. Students are not permitted to have student guests attend regularly scheduled classes. For security purposes, all exterior doors other than the main entrance remain secured from the outside. Any unauthorized visitors should report to the office.

STUDENT BEHAVIOR

BEHAVIOR AND COURTESY

We expect our students to be polite and respectful at all times. Positive behavior contributes a great deal to the overall success of our school. All students are entitled to attend a school that is both safe and free of negative behaviors and disruptions. The staff works diligently to maintain such an environment.

HONESTY AND INTEGRITY

Good scholarship must be founded upon integrity. Students will be held responsible for standards of honesty and integrity in their academic work. Tests or written assignments, for example, must be unquestionably their own. Plagiarizing from sources such as the Internet is unacceptable.

PHYSICAL RESTRAINT PREVENTION AND BEHAVIOR SUPPORT

The North Middlesex Regional School District has adopted a Physical Restraint Prevention and Behavior Support Policy and Procedures in accordance with state law. This policy is included in the Appendix to this Handbook. Corporal punishment is never used in the North Middlesex Regional School District. However, reasonable force may be used to protect students, staff or others from assault or imminent, serious, physical harm.

APPEALS

Students have the right to discuss, protest, debate, or appeal issues with which they are concerned. However, such actions must take place by arrangement through normal school channels and must not disrupt the educational process.

BULLYING/HAZING/HARASSMENT

See: Anti-Bullying Policy.

Bullying/hazing/harassment of any kind, verbal, physical or emotional directed toward any student or staff member by any student or staff member will not be tolerated.

Harassment, as defined here, is a violation of Title VI and Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendment of 1972. Harassment is defined as the following:

Harassment is unwanted nonverbal, verbal, written, graphic, or physical behavior directed at an individual on the basis of race, color, or sex, or unwelcome behavior of a sexual nature.

Email, text messaging, instant messaging, social media, and other technological communications have

become vehicles of harassment and are subject to the same penalties.

Individuals, who feel that they have been subjected to bullying/hazing/harassment, whether verbal, physical or emotional, should report these incidents to an adult in the building (teacher, guidance counselor, or principal).

SMOKE-FREE SCHOOL POLICY

The Massachusetts Clean Indoor Air Law, effective April 13, 1988, **“prohibits smoking in public and private schools.”** This law was expanded by the Educational Reform Act of 1993, Section 36 of Chapter 71 which calls for the prohibition of tobacco products within school buildings, facilities, on school grounds, and on school buses. Tobacco products include cigarettes, electronic cigarettes, smokeless tobacco, and/or their packages, cigarette lighters, or matches. No person is allowed to possess these products in part of the school facility, grounds, or school buses including before school, during school, or after school hours.

Students caught smoking in the building or on school grounds will be subject to up to a five (5)-day external suspension. North Middlesex Regional High School partners with the Townsend Board of Health and the Massachusetts Tobacco Control Alliance to further enforce our current tobacco use procedure and town ordinances. According to Smoke-Free Workplace Law (M.G.L. c. 270, § 22) and the Massachusetts Education Reform Act, the penalty for smoking or use of any tobacco product is a \$100 civil fine that applies to everyone, including students, staff, and visitors. The fine is payable to the city or town clerk, similar to a parking ticket. School administrators have been designated as agents to issue these citations for the purposes of enforcing this law in school buildings and school buses. Students will receive these citations via certified mail and fines must be paid or appealed within 21 days. If the fine is not paid, the citation becomes a civil offense and the student will receive a summons to appear before the Court Magistrate in Ayer District Court. If the fine is still not paid, the civil citation becomes a criminal offense.

North Middlesex also prohibits the possession of any tobacco products or non-FDA approved nicotine delivery devices (e.g., e-cigarettes, hookah pens, or vape paraphernalia), or other tobacco products in school, on school grounds, on school buses, or in school facilities.

NOTE: This policy applies to both students and adults at all events including inside the facilities and any exterior location on campus.

GROUP A MAJOR INFRACTIONS

All school, bus and evening sponsored activities are subject to the relevant rules and regulations stated herein. The following major infractions will be referred to and handled by an administrator or designee.

In order to reinforce this standard of conduct, the types of behavior, which will not be permitted in

School, are identified below. Some of these behaviors can warrant suspension of the student from school for 1 to 10 days. In certain cases, additional disciplinary action may be taken. Criteria to determine whether additional punishment is warranted includes such considerations as whether the behavior has been repeated; the severity of the reported violation; and the perceived danger to self, others, and the school in general.

These offenses cause serious disruption to the learning process and may result in an immediate suspension for a period up to 1 to 10 days. Due process guidelines will be followed. The student will be informed of the charges and the evidence against him/her. A discussion will be held between the administrators, giving the student the opportunity to tell his/her side of the story. Every effort will be made to telephone and inform the parent/guardian of the suspension. A written communication will be given to the parent/guardian. Each suspension may require a student, parent/guardian, and administrator conference prior to reinstatement. Students will be responsible for class work missed during the suspension. A reasonable timeframe will be given to complete missed work. Those assignments not turned in will be recorded as a zero. A student suspended for more than five separate instances during the school year may have his/her disciplinary record forwarded to the Superintendent by the Principal for the purpose of an administrative conference.

EXAMPLES OF MAJOR INFRACTIONS (Does not represent an inclusive list):

- Using or possessing a dangerous weapon while on school grounds or at a school-sponsored event[**SECTION 37H**]
- Possession of or under the influence of a controlled substance on school grounds or at a school-sponsored event [SECTION 37H]
- Possession of, consumption of, and/or under the influence of alcoholic beverages on school premises or at a school-sponsored event
- Smoking on school premises, school grounds, school buses, before, during, or after school. Students are not to bring cigarettes to school, have them in their possession, or in their lockers. Doing so may result in suspension and notification to the police department regarding which business sold them.
- Profane, obscene, abusive language or gestures directed to school personnel.
- Assault on school staff. [**SECTION 37H**]
- Felony charge or conviction [SECTION 37H1/2]
- Willful destruction of school property. Arrangements for some form of restitution are to be made with the parent/guardian and/or child as soon as possible.
- Any form of serious fighting on school grounds or during a school sponsored activity.
- Physical retaliations as a response to verbal confrontation are not an appropriate means to resolving difficulties between students and will not be tolerated. Failure to stop fighting when ordered to do so by school personnel may lead to further consequences.
- Any type of willful behavior that would pose a threat to another individual. This includes, but is not limited to, comments or threats directed toward others, which may compromise safety.

- Pulling fire alarms or using fire extinguishers.
- Leaving school property during school hours.
- Stealing of school equipment, personal property, money, sports equipment, etc. Arrangements for some form of restitution are to be made with the parent/guardian and/or child as soon as possible.
- Gambling is not permitted.
- Truancy.
- Possessing or distributing pornographic, slanderous, or libelous material.
- Any act of discriminatory harassment, including, but not limited to sexual/physical harassment. **(See SEXUAL HARASSMENT POLICY)**
- Any act of hazing. **(See HAZING POLICY)**
- No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section
- Furnishing, selling, possession of drugs, alcohol, e-cigarettes, vaping paraphernalia or any products containing tobacco or nicotine.
- Inappropriate use of technology **(See TECHNOLOGY USE POLICY)**

In cases of violations within Group A, the school may also report the incidence to the appropriate police department and/or Department of Social Services

Pepperell Police Department and/or Department of Social Services.

GROUP B SERIOUS MISCONDUCT

The following serious misconduct will be referred to and handled by the teacher with notification to the administration. Immediate one-hour detention, with a 24-hr notification, may be assigned for infractions in this category. Misbehavior during detention will not be tolerated. After two infractions, parents/guardians will be notified in writing or by phone. Following three infractions, a parent/guardian conference will be held, and any further violations of these regulations may result in suspension. Students who skip detention will be assigned an additional detention or possible suspension. For the students whose conduct in the classroom has not improved and his/her behavior distracts from learning, he/she will be removed and referred to the office.

EXAMPLES OF SERIOUS MISCONDUCT:

- Disrespectful or defiant behavior toward any school personnel.
- Physical misconduct toward another student (tripping, pinching, pushing, etc.)
- Verbal abuse, bullying, harassment, profanity and/or obscene gestures toward another student.
- Profanity.
- Stealing.
- Malicious destruction of personal property.
- Throwing or propelling any inappropriate objects.
- Cutting a class or coming to class late without a valid pass or permission.
- Failure to follow cafeteria rules.
- Failure to report to designated area or being in an unauthorized area without a pass from a teacher.
- Repeated and excessive tardiness to school.
- Repeated and excessive absences from school.
- Selling or trading of any items not sanctioned by the school.
- Cheating, plagiarism, forging parental signatures on school forms.

GROUP C MINOR INFRACTIONS

Teachers are responsible for ensuring that reasonable classroom rules are established and followed, which ensures proper classroom management, productivity, and protection of school and personal property. The classroom teacher usually handles minor infractions.

- Verbal correction, and if a student will not comply after a verbal correction, additional action may be taken at the teacher's discretion in the form of a teacher detention and notification of parents/guardians as outlined in Group B/serious misconduct.
- Overdue notes, absences slips, progress reports, detention slips, etc. will result in a call to parents/guardians.
- A second offense of any minor infractions will result in notification of parents/guardians by letter or phone.
- Third offenses will be considered defiant behavior and fall into the category of Group B/serious misconduct offenses.

CONSEQUENCES FOR VIOLATIONS TO THE BEHAVIOR CODE

- Administrators will use professional discretion in determining the appropriate consequence and length for each disciplinary step depending on the severity and/or frequency of offense(s). Consequences may range from the following examples:
 1. Phone Call Home
 2. Apology
 3. Mediation/Counseling
 4. Office Lunch
 5. Behavior/Safety Contract
 6. Detention
 7. Removal From Extra-Curricular Activities
 8. In-School Suspension
 9. Out-of-School Suspension
 10. Police Notification
- Students and parents/guardians will be given 24-hours' notice for teacher detentions and office detentions unless parents/guardians are notified and agree that the consequence will be served on the same day it was issued.
- Administrators reserve the right to meet with students at any time (without parent/guardian approval) in order to gather information related to a violation of the student handbook.
- Any vaporization or electronic cigarette/cigar paraphernalia or material that is confiscated by the administration will be discarded as waste.
- Any controlled substance paraphernalia or material that is confiscated by the administration will be turned over to the local police department.
- Administrators reserve the right to make additions or amendments to the discipline code if the need arises and to impose additional disciplinary consequences where determined to be appropriate.

SCHOOL BUS USE PROCEDURES

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

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

- Be on time at the designated bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to step onto the bus.

- Do not crowd and push getting on the bus.
- Respectfully follow the instructions of school staff members on duty.

WHILE ON THE BUS:

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

A written permission slip from the parent/guardian is necessary in order for a student to get on/off the bus at a place other than his/her regular bus stop. Students must get on or off the bus at their assigned stop. Continued refusal to promptly obey the directions of the driver or refusal to obey bus regulation may cause a student to be referred to the principal for disciplinary action. Possessing a weapon, lighting matches, smoking, alcohol and drug use on the bus are prohibited and will result in disciplinary action as is outlined in this handbook.

AFTER LEAVING BUS:

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

Extra-Curricular and Field Trips:

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

Bus Contractor:

Dee Bus Service, 978-597-2860

Bus Disciplinary Actions: See Page 35 for the NMRSD policy.

PARENT/GUARDIAN INFORMATION

COMMUNICATION BETWEEN PARENTS/GUARDIANS AND THE SCHOOL

Communication among students, parents/guardians and teachers is essential to a positive middle school year. Parents are encouraged to call, email or arrange to meet with their child's teachers and/or the administration to discuss their child or any concerns they might have. Formal conferences are scheduled in November and again in March. In an effort to make communication more efficient, we have an email distribution list that we encourage parents/guardians to join.

CONFERENCES

Parents/guardians are encouraged to attend parent/guardian-teacher conferences and to contact teachers when questions arise. **Parent teacher conferences are November 22 & 23, and March 14 & 15.** Other conferences may be set up at any time during the year by phoning the teacher at the school or sending a note with your child.

SCHOOL CLOSING

North Middlesex Regional School District will generally close school during the following emergencies:

- Excessive snowfall
- Dangerous ice/road conditions
- Flood conditions
- Hurricane and high wind conditions
- A problem with the school building.

Messages will be sent through our Connect-Ed service when school is closed or the regular school day schedule is altered. In addition to the Connect-Ed messages, delays and school closures will be announced on local TV and radio stations.

When school is delayed in the North Middlesex Regional School District, it is a two-hour delay:
10:00 a.m

SCHOOL COUNCIL

The school council is made up of the principal, parents/guardians, teachers, and appointed community members. Parents/guardians interested in becoming members of the council should send a letter to the principal's attention at either middle school.

MARKING PERIODS

We send report cards home to parents three times each year. Our school district's guidelines for grading are listed below:

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	below 60

PROGRESS REPORTS

Progress reports will be issued to all students halfway through each trimester.

Progress reports must be signed and returned to school. When you receive a progress report or other communication from a teacher, please respond quickly by writing or phoning the teacher. Don't hesitate to ask questions and get involved in your child's future progress. The sooner positive action is taken, the less likely the child will experience a failure in a subject.

HONOR ROLL GUIDELINES

High Honors:

- No less than A's in all academic subjects
- No less than B's in special area subjects
- No less than satisfactory in conduct in any subject

Honors:

- No less than all A's and B's in all subjects
- No less than satisfactory in conduct in any subject

PROMOTION/RETENTION

A student may be retained if he/she fails two or more core academic subjects for the school year with an average of less than 60 in these subjects unless the retention is not deemed to be warranted or beneficial by the administration. Academic subjects include Language Arts, Reading/Literature, Mathematics, World Language, Social Studies, and Science. Please contact our school guidance office for more information.

Eighth-grade students must successfully complete their academic requirements, must have returned all school property, and must have paid any debts incurred in order to participate in the end of the year celebration activities. Any 8th grader who fails 2 or more subjects for the year will not be allowed to participate in the end of the year celebration.

MIDYEAR FAILURE

At midyear, parents or guardians will be notified of any child who is at risk of failure for the year.

ACADEMIC/EXTRACURRICULAR PROBATION

The North Middlesex Regional School District follows the eligibility standards set forth by the Massachusetts Interscholastic Athletic Association (MIAA). A student who is participating in cross-country, track, field hockey, basketball, or any other NMS athletic team at the interscholastic level, must have a passing grade in the equivalent of four out of five major subjects in the prior quarter grades. Cross-country participants will need to have passed the four out of five major subjects the previous year. Academic eligibility will become official on the day the report card is issued. Incomplete grades may not be counted toward eligibility. 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. Any student on academic probation is not eligible to participate in interscholastic sports. This includes all practices and game situations.

ACADEMIC ENVIRONMENT:

The policies contained within this School Student Handbook shall apply to a student's participation in all academic environments, including, but not limited to, in-person classes, distance/remote learning instruction, and environments that combine in-person and distance learning (hybrid) instruction. Students are responsible for complying with all school policies regardless of the academic environment. Parents/guardians are expected to read and discuss the enclosed school policies with their child(ren).

HOMEWORK/ABSENCES

Students who are absent for one or two days are requested to contact a classmate for assignments. If the absence is for three or more consecutive days, parents/guardians may call the school for assignments. However, if a parent/guardian is certain that their child will be absent from school due to illness or injury, they may request assignments earlier. Requests received by 8:30 a.m. should be available at 3:00 p.m. that day. Parents must pick these up at the office.

The North Middlesex Regional School District does not support the use of school days for the purpose of family vacations. Each school day is vital to the progress and development of every child.

Homework and class assignments will not be provided in advance of family vacations. Students are required to follow-up on assignments, missed quizzes, and/or tests by speaking with their teachers upon returning from their school absences. The teacher will use appropriate discretion for when assignments are due.

HOMEWORK GUIDELINES

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

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

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

- All projects assigned will reflect the primary purpose(s) of homework, will be given sufficient time for completion, and will not be due immediately upon return from vacation. Recognizing the difficulties associated with determining individual student contributions and equitable grading, teachers are discouraged from assigning out-of-school group projects unless these issues can be assessed with certainty.
- At the middle school level students can generally expect up to 90 minutes of nightly homework. Communication among middle school teachers is essential to ensure compliance with this guideline.
- The teacher and the student will assess all homework assignments. Collected homework will be returned to the student in a timely fashion.

- Homework generally should not count for more than 20% of a student's grade. There will be consistency regarding this guideline.
- Teachers will communicate in a timely manner with parents when homework assignments are not being completed. Parents will communicate with teachers if their children are experiencing difficulty with assignments.
- When assigning homework, teachers need to be aware of extra-curricular school events in which many students are involved.
- Parents are encouraged to utilize the resources available through the school to assist students with the successful completion of assignments.

SPECIAL EDUCATION AND SECTION 504

Rights and Responsibilities

Rights and information relating to special education and students with disabilities, including the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA), are available through the guidance and special education departments. Such rights are pertinent when students are not progressing effectively in regular education programming due to a suspected mental or physical impairment or when students are unable to access the regular education curriculum without disability-related accommodations. Parents, guardians, and any person in a caregiving or professional capacity concerned about the student's development have the right to request a special education or Section 504 evaluation of the student.

Special Education Eligibility

Following a referral, the Team determines if a student is eligible for special education based on a thorough evaluation. Prior to any special education evaluation, parental/guardian consent is required. Not every student will require all of the assessments offered by the school. Each evaluation must have an educational assessment as well as an assessment by one or more specialists in all areas related to the suspected disability. Eligibility is based upon the determination of presence of a disability (as defined by state and federal regulations), the lack of progress in the general education program as a result of the disability, and the need for specially designed instruction/related services in order for the student to make effective progress.

Individualized Educational Program (IEP)

If a student is found eligible for special education, the Team develops an Individualized Educational Plan (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating the student's disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent/guardian

involvement during the evaluation and IEP development is an integral part of the process. The IEP is a vehicle for improving the educational experience for a student with disabilities.

Progress reports shall be provided at least as often as parents/guardians are informed of the progress of students without disabilities.

The Parents' Rights Brochure from the Massachusetts Department of Elementary & Secondary Education is available in the school special education office. Parents/guardians are encouraged to contact the student's special education teacher, guidance counselor, principal or special education director with questions about special education.

Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of students without disabilities are met.

Students Rights Under Section 504 of the Rehabilitation Act of 1973

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

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

will knowingly be permitted in any of the programs and practices in the school district.

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

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

The district coordinator, Mr. Brad Brooks, can be reached at the Central Administration Office. The school counselor is responsible for monitoring each student's Section 504 plan. The principal is responsible for the successful implementation of each student's Section 504 plan.

A Notice of Rights under Section 504 is available in the school's guidance office. Parents/guardians are encouraged to contact the Section 504 Coordinator with questions about Section 504.

Transfer of parental rights at the age of majority and student participation and consent at the age of majority

Upon a student reaching the age of eighteen (18) years of age, the district will continue to send the parent/guardian written notices and information but the parent/guardian will no longer have decision-making authority, except as provided below:

- (a) If the parent/guardian has sought and received educational guardianship from a court of competent jurisdiction, then the parent/guardian retains full decision-making authority. The parent/guardian does not have authority to override any decision or lack of decision made by the student who has reached the age of majority unless the parent/guardian has sought or received educational guardianship or other legal authority from a court of competent jurisdiction.
- (b) The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to share decision-making with his or her parent/guardian (or other willing adult), including allowing the parent to co-sign the IEP. Such choice is made in the presence of the Team and is documented in written form. The student's choice prevails at any time that a disagreement occurs between the adult student and the parent/guardian or another adult with whom the student has shared decision-making.

- (c) The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to delegate continued decision-making to his or her parent/guardian, or other willing adult. Such choice is made in the presence of at least one representative of the school district and one other witness and is documented in written form and maintained in the student record.

FIELD TRIPS

Students are encouraged to participate in various field trips that or which serve as an extension of the classroom program. These enrichment trips are funded through grants, student fees, school budgeting, private donations and the PTO. If participation causes a financial hardship for a family, the student is encouraged to speak with his/her teacher. Funds are available to assist these students. Students and families will receive ample notification with the necessary permission slips and guidelines relative to the trip. Teachers and parent/guardian volunteers provide supervision.

All school rules apply to behavior standards while on field trips. Children are expected to show cooperation and self-control. Students who display poor academic effort and/or poor behaviors may find themselves excluded from future field trips during the same academic year. If an exclusion from a field trip is warranted, parents/guardians will be notified within a reasonable time before the trip. The school will provide an alternative educational program for those students not attending a class trip.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them. If a homeless student arrives without records, the school

district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records.

4. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch Program.

HUMAN SEXUALITY CURRICULUM

Parents/guardians have the right to inspect and review the program instruction materials and exempt their child from any curriculum involving human sexual education or human sexuality issues. To exempt a child, the parent/guardian should provide written notification to the principal, specifying the class they wish their child not to participate. The exempted student will not be penalized and will be provided with an alternative educational assignment or provided with a directed study period.

INTERNET ACCESS

Because the Internet is an open system, some of the material that is available on the Internet may not be suitable for students. The school does provide a filter, which denies access to inappropriate Internet sites. Staff always monitors student use of the Internet.

Private e-mail is not allowed. Parents and students have the responsibility for discussing the appropriate usage of the Internet Access Network. An Internet Policy will go home with the opening packet. All students and parents/guardians must return this signed policy handout to school. **(See District Acceptable Use Policy)**

PARENT/GUARDIAN PARTICIPATION

One of our goals is to make parents/guardians feel welcome at the North Middlesex Regional School District. We believe that through cooperation between home and school, we can maximize the educational experience for all. The following information may help parents/guardians decide what role to play when becoming involved in activities at school.

PARENT TEACHER SUPPORT GROUP (PTO)

Our philosophy is that the best possible educational experience for our children can only be achieved through the combined efforts of parents/guardians, teachers, administration, and other school personnel. Working toward this goal, the **PARENT TEACHER SUPPORT GROUP** has been actively striving for better communication between parents/guardians and the school. Please keep in mind that YOU are urged to join our efforts, so that the educational changes and progress, which we all desire for our children, can evolve from groups such as this one. The **PARENT TEACHER ORGANIZATION** will announce a meeting/program schedule at the beginning of each school year. This information will go home in newsletters, and be available on our website.

NMRSD SPED PAC (SPECIAL EDUCATION PARENT ADVISORY COUNCIL)

Massachusetts law requires school districts to create a districtwide special education parent advisory council (SEPAC) offering membership to all parents of eligible students. The parent advisory council duties shall include but not be limited to advising the district on matters that pertain to the education and safety of students with disabilities and meeting regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs.

In instances where districts have not had success with generating strong interest in creating a SEPAC (such as ours), districts may work with other districts or through an Educational Collaborative to establish a Regional SEPAC.

The NMRSD participates in a Regional SEPAC with several neighboring districts. SEPAC meeting dates are sent out annually and the meetings generally are located at the offices of the CAPS Collaborative in Westminster.

For SEPAC information, please contact the special education office.

VOLUNTEERS

Parents/guardians are encouraged to help at our school and the staff welcomes volunteers. If you are interested in volunteering, please contact your student's middle school office.

MEDICAL INFORMATION

The following items relate to our health office procedure. If you have any specific questions, please do not hesitate to contact the school directly.

- **Emergency Contact Information:** These cards/sheets are issued to every student at the beginning of each school year. These should be completed on both sides and signed by the parent or guardian. Our school nurse keeps the emergency cards in her office. Please update your card should your home, cell or work numbers change.
- **Illness at School:** When a student becomes ill at school, she/he is sent to the school nurse. If the nurse feels that the child should go home, she contacts the parents. If they are not available, she will notify the alternate name listed on the student's emergency card.
- **Health Exams:** Every student in the seventh grade is required by state law to submit proof of a complete physical exam. This exam may be performed by a private physician or by the school physician on a designated date. Any student participating in an after school sport is required to have a current physical on file dated within 13 months of the beginning of the sport. All new students must have a current physical within one year of start date.
- **Immunization:** According to Massachusetts State Immunization Laws all students are required to have the following immunizations prior to entering seventh grade. Students will not be able to start grade 7 without them.
 - Two doses of MMR vaccine
 - Three doses of Hepatitis B Vaccine
 - Two doses of varicella vaccine or physician certified proof of chickenpox disease
 - One booster dose of Tdap

- Meningococcal vaccine (MenACWY)
 - More information regarding immunizations can be found at: [Immunizations](#)
- **Illness:** Parents are asked to call the absent line to report an illness.
 - **Prolonged Absence:** Students are required to bring a written note explaining his/her absence regardless of the number of days absent. However, the school nurse or guidance will contact the family if a student has an unexplained absence of 3 days or longer. After an absence of 5 days or longer, a doctor's note is required before the child can be readmitted to school.
 - **Hearing and Vision Screening:** Parents of students who have their hearing and vision tested will be notified in writing if a student fails either of these tests. Vision is tested in 5th and 7th grade, hearing is tested in 7th grade.
 - **Height, Weight:** Students in grades 5 and 7 will have this screening.
 - **Excuse Notes for Physical Education:** If your child has a temporary or long term physical condition that may affect his/her participation in a Physical Education class, please send a note to the school nurse. If there is a problem, the school nurse will contact the parent for further clarification. The nurse will also forward a copy of the note to the child's physical education teacher.
 - **Medication:** Only emergency or long-term medications should be dispensed at school, such as those required for asthma, hyperactivity, bee sting allergies or diabetic reaction. Any medication that must be given at school should be brought to the school nurse in the original pharmacy container and cannot be transported back and forth each day. Medication must be brought to school by a parent or guardian. Tylenol and/or ibuprofen can be given only with parental/guardian written permission. Any child who needs medication at school (prescription or non-prescription) orally, injection, or inhalers (daily or as necessary) needs to provide a new doctor's order at the beginning of each school year. This must also be accompanied by written permission from a parent or guardian. Medication is kept locked in the nurse's office and is dispensed by the School Nurse. For their own safety and the safety of others, students are not allowed to carry medication around during school. When a physician deems it necessary for a student to have immediate access to medication (inhaler), the parent will provide documentation from the physician stipulating such necessity and confirmation that the student has been advised of cautions and proper use of the inhaler in school.
 - **Field trips:** NMRSD has a license to delegate certain medications for field trips. Any medications needed by a student during a field trip will be given to the teacher along with a health concerns list the day of the trip. The Nurse and teacher will review health concerns and proper medication administration prior to the trip. Students may self-carry inhalers during the field trip with an appropriate doctor's order, written parental permission, and school nurse

approval. Proper administration of Epi-pens will be reviewed with teachers prior to field trips.

- **Life threatening allergies:** Documentation from a doctor of the allergy including signs, symptoms, and treatment must be renewed annually. All Epi-pens are kept unlocked in Nurse's office. All staff members are trained annually on signs and symptoms of anaphylaxis and correct use of Epi-pen. The school nurse will work with the parents and primary care provider of the student with life threatening allergies to prepare an individual health care plan (IHCP).
- **Scoliosis Screening:** Scoliosis Screening or postural screening is an annual state mandated non-invasive exam conducted by the school nurse and the physical education teachers for all students in grade 5-8. Notices are sent home each year.
- **Injuries:** If a child is injured and sees a doctor for treatment, please send documentation from the doctor on what type of injury occurred, treatment being done, and any restrictions the child may have.

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

DISTRICT WIDE POLICIES AND INFORMATION

PLEASE NOTE

Oftentimes policies are updated over the course of the year and posted to the district website. Policies that have been updated and posted supersede policies in this handbook.

DISTRICT POLICY BOOK

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

ACCESS TO STUDENT RECORDS

(1) **Log of Access.** A log shall be kept as part of each student's record. If parts of the student record are

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

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

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

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

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

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

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

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

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

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

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

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

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

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

(5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial

parent may have access to the student record in accordance with the following provisions.

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

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

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

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

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

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

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

Regulatory Authority:

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

NMRSD SCHOOL COMMITTEE ORDER OF BUSINESS

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

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

5. New Business.
6. Adjournment/End of Meeting

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

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

LAWS & REGULATIONS PERTAINING TO STUDENT CONDUCT AND BEHAVIOR

M.G.L. c.71, §37H

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

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

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

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

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

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

M.G.L. c.71, §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the

new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4.

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

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

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

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

school activities for 1 day or more.

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

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

M.G.L. c.76, §21

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

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

facilitate and verify enrollment in the service.

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

M.G.L. c.71, §37L

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

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

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

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

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

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

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as

a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

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

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

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

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

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

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

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

content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

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

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

PARENTAL 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:

1. *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, anti-social, 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.

2. *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.
3. *Inspect upon request and before administration or use:* protected information surveys of students created by a third party; 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. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The NMRSD will directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. This notification will occur at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- the collection, disclosure, or use of personal information for marketing, sales or other distribution;
- the administration of any protected information survey not funded in whole or in part by DOE; and
- any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under PPRA have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

SUMMARY OF MASSACHUSETTS LAWS AND REGULATIONS PERTAINING TO STUDENT RECORDS

I. Inspection of the Student Record

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

II. Rights of Non-Custodial Parents

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents

who do not have physical custody of their children. For more information, please see 'ACCESS FOR NON-CUSTODIAL PARENTS' below.

III. Confidentiality of Student Records

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

IV. Amendment of the Student Record

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

V. Destruction of Student Records

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

VI. Directory Information

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

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

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

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph

- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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