

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT



**2021 - 2022
HIGH SCHOOL HANDBOOK**



NORTH MIDDLESEX REGIONAL HIGH SCHOOL

19 Main Street
Townsend MA 01469
Telephone: 978-597-8721 Fax: 978-597-3180

PRINCIPAL

Timothy McMahon

ASSISTANT PRINCIPALS

Laurie Smith
Shigehito Tanaka

SCHOOL RESOURCE OFFICER

Mark Francis

ATHLETIC DIRECTOR

Cameron Fisk

SUPPORT STAFF

Susan Hamel, Principal's Secretary
Jana Hodgson, Secretary/Receptionist
Sandy Jamieson, Guidance Secretary
Carla McLeman, Secretary



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

Brad Morgan

ASSISTANT SUPERINTENDENT

Nancy Milligan

BUSINESS MANAGER

Nancy Haines

DIRECTOR OF BUILDINGS AND GROUNDS

Oscar Hills

DIRECTOR OF SPECIAL EDUCATION

Brad Brooks

DIRECTOR OF TECHNOLOGY

Jeremy Hamond

DIRECTOR OF HUMAN RESOURCES

Anne Marie Tucciarone-Mahan

DIRECTOR OF HUMANITIES

Lisa Comeau

DIRECTOR OF STEM

Kevin Cormier

SCHOOL COMMITTEE

David Carney	Pepperell
Thomas Casey	Pepperell
Jessica Ann Funaiole	Townsend
Craig Hansen, Chairperson	Pepperell
Lisa Martin	At-Large
June McNeil	Ashby
Michael Morgan	At-Large
Susan Robbins	Townsend
Randee Rusch, Vice Chairperson	At-Large

DISTRICT COORDINATORS

504 Coordinators

Director of Special Education
(978) 597-8713 X 1501

Homeless Liaison

Director of Special Education
(978) 597-8713 X 1501

Title VI

Assistant Superintendent
(978) 597-8713 X 1301

Title IX

Assistant Superintendent
(978) 597-8713 X 1301

CONTENTS

INTRODUCTION

Values and Beliefs about Learning	6
-----------------------------------	---

GENERAL INFORMATION

Masks	7
Annual User Fee/Athletic Fee Schedule	7
Building Security	7
Flow of Communication	7
Idling Motor Vehicles	7
McKinney-Vento Homeless Assistance Act	7
Nondiscrimination Statement	8
Safety Regulations	8
School Cancellations and Delays	8
Telephone Communications	9
Video Surveillance Cameras	9
Visitors	9

ACADEMICS

Guidance and Counseling	10
Weighted Grade Values	11
Grading and Progress Reports	11
Midterms and Finals	12
Homework Philosophy	12
Guidelines for Homework	12
Parent / Guardian Notification	13
Student Records	13
Court-Abrogated Rights	14
Special Education	14
Special Education and Section 504	14

ATTENDANCE

Notification of Student's Absence	16
Excused Absences/Tardies	16
Late Arrival to School	17
Dismissals	17
Truancy	17
Credit Maintenance	17
Extra-Curricular & Athletic Participation	17
Makeup Privileges	18
Home Visits	18
Permanent Withdrawal	18
Instructional Support Services Team (ISST)	18

ADDITIONAL POLICIES and PROCEDURES

Attendance at Athletic Events	18
Attendance at School Dances	19
Bathrooms	19
Before- & After-School Supervision	19
Dress Code	19
Electronic Devices	19
Hall Passes	20
Laboratory Safety	20
Publications & Posters	20
School Property	20

CODE OF STUDENT CONDUCT

Philosophy	20
Code of Conduct	21
Behavior Management	21
Overview of the Discipline System	21
Conduct of Students	21
Progressive Discipline Defined	21
Levels of Infractions	21

DISCIPLINARY PROCEDURES

Disciplinary Measures	23
Due Process	24
Principal's Hearing	25
Academic Progress	26
Bullying: Definitions and Terms	26
Cheating & Plagiarism	26
Dangerous Weapon, Controlled Substance, Assault on School Staff	26
Discharge of Fire Extinguisher	26
Drug and Alcohol Policy	26
False Alarm of Fire	27
Fighting on School Property	27
Gambling	27
Leaving School Grounds	27
Smoke-Free School Policy	27
Special Education - Discipline	28
Student Commerce	28
Student Search	28
Substance w/Property of Releasing Toxic Vapors	29
Theft	29
Vandalism	29
Weapons, Controlled Substances, Assault on School Staff, Felony Charges and Felony Convictions	29

HEALTH SERVICES

District Medical Requirements	30
In School Screenings & Grade Requirements	30
<i>Emergency Forms</i>	31
<i>Prolonged Absences</i>	31
<i>Field Trips</i>	31
<i>Life Threatening Allergies</i>	31
<i>Medication</i>	31
<i>Physical Education Policy</i>	32
<i>(Regarding Students with Special Medical circumstances)</i>	

STUDENT SERVICES

Lost and Found	32
Student Driving and Parking Policy	32
Work Permits	33

CLUBS AND ACTIVITIES

Current Clubs	33
---------------	----

ATHLETICS

MA Interscholastic Athletic Regulations	34
NM Requirements for Participation	34
Athletics & Vacations	35
Awards Policy	35
MIAA Chemical Health Policy	35
Communication	36
General Athletic Department Guidelines	36
Grooming and Dress	37
Head Injuries & Concussions	37
Athletic Probation Policy	39
Parent/Guardian/Fan Code of Conduct	39
Sportsmanship	40
Taunting	40

DISTRICT POLICIES

	41
--	----

APPENDIX

	44
--	----



**Grow.
Pursue.
Achieve.**

At North Middlesex Regional High School our students:
GROW into respectful and responsible citizens,
PURSUE goals as they challenge themselves to learn and succeed,
ACHIEVE excellence as they progress toward their
personal and academic potential.

Values & Beliefs about Learning

WE VALUE GROWTH.

We believe all members of our educational community GROW when we:

- Think critically and creatively
- Try new things and respond to change
- Collaborate with others to better draw on the strengths, differences, and perspectives of all
- Reflect regularly on our thinking and behavior to learn from our mistakes and celebrate accomplishments

WE VALUE THE PURSUIT OF KNOWLEDGE & EXCELLENCE.

We believe:

- Learning is a life-long pursuit
- All students can learn and attain excellence
- There are many different ways of learning and definitions of excellence
- Students need time to develop and take ownership of their learning
- Learning is an opportunity for students to pursue their interests and goals

WE VALUE ACHIEVEMENT.

We believe:

- All students will rise to high expectations
- There are many ways students can achieve and succeed
- We will maintain our tradition of academic excellence and service to others as we embrace innovative ideas and face new challenges

GENERAL INFORMATION

MASKS (Kindergarten-Grade 12):

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 policies created. When this occurs, the revised or new policy automatically goes into effect. District policies can be found at nmrsd.org.

ANNUAL USER FEE / ATHLETIC FEE SCHEDULE

High School Athletic Fee - \$190.00/sport (\$390 for ice hockey/ice time; cooperative sports - fee varies per sport)

*Ice Hockey fee is subject to change.

High School Marching Band Fee - \$190.00/year

High School Class Dues* - \$25.00/year

High School Student Parking Fee - \$60.00/year

***See also: District Policy section regarding class dues.**

BUILDING SECURITY

The main entrance will be unlocked and open for entry into the building at 7:00 AM as students arrive. All doors will be locked promptly at 7:15 AM and will remain locked throughout the day.

FLOW OF COMMUNICATION

At North Middlesex Regional High School, we are always willing to respond to questions or to hear your concerns. However, to ensure a quick resolution, please contact the person who is closest to the situation which generally follows this flow of communication:

First: Teacher or Coach

Second: Guidance Counselor, Department Chair, or Athletic Director

Third: Assistant Principal

Fourth: Principal

Fifth: Superintendent of Schools

Sixth: School Committee

IDLING MOTOR VEHICLES

Operators of any bus or motor vehicle are restricted from unnecessarily idling such vehicles on school grounds pursuant to M.G.L. c. 90, § 16B. Fines of up to \$100 may be imposed for a first offense and \$500 for second and subsequent offenses.

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.

NONDISCRIMINATION STATEMENT

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.

SAFETY REGULATIONS

Safety regulations and fire drill procedures are posted in all classrooms, laboratories and common areas.

SCHOOL CANCELLATIONS AND DELAYS

In the event of a school cancellation or delay, in most instances, an automated phone call will be made announcing the cancellation or delay. Students and parents/guardians can also check the school website or watch the television stations for additional information.

Television Stations

WBZ	Channel 4
WCVB	Channel 5
WHDH	Channel 7
WFXT	Channel 25

TELEPHONE COMMUNICATION

The receptionist in the main office can be reached between the hours of 6:30 AM and 3:00 PM. The main office telephone number is **(978) 597-8721**. Please refrain from utilizing cell phones for communication between parents/guardians or students as it disrupts the learning environment.

VIDEO SURVEILLANCE CAMERAS

In order to maintain the safety of our students and the security of our building, video cameras will be used to monitor the school complex including entrances, corridors, parking lots, and fields.

VISITORS

All visitors to the school, including parents or guardians, must check in at the main office and present a driver's license to one of our building secretaries. Visitors will be issued a visitor's pass and be escorted to and from their destination. NMRSD utilizes The Raptor Visitor Management System to screen all visitors.

ACADEMICS

GUIDANCE AND COUNSELING

Guidance and counseling services are available and essential for all students. The mission of the guidance department is to assist students in developing and supporting their academic and career goals. It is also our hope to enhance the intellectual, emotional and social development of all students while maximizing their potential and assisting in the development of a positive sense of self-worth. Services include personal and group counseling, academic advising, and career awareness. These are conducted in individual and group sessions as well as classroom presentations.

Each student will meet with his/her guidance counselor at least twice a year. Students are encouraged to make appointments with their counselor as needed. Students can request a meeting with their counselors at any time by seeing the receptionist in the guidance office. Guidance counselors are always available to respond to a crisis or emergency situations. Additionally, counselors also conduct college admissions meetings and guidance-related classroom lessons. Evening forums for parents will be available throughout the school year.

The guidance staff encourages parents/guardians to contact them with any concerns. The counselor, the student, and the parent/guardian play a significant role in school related decision-making and communication is vital. The guidance office telephone number is **(978) 597-8196**.

<i>Student Last Names</i>	<i>Guidance Counselor</i>
A - C	Ms. Julia Mancini
D - K	Ms. Beth Romano
L - Q	Mrs. Nina Arnold
R - Z	Ms. Elizabeth Lough

Schedule Changes

The course selection process is one that should be a cooperative venture among students, parents/guardians, teachers, and guidance counselors. Classes should be chosen carefully and realistically since schedule changes will only be permitted for academic reasons. At NMRHS, scheduling and staffing decisions are based on requests and registration in certain courses. Additionally, scheduling conflicts and/or oversubscription in a specific section may prevent a student from being scheduled into his or her first choice.

- Administration reserves the right to alter the *Program of Studies* as needed.
- Selection of a course during registration does not guarantee placement in a class or that a course will be offered in the next academic year.
- Schedule changes are made for academic reasons only.
- Any change to a student's course selections and/or schedule must be first approved by a parent or guardian. No schedule changes will be made until both the department head and guidance counselor initial the change request form.
- Schedule change requests are not honored without a thorough review.

Any necessary changes must be made during the Add /Drop Period, which takes place only during the first four (4) days of a full year course and the first four (4) days of a semester course. A teacher may initiate a schedule change if he or she is concerned that a student has been placed in an inappropriate level within the first seven (7) days of the course. The teacher and student must complete a form, which is available in the guidance office. The student should continue to attend class based on his or her current schedule until the change(s) have been approved and a copy of the revised schedule has been received from a guidance counselor or teacher.

WEIGHTED GRADE VALUES

Grade	Numerical Equivalent	AP Course	Accelerated Course	College Prep Course	Introductory Course
A+	100-97	5.5	5.0	4.5	4.0
A	96-93	5.0	4.5	4.0	3.5
A-	92-90	4.5	4.0	3.5	3.0
B+	89-87	4.3	3.8	3.3	2.8
B	86-83	4.0	3.5	3.0	2.5
B-	82-80	3.7	3.2	2.7	2.2
C+	79-77	3.4	2.9	2.4	1.9
C	76-73	3.0	2.5	2.0	1.5
C-	72-70	2.7	2.2	1.7	1.2
D	69-65	2.4	1.9	1.4	0.9
F	64-0	0	0	0	0
I	Incomplete	0	0	0	0
P	Passing	0	0	0	0

Some courses are graded on a pass/fail basis designated by P or F.

QPA Weighted value of final letter grade is multiplied by the number of credits of each course, and then divided by the total number of included weighted courses. Any summer school course that becomes part of the student's high school record will not be computed into the QPA.

Quality Point Average is a cumulative computation of a student's academic class standing. It is a weighted ranking system in which both the levels and course grades are used to determine the average and class standing. Junior class rank is based on six semesters, and senior class rank is based on eight semesters. The **QPA** is used to determine the class valedictorian and salutatorian. The calculation of the **QPA** includes only academic courses, that is, courses at Levels 1-3.

$$\text{QPA} = \frac{\text{SUM OF WEIGHTED GRADES} \times \text{NUMBER OF CREDITS}}{\text{TOTAL CREDITS}}$$

Class Rank

The grade point average and quality point average are calculated for students at the end of each semester. The **QPA** is used to determine eligibility for National Honor Society. The **QPA** is also used to determine the valedictorian and salutatorian of the graduating class. In addition, the **QPA** is recorded on transcripts and is computed at the end of each semester.

GRADING AND PROGRESS REPORTS

Students will receive one (1) progress report and one (1) report card per quarter. Please note that report cards are published digitally in the Aspen Parent Portal at the end of each quarter. This report will contain information on the student's grades, academic progress, or behavior. Parents/guardians who have not received a copy should contact the main office.

- Teachers are responsible for informing parents/guardians whenever students are experiencing a significant decline in grade(s); however, the ultimate responsibility lies with the student to communicate any change of academic status to their parents/guardians.
- All progress reports and report cards can be viewed on ASPEN.

Promotion Policy

The following minimum requirements must be met to be promoted into Grades 10, 11 and 12:

Grade 10.....	35 credits
Grade 11.....	70 credits
Grade 12.....	105 credits

Honor Roll

The Honor Roll program exists to recognize academic achievement. Honor Roll eligibility is as follows:

HIGH HONORS: A- or above in all subjects

HONORS: B- or above in all subjects

Pass/Fail (P/F) will not count towards the determination of honor roll.

MIDTERMS and FINALS

All classes will have a final assessment, which will count towards 10% of the final grade. This assessment may be in the form of an exam, project, presentation, or a series of assignments. All full-year courses will have a midterm assessment equal to 10% of final grade for the course.

HOMEWORK PHILOSOPHY

The administration and faculty believe that homework is an integral part of the instructional program and the learning process which allows students to follow through on their personal commitment to academic success. Homework is fundamental to an individual's learning and preparation for higher education. Homework helps a student develop independence, a sense of accountability, and time management skills. The length of assignments may vary from day to day, teacher to teacher, subject area to subject area.

Homework at North Middlesex Regional High School is designed for 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, the assignment of homework:

- serves as a guide to the teacher in planning instruction
- develops study habits and a work ethic among students
- provides activities that support other learning styles
- provides an opportunity for parents/guardians and students to work together on academic pursuits
- keeps parents/guardians abreast of the curriculum

Faculty at North Middlesex Regional High School stands ready to help the students improve their learning through in-class instruction, after school assistance and related homework assignments. Students are encouraged to pursue their education to the fullest.

GUIDELINES FOR HOMEWORK

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.
- At the secondary level, students can usually expect nightly homework. For students in advanced level classes, more time will be required.
- All homework assignments will be assessed by the teacher and the student. Collected homework will be returned to the student in a timely fashion.
- Homework will not count for more than 10% of a student's grade.
- Teachers will communicate with parents/guardians in a timely manner when homework assignments are not being completed. Parents/guardians will communicate with teachers if their children are experiencing difficulty with assignments.
- Parents/guardians are encouraged to utilize the resources available through the school to assist students with the successful completion of assignments.

PARENTAL/GUARDIAN NOTIFICATION

Massachusetts General Law, Chapter 71, Section 32A, requires schools to notify the parents/guardians of students of the courses and curriculum offered that primarily include human sexual education or human sexuality issues.

At North Middlesex Regional High School, certain course curricula (Health, Sociology/Psychology, Biology) include topics such as puberty, dating, pregnancy, birth control, the prevention of HIV/AIDS and other sexually transmitted diseases. If you would like to view the curriculum and instructional materials used for these courses, please call the department chair to arrange a convenient time.

In addition, under Massachusetts General Law and School Committee policy, a parent/guardian may exempt a child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send a letter to the principal requesting the exemption. No student who is exempted from this portion of the curriculum will be penalized. Alternative assignments may be provided for students who are exempted.

STUDENT RECORDS

Student records are of two types: transcript and temporary records. The transcript includes: name, address, course titles, grades, credits, and grade level educational progress. The temporary record includes such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons.

A parent/guardian, or a student who is at least 14 years old or in ninth grade (“eligible student”), has the right to inspect all portions of the student record upon request to the principal. The record must be made available to the parent/guardian or eligible student no later than two days after the request, unless the parent/guardian or eligible student consents to a delay. The parent/guardian or the eligible student has the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating the materials. The parent/guardian and eligible student may request to have parts of the record interpreted by a counselor or other qualified professional at the school or may invite anyone else of their choosing to inspect or interpret the record with them. Student record information, and where it may be found, may include:

RECORD INFORMATION

CUMULATIVE FOLDERS
MEDICAL RECORD
ATTENDANCE RECORD

LOCATION

Guidance Office
Nurse’s Office
Main Office

Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent/guardian, eligible 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/guardian 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 seeks to or intends to transfer. NMRSD hereby gives notice that it does forward student records to any school to which a student seeks to or intends to transfer.

Amendment of the Student Record

Eligible students and/or parents/guardians have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents/guardians 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.

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/guardian and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

COURT-ABROGATED RIGHTS

The parents of a child shall enjoy all the rights under law (even if estranged or non-custodial) unless such rights are explicitly abrogated by court order and such order has been presented to the school. It is the responsibility of a parent, foster parent, or guardian to produce the court order, which abrogates the rights of either or both parents.

Parents/guardians are encouraged to provide the school with any and all documents, which are current and related to custody issues. All requests for student records by non-custodial parents will be responded to in accordance with the requirements of M.G.L. c. 71, § 34H.

SPECIAL EDUCATION

A student may be entitled to special educational services if he/she meets all three of the following requirements:

- He/she is between the ages of 3 and 21 years of age
- He/she has not obtained a high school diploma or its equivalent; and
- He/she has a disability (physical, emotional, or otherwise) that keeps him or her from making effective progress in a regular class.

Referral for evaluation may be initiated by either the school, the parent/guardian, or any person in a caregiver or professional position if it is anticipated the student may be in need of special services.

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 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.

ATTENDANCE

In accordance with the General Laws of the Commonwealth of Massachusetts, all students are expected to attend school on a regular basis. The educational process requires continuity of instruction, active engagement in the classroom, and consistent feedback from teachers. Regular attendance at school not only increases the likelihood that students will grow to their potential and pursue varied opportunities, but also establishes the future work habits necessary to become respectful and responsible adults.

Under all circumstances, parents/guardians will be contacted via Connect Ed when a student is absent or tardy. Additionally, in accordance with the requirements of M.G.L. c. 76, § 1B, 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 a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from public safety, health and human service, housing and nonprofit agencies.

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).

Additionally, at North Middlesex Regional High School, to ensure compliance with the mandatory attendance law, any student with more than twelve (12) absences must develop a Credit Maintenance Plan in order to receive credit for his or her classes.

NOTIFICATION OF STUDENT'S ABSENCE

It is the parent/guardian's responsibility to notify the high school of a student's absence either by telephone or in writing via email, preferably on the same day as the absence. These actions will acknowledge that the student was not truant from school. Family vacations are considered to be an absence; therefore, days missed will be counted toward the student's credit loss limit. Although highly discouraged, if a family vacation is planned, a parent/guardian must notify the principal in writing prior to departure. Students must notify individual teachers and make appropriate arrangements in order to keep up with their work.

Failure to do so may result in the student receiving no credit for the work missed.

To report your student's absence,
please call:

978-597-8721

Or email

hsattendance@nmrsd.org

EXCUSED ABSENCES/TARDIES

NM is reasonable when students are absent due to illness. However, if the absence is prolonged, then we will need one of the following documents:

- Death in family (parent/guardian, sibling, grandparent, aunt, uncle, niece, nephew, cousin)
- Professional health appointment (with note from the practitioner)
- Chronic illness (documented by a physician)
- Religious holiday (with 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.
- Extenuating circumstance determined by the principal or the Instructional Support Services Team (ISST)

LATE ARRIVAL TO SCHOOL

A student arriving after the start of school (7:15 AM) must sign into the office upon entry to the building. If the late arrival is excused (e.g., doctor appointment), documentation should be submitted at that time. In order to promote timeliness, students who are repeatedly tardy may face disciplinary action.

For every five (5) unexcused tardies to school that a student accumulates in a quarter, he/she will have to serve a mandatory after school detention (2:00pm-3:15pm). Students and families will be given a week's notice prior to serving a detention. Failure to attend an assigned after school detention will result in a Saturday School detention (8:30-11:30AM).

Students that accrue in excess of fifteen (15) tardies in one quarter are subject to loss of privileges such as, but not limited to: parking on campus, participation in extracurricular activities, opportunities to attend field trips, membership in National Honor Society, and/or other clubs/organizations that the student may be part of.

DISMISSALS

Dismissal notes must be submitted to the office **before** the start of the school day.

Students must sign out in the main office when they leave the building and sign in on their return. For security purposes, students must exit the building by the main entrance. If the school nurse or building administrator dismisses a student for illness or other reason, the absence will be considered excused. Students will be dismissed via phone calls for emergencies only with the approval from a building administrator. Students will need to submit a note the following day. To ensure the safety of our students, please have photo identification with you when picking up your student.

TRUANCY

If an absence is not acknowledged by the parent/guardian via note and/or telephone call, it will be recorded as truancy in our record keeping system. Pursuant to Massachusetts General Laws, Chapter 76, Section 20, the school is required to notify applicable state or child protective service agencies if a student should be chronically truant or excessively absent from school. Under the law, absence is considered to be excessive if a student is absent more than five (5) days of unexcused absences in the school year, or five (5) days of two (2) or more unexcused periods in a school year. Truant absences may also carry additional disciplinary consequences.

TRUANT	ABSENT	ABSENT EXCUSED
If a parent/guardian does not call in to inform NM	If parent/guardian calls in	If documented excused (See excused list on page 13.)

CREDIT MAINTENANCE

Students with excessive absences are in danger of losing credit in their class(es), even if the student is passing it academically. Loss of credit will impact the student by reducing his or her quality point average (QPA), and class rank. Loss of credit could prevent a student from graduating on schedule and/or being accepted into the college of his/her choice. Students who have passed the course but have lost credit will receive an earned grade on their report card. However, no credit will be awarded until the student is in compliance with a contracted Credit Maintenance Plan.

A Credit Maintenance Plan will include the following: (1) Weekly meeting with an identified member of counseling team; (2) Scheduling weekly extra help sessions with teachers where work is missing; (3) Agreeing to a goal on future attendance with an action plan and supports as necessary. Credit Maintenance Plan will be completed when attendance is improved and action plan is completed with a member of counseling.

EXTRACURRICULAR AND/OR ATHLETIC GAME PARTICIPATION

All students are expected to be in attendance for the entire school day from 7:15 AM until 1:54 PM. To maintain consistency between all programs, North Middlesex Regional High School applies this rule to all extracurricular activities. Any student who has been absent or suspended from school on a Friday is ineligible to participate or attend any school

activity, function, semi-formal, prom, or athletic event during the day or evening on the subsequent weekend. This includes any student who is not in attendance for the full school day (7:15 AM to 1:54 PM), without administrator approval.

MAKEUP PRIVILEGES

Students are responsible for making up all class work, homework, projects, or exams assigned during the time they are absent. Teachers outline their makeup procedures in their syllabi. Students should plan two days to complete makeup work for each absence. The student must make arrangements to complete makeup work with the teacher on the day of his/her return to school. The student must adhere to these arrangements. On rare occasions, the administration may grant permission for individual students to receive an “incomplete” on their report card to afford the students more time to complete missed work.

HOME VISITS

If a student is frequently absent or misses school for a number of consecutive days, a member of the Instructional Support Services Team (ISST) may reach out to the student’s caregivers to inquire about his/her attendance. If necessary, the guidance department will schedule a home outreach visit to discuss a plan for the student to return to school.

PERMANENT WITHDRAWAL

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of five (5) days from the student’s tenth (10th) consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least two (2) dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

INSTRUCTIONAL SUPPORT SERVICES TEAM (ISST)

The Instructional Support Services Team (ISST) consists of building administrators, guidance counselors, school resource officer, nurses, and the athletic director. The ISST meets once per cycle to review student attendance, disciplinary, and academic data. The ISST will identify students who may be at risk for academic failure in addition to attendance related issues. If a student is identified as being at risk for excessive absenteeism or academic failure, the team will determine a course of action that could include, but not be limited to:

- Phone calls to the parent/guardian
- Meeting with the student and/or parent/guardian
- Behavior intervention plans
- Daily “check-ins” with a counselor or administrator
- Home visits
- Filing referrals to child protection services and/or juvenile court (if deemed necessary)

ADDITIONAL POLICIES AND PROCEDURES

ATTENDANCE AT ATHLETIC EVENTS

- Students will not be allowed to re-enter the event if they leave for any reason during the event.
- Students must remain on the side of the arena/court that is designated for their school.
- Throwing any objects, including hats, onto the playing surface will not be permitted.
- If a student is ejected before, during, or after an event, that student may not be permitted to attend any future athletic events for the remainder of the season (including postseason).
- Please refer to the MIAA taunting policy below as it is strictly enforced at all NM athletic events. (It is also available in the Athletic Handbook).

ATTENDANCE AT SCHOOL DANCES

- Students will not be allowed entrance to a dance thirty (30) minutes after the dance has begun (except with prior permission from the administration).
- Students who have left the dance may not then return, as there is no re-admittance.
- Students are not allowed to bring students from other schools to NMRHS dances. (Exceptions may apply for proms or other semi-formal events.)

BATHROOMS

To ensure all students feel comfortable and safe using the bathroom facilities, students are not to loiter and/or congregate in or around bathrooms. No more than one student should be in a bathroom stall at any time. Stalls should always be closed and locked when in use. Private, single-use all-gender bathrooms are available on each floor of the building.

BEFORE AND AFTER SCHOOL SUPERVISION

Students may enter the building at 7AM. Breakfast is available in the commons area from 7:00 AM to 7:12 AM. Any student remaining in the building after the 1:54 PM dismissal time should report either directly to the Commons or to an adult supervised activity (e.g., extra help, tutoring, club, rehearsal, practice, etc.). Students must be under the supervision of an NMRHS staff member at all times. Students should not be walking about or loitering in the building following dismissal.

DRESS CODE

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, 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. Parents/guardians may be contacted to bring a change of clothes if apparel is deemed to be unacceptable.

Hats and head coverings are allowed at school provided that students treat this privilege with respect. Teachers may request that students take off hats and head coverings in their classroom for academic purposes (e.g. giving a presentation, being able to see face). Head coverings that obscure a student's appearance or interfere with communication, listening, and/or eye contact are not permitted (including but not limited to hat and hood together, hat and sunglasses, sweatshirt that zips over the face, hat or bandanna pulled low over eyes, head covering intended to conceal use of headphones during class time). Students who do not comply with staff requests to remove hats/ head coverings are subject to discipline. Exceptions to the rules regarding hats and head coverings may be applied for purposes of religious and disability accommodations.

ELECTRONIC DEVICES

Cell Phones and other Personal Technology

Students may possess and carry cell phones and other personal technology devices; however, these devices must be turned to “do not disturb” settings during the academic school day to prevent disruptions to the instructional and academic climate of the school. Teachers have the discretion to allow personal technology use in their classrooms. The teacher will give students permission to use devices; otherwise, devices should be turned to “do not disturb” and out of sight. Cell phones and other personal technology may not be used to capture images or make recordings without explicit consent of all involved parties.

Headphones/Earbuds

During lunches, in the hallway, and in classrooms (with teacher permission) students using personal technology devices must follow the **“1 ear – 1 bud rule”** (listening through *one* ear using *one* bud only). At no time should sound blocking headphones be used.

The school will not assume responsibility for lost or stolen personal technology under any circumstances. Students who violate these policies may face disciplinary actions. Parents/guardians are asked to please support the school’s efforts in communicating this policy with your son/daughter. Parents/guardians should not call or text students during the school day. If parents/guardians need to contact a student, please call the main office at 978-597-8721 and we will relay a message in emergency situations.

HALL PASSES

Students are not allowed to leave any classroom without a signed pass from the teacher in charge. Students are to report as quickly as possible to the destination specified on the pass. Failure to adhere to this rule may result in a teacher detention. Teachers have a responsibility to make sure that students have passes when leaving their classrooms. Passes must have a date, time and destination on them.

Constant requests by the same student for a pass to the bathroom should be brought to the attention of the school nurse to determine if the student has a medical problem.

Any student who abuses the pass policy by repeatedly being out of classes for extended periods of time, visiting/disrupting other classes or lunch, or forging or altering a pass in any manner, may be placed on the “no pass list” prohibiting him/her from leaving the classroom without an escort. Forgery of the time on a pass or a teacher’s signature will necessitate disciplinary action. Unauthorized possession of NMRHS pass forms will be subject to disciplinary action, up to and including suspension.

LABORATORY SAFETY

Due to the hazardous nature of materials and equipment involved in laboratory courses, safety procedures will be maintained in lab settings. Such procedures are necessary to ensure safety and prevent injuries. Any deliberate mishandling of laboratory equipment and/or materials, or acting to endanger the safety of others in a laboratory shall result in disciplinary consequences up to and including suspension.

PUBLICATIONS & POSTERS

All student publications will be expected to comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or materials designed to disrupt the educational process will not be permitted. The superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Any person wishing to display posters around the school must have them first approved by an administrator who will initial the document to denote his/her approval. Postings must be placed in designated areas.

SCHOOL PROPERTY

All books and other materials or equipment issued to students are the property of the North Middlesex Regional School District. Lost or damaged books or other school property must be paid for by the student or parent/guardian. Outstanding obligations from non-payment of goods, books, and official documents could result in the loss of student privileges.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major disciplinary infraction, the student will be held financially responsible and disciplinary action may also be administered.

CODE OF STUDENT CONDUCT

PHILOSOPHY

The Code of Student Conduct is established to outline the faculty and staff’s expectations for student behavior to ensure a healthy school climate where all students feel safe to learn. At NMRHS, the administration is primarily responsible for the enforcement of the Code of Student Conduct and employs a progressive discipline system that enables staff to capitalize on “teachable moments” in ways that students can learn from their mistakes. With this in mind, the administration reserves the right to amend, change or modify any disciplinary progression stated within this code when deemed necessary for the best interests of the individual student so long as they do not surpass punishment as laid out by district policy. The Principal and Assistant Principal(s), while mindful of the well-being of all students at NMRHS, attempt to approach each student as an individual and to work with him/her to promote his/her development into a respectful and responsible adult. We believe that by creating an atmosphere of trust and respect for all individuals we will best prepare students. It is important for parents/guardians and students to familiarize themselves with the rules, regulations, and procedures of this high school.

CODE OF CONDUCT

1. Students will be respectful, reasonable, and courteous to all members of the NM community.
2. Students will not engage in taunting. Taunting includes any actions or comments which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.
3. Students will not interfere with the learning of others.

BEHAVIOR MANAGEMENT

OVERVIEW OF THE DISCIPLINE SYSTEM

The following are a list of guidelines that students must follow during the school day, while on school property, and at all school-sponsored activities. ALL staff members will enforce the disciplinary code. Teachers or administration, depending on the issue at hand, may issue consequences. Any time a student is given a consequence, the issuer of the consequence will call the student's home.

CONDUCT OF STUDENTS

The primary role of this school is to educate its students. Poor conduct on a student's part not only affects the education of that student but in most cases adversely affects the educational process for other students. This will not be tolerated. Students will cooperate with school officials in all investigative matters concerning the safety and well-being of school students and staff.

The following regulations are established by the school to enhance the educational process. Each student shall:

- Attend school regularly.
- Apply best efforts in studying and learning.
- Behave in a non-disruptive manner with regards to the rights and privileges of others.
- Follow all procedural regulations of this school.
- Be held responsible and accountable for any action potentially dangerous and/or detrimental to individual health and well-being, either physical or emotional.

PROGRESSIVE DISCIPLINE DEFINED

Progressive discipline is a behavioral management approach, which utilizes a system of levels of predetermined infractions and consequences for specific offenses to maintain a safe and secure school environment. The hallmark of progressive discipline at North Middlesex Regional High School is a balance of preventative measures, respect, and common sense disciplinary values. NMRHS administrators and staff strive to maintain a disciplinary process, which is both fair and consistent and protects the rights of all members of the school community.

LEVELS OF INFRACTIONS

Staff generally handles Level 1 infractions. Level 1 infractions often result in a warning, phone call to parent and/or teacher detention. Certain offenses may warrant an office detention.

There are two situations in which Level 1 infractions come to the attention of administrators:

1. Behavior, which continues with little or no regard for the consequences assigned by the staff member.
OR
2. Behavioral issues that may be considered to be minor infractions and do not fall under the jurisdiction of teachers, such as issues pertaining to student parking, school busses, and the cafeteria.

Examples of Level 1 Offenses may include but are not limited to:

- Inappropriate use of electronic device (utilizing sites other than those directed by teacher)
- Inappropriate use of bikes, skateboards, roller blades, etc., once a student has arrived at school
- Inappropriate language in "casual" conversation
- Eating or drinking outside the cafeteria without permission (water not included)
- Inappropriate/disruptive behavior and/or activity in the hallway, classroom, cafeteria, or on any other school property
- Gambling/betting
- Littering
- Unauthorized/inappropriate use of school phones
- Public display of affection
- Behavior not conducive to an effective/safe learning environment
- Violation of an individual teacher's classroom rules
- Loitering - On school property after school hours without adult supervision
- Consumption of food/beverage in an unauthorized area

Level 2 infractions involve more serious issues and/or the behaviors that occur more often without regard for earlier reprimands, such as repeated Level One behavior. There are several levels of consequences for Level 2 infractions: teacher detention, office detention, Saturday session, community service, loss of parking or extracurricular privileges, suspension, police notification, and implementation of a behavior/safety plan (which may include monthly mandatory drug testing at the student's expense).

Examples of Level 2 Offenses may include but are not limited to:

- Irresponsible use of vehicle on campus or surrounding area
- Skipping a teacher detention
- Skipping an office detention
- Inappropriate behavior on a field trip
- Misbehavior for a substitute
- Misbehavior during fire drills, shelter-in-place, evacuations, or other emergency situations
- Insubordination/verbal assault to ANY staff member
- Disrespectful swears, gestures, or actions that are directed at another person
- Disruptive/injurious behavior
- Being outdoors without permission (this includes going to your car)
- Vandalism (will be held liable for the full cost of repairing the damage. If the payment is not received, the student will not be allowed to advance to the next grade or receive a diploma).
- Misuse of school technology/Violation of Acceptable Use Policy
- Instigating a fight
- Leaving a supervised group
- Using school property without permission
- Use of cell phones or any other electronic devices in the classroom unless granted permission by a staff member (Second offense)

Level 3 infractions involve any behaviors or actions that potentially threaten the safety or wellbeing of an individual or the school community as a whole. This includes bullying, harassment, and hazing. All Level Three infractions require the immediate attention of an administrator. There are several levels of consequences for Level 3 infractions: Saturday session, community service, loss of parking or extracurricular privileges, suspension, police notification, mediation/counseling, implementation of a behavior/safety plan (which may include monthly mandatory drug testing at the student's expense), and recommendation for expulsion.

Examples of Level 3 Offenses may include but are not limited to:

- Possession, use, or providing of tobacco, alternative smoking devices, alcohol, drugs and/or controlled substance, or paraphernalia
- Possessing or displaying sexually explicit material
- Inappropriate use of social networking sites
- Sexting
- Theft or possession of stolen property
- Presence on school property or school events (including away events that NMRHS is involved in) while on suspension
- Disrupting of the general school assembly
- Violation of another's Civil Rights/Title IX Violation
- Inappropriate touching
- Violation of restraining order, harassment order or safety plan
- Involvement in a problem while out on school-related intern/externship, or participating in an outside project.

All students who are suspended out-of-school may be required to attend a re-entry meeting with their parents on the day that the student is scheduled to return to school.

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).

Students and parents/guardians will be given 24-hour 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. Students caught vaping and/or in the possession of vape-related materials are subject to a \$100 fine.

Any controlled substance paraphernalia or material that is confiscated by the administration will be turned over to the Townsend 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.

DISCIPLINARY PROCEDURES

DISCIPLINARY MEASURES

A variety of measures are utilized by the faculty and administration at NMRHS to encourage positive behavior change in students. A progression of both preventive strategies and interventions are used including teacher/student discussion, administration/student conferences, detention, parent/guardian meetings, and suspension. To foster a sense of independence, minor infractions are addressed with the students without parent/guardian notification. The administration of NMRHS feels that students need to have an opportunity to learn from their mistakes and many situations can be efficiently resolved within the confines of the school setting. However, when minor infractions frequently occur or become more severe, parents/guardians will be immediately notified and meetings will be

scheduled. The following are descriptions of the various disciplinary actions that may be used with a student:

Out-Of-Class Referral

If a student is asked by a teacher to leave the classroom for disciplinary reasons, the student must immediately report to the main office. Failure to leave the classroom immediately and/or failure to go directly to the main office will result in further disciplinary action. Repeated removals from class due to disciplinary incidents will result in progressive disciplinary action and may require a parental/guardian conference.

Teacher Detention

Teacher detention is served with an individual teacher in his or her classroom. The teacher will determine the length of detention not to exceed the student's ability to ride the late bus. If a student fails to report for the teacher detention, the teacher will notify the administration. The administration will then address the student and issue an administrative detention.

Administrative Detention

Administrative detention is held on Tuesdays and Thursdays from 2:10 PM. to 3:30 PM. Students are expected to arrive at the main office no later than 2:10 PM. Individuals arriving after that time will not be permitted to complete the detention. The student will be responsible for making up the detention at the next session and may also be subject to further disciplinary action.

Students are required to complete detentions as assigned. Each student will be given a 24-hour notice to make appropriate arrangements. Consequences assigned for failure to comply with school rules are considered a student's primary responsibility and take precedence over sports, activities and work commitments. Students failing to serve detentions which have been scheduled may be subject to further disciplinary action.

Short-term Suspension

A short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Parents/guardians will be immediately notified, a written communication will be mailed to the parent/guardian, and the guidance counselor will be informed. Each suspension will require a re-entry meeting between an administrator and other appropriate parties prior to the student returning to school. A safety plan may be developed, and additional disciplinary action may accompany a suspension. Students are responsible for class work missed during a suspension. All assignments will be left at the main office and must be picked up by a parent/guardian. Failure to make up missed work will result in a zero (0) when assignments are due. There is no right of appeal to the Superintendent of Schools with regard to a suspension of less than ten (10) days, either consecutively or cumulatively during the course of a school year.

Long-term Suspension

A long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Expulsion

Expulsion means the removal of a student from the school premises, regular education activities, and school activities for more than ninety (90) consecutive school days, or permanently, as permitted under M.G.L. c. 71, § 37H and M.G.L. c. 71 § 37H1/2. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

DUE PROCESS

Each student shall have the right to, in the case of any disciplinary action, whether it be the loss of school privileges, after school detention, out of school suspension, or expulsion from school, hear the charges made against him/her and have an opportunity to respond to those charges. In the case of long-term suspension or expulsion, he/she also has a right to a hearing with parents/guardians and legal counsel present. All students shall be provided with appropriate due process, in accordance with state and federal law, prior to the imposition of an in-school suspension, out-of-school suspension, or expulsion. In all cases, the consequences for actions deemed inappropriate or in violation of

school conduct codes shall be reasonable and appropriate relative to the age and grade of the student in concert with district and state policies.

For disciplinary offenses that do not involve: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents/guardians will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential consequences, including the potential length of the student's suspension, and shall inform the parent/guardian and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a long-term suspension, the principal will also notify the student and parent/guardian of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the principal, and the right to request that the hearing be audiotaped. There is no right of appeal to the Superintendent of Schools with regard to a suspension of less than ten (10) days, either consecutively or cumulatively during the course of a school year.

For disciplinary offenses involving: a) possession of a dangerous weapon; b) possession of a controlled substance; and/or c) assault on a member of the educational staff, the student will be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, at his/her own expense, along with the opportunity to present evidence and witnesses at said hearing before the principal. If a student is charged with a felony or a felony delinquency complaint is issued against a student, the principal may suspend the student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. If a student is convicted of a felony or there is an adjudication or admission in court of guilt with respect to a felony or felony delinquency, the principal may expel the student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Under either of these circumstances, the student will receive written notification of the charges and reasons for suspension/expulsion prior to the discipline taking effect. The student will also receive written notification of his/her right to appeal and the process of appealing, provided, however, that the suspension/expulsion will take effect prior to any appeal hearing conducted by the superintendent.

PRINCIPAL'S HEARING

Short-term suspension

At the principal's hearing, the student and parents/guardians (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-term suspension

In addition to the rights afforded a student in a short-term suspension hearing, a student who is subject to a long-term suspension will have the following rights:

- (1) Right to be represented by counsel or lay person of student's choice, at private expense;
- (2) Right to review student's record and documents upon which the principal may rely in making a determination to suspend or not;
- (3) Right to produce witnesses on his or her behalf and to present the student's explanation of the incident;
- (4) Right to cross-examine witnesses presented by the school district; and
- (5) Right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request.

Principal's Decision

Based on the evidence presented at the hearing, the principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff, or felony charges/conviction, shall consider ways to re-engage the student in learning and avoid using long-term suspension as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. If the principal decides to long-term suspend or expel the student, written notice of the principal's decision will be sent to the student and parents/guardians in English and the primary

language of the home identifying the disciplinary offense, the factual basis for the principal's decision, the beginning and end dates of the suspension/expulsion, and the process for appeal. The principal will also notify the student and parent/guardian of the student's opportunity to make academic progress during the period of removal pursuant to M.G.L. c. 76, § 21.

Appeals

When a student is excluded in accordance with M.G.L. c. 71, § 37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. When a student is excluded in accordance with M.G.L. c. 71, § 37H1/2, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. When a student is excluded in accordance with M.G.L. c. 71, § 37H3/4, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools, but shall be granted an extension of seven (7) calendar days on request. There is no right of appeal to the Superintendent of Schools with regard to a suspension of less than ten (10) days, either consecutively or cumulatively during the course of a school year.

ACADEMIC PROGRESS

Any student serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers and other school work as needed to make academic progress during the period of the student's removal. Students serving a suspension for more than ten (10) consecutive days or expulsion shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c. 76, § 21.

BULLYING: Definitions and Terms

Bullying means the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the right of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

CHEATING AND PLAGIARISM

Cheating and plagiarism are defined as when a student claims credit for work that is not his or her own. Cheating can include other students if they have provided their work to another. In cases of cheating or plagiarism, a conference with the student, parent/guardian, teacher, guidance counselor, and administration will be held to determine appropriate disciplinary action. Loss of academic credit may be the result.

DANGEROUS WEAPON, CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF

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 knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, as defined in M.G.L. c. 94C, or who assaults a principal, assistant principal, teacher, paraprofessional, or other staff either on school premises or at a school-sponsored or school-related event may be subject to expulsion from the school or school district. M.G.L. c.71, § 37H.

DISCHARGE OF FIRE EXTINGUISHER

Students who discharge a fire extinguisher, except for emergency use, will be subject to a minimum of a two-day suspension and responsible for the cost of recharging the extinguisher.

DRUGS AND ALCOHOL

Students who attend school or school functions, who are in possession of alcohol, drugs, drug paraphernalia and/or are under the influence of alcohol or drugs, will be suspended for up to ten (10) days and may also be subject to expulsion. Additional steps may include an immediate conference with parents/guardians, referral action to local police officials and the probability that the student in question will be prohibited from attending future extracurricular activities for a designated period of time.

Students selling or distributing illegal drugs or alcohol on school property will be penalized as above and may be subject to expulsion by the principal for the first offense. A conviction for selling drugs within 1000 feet of school property in Massachusetts will result in a minimum two-year jail sentence plus a fine of up to \$10,000. The two-year minimum mandatory sentence must be served consecutively with the sentence imposed for the underlying offense. Non-alcoholic beer and wine are not permitted in school at any time.

The school reserves the right to bring drug trained canine units into the school building without prior notification. Marijuana and THC-based products are considered drugs under this policy, despite the decriminalization in the Commonwealth.

FALSE ALARM OF FIRE (M.G.L. c. 269, §13)

Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates or causes to be made or circulated a false fire alarm shall be punished by fine of not less than one hundred dollars nor more than five hundred dollars or by imprisonment in a jail or house of correction for not more than one year.

FIGHTING ON SCHOOL PROPERTY

Students who place their hands on other students in a forceful, threatening, or violent manner will be dealt with promptly and seriously by administration and will be subject to suspension, police intervention, and possible criminal and civil charges.

Fighting on school property or at school events may result in a long-term suspension or expulsion if felony charges are filed. Contact with the parent/guardian will be established and a letter will be mailed. A student, parent/guardian, administrator conference is mandatory. Students involved in a fight may participate in a mediation process facilitated by an administrator or designee prior to reinstatement. In more severe confrontations, the incident will be reported to the Townsend Police and court action may be initiated by the school.

GAMBLING

Gambling is not allowed on school property.

LEAVING THE SCHOOL GROUNDS

Once students arrive on school property, they may not leave school property without a proper parent/guardian requesting dismissal, processed through the main office. This policy applies to students arriving at school before the beginning of school hours, by automobile, bus, or any other method.

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 that 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.

SPECIAL EDUCATION-DISCIPLINE

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents/guardians and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent/guardian) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days:
 1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
 2. If the student causes substantial bodily injury to another at school or a school-sponsored event; or
 3. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement.
- f. The parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

STUDENT COMMERCE

Students should not be buying from or selling any items to other students during the school day unless it is an approved fundraiser

STUDENT SEARCH

A school official can legally search a student, or his/her possessions on school property, or at a school-related event, if there is reasonable suspicion that the student has violated or is in violation of either the law or rules of the school. This law also applies to a student's car on school property or at a school-related event. The storage of contraband (e.g., weapons, narcotics, alcohol, and stolen property) in school lockers is not permissible. Lockers are the property of the school and are provided only for use consistent with legitimate school functions. To ensure compliance with this policy, all lockers are subject to inspections or searches by an administrator at any time. Students do not have a reasonable expectation of privacy in their school lockers.

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

SUBSTANCE HAVING PROPERTY OF RELEASING TOXIC VAPORS (M.G.L. c. 270, §18)

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 sense or nervous system, nor possess, or sell any such substance for the purpose of violating or aiding another to violate this section.

Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars, by imprisonment for not more than six months or both.

Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against him or her for such offense; that complaint shall be made as soon as practicable and within twenty-four hours, Sundays and legal holidays excepted.

THEFT

Theft and/or failure to divulge information concerning a theft when requested could result in disciplinary action. Disciplinary action, restitution, and a conference with the student, parent/guardian, guidance counselor, and administration will be required. Referral to the local police may ensue.

VANDALISM

It is unlawful to willfully or wantonly destroy, deface, mar, or injure a school, school-related property, and/or the real or personal property of another. This includes the defacement of school lawns, fields, furniture, apparatus, or other paraphernalia belonging to or connected with the school. The perpetrator will be responsible for paying the cost to restore the property to its condition prior to the crime and will receive appropriate disciplinary action, up to and including suspension, commensurate with the severity of the offense. Parents/guardians will be contacted at different stages of the process, and the police will be informed of the incident. Parents/guardians of children between the ages of 14 and 18 are civilly liable for actual damages of up to \$5,000 due to willful acts committed by their children, which result in injury to another person or damage to another person's property.

VIDEO AND AUDIO RECORDINGS

Taking pictures or video without permission is prohibited. This includes taking footage of bystanders (for example, staff and students walking down the hallway). Filming or taking still photographs is absolutely prohibited in bathrooms and locker rooms, even if all parties consent. Phones and filming devices such as cameras must be put away out of sight in bathrooms and locker rooms. Filming of fights or conflicts between parties is prohibited, even with consent. Making a voice recording of an individual without their consent is not allowed, and is also a violation of the Massachusetts wire-tapping statute. Uploading unauthorized content to the internet is also prohibited, as is altering existing images of students and staff by means of editing the image and/or adding graphics or text.

WEAPONS, CONTROLLED SUBSTANCES, ASSAULT ON SCHOOL STAFF, FELONY CHARGES AND FELONY CONVICTIONS

All students and visitors to North Middlesex Regional High School are reminded that Massachusetts state law states that the possession of a firearm or other dangerous weapon in any building, on a school bus, or on the grounds of any elementary or secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. M.G.L. c. 71, § 37L requires school personnel to report incidents involving a student's possession of a dangerous weapon on school premises. Reports are to be transmitted by the superintendent to the local police department, the Department of Children and Families, the office of student services or its equivalent in any school district, and the local school committee. An assessment of the student involved shall be arranged, and the student shall be referred to counseling.

The following provisions of M.G.L. c. 71, § 37H ½ pertain to dangerous weapons, controlled substances and assault on school staff:

- (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 94C of the General Laws, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district.

- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district.
- (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 recommend expulsion to the superintendent for 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/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the pending of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under M.G.L. c. 76, § 21.

The following provisions of M.G.L. c. 71, § 37H1/2 pertain to students who are charged with or convicted of a felony:

- (a) Any student who has been charged with a felony or issued a felony delinquency complaint may be subject to suspension if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- (b) Any student who has been **convicted of a felony, adjudicated delinquent of a felony in juvenile court, or who enters an admission of guilt to a felony charge** may be subject to expulsion from the school or school district, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- (c) In both (a) and (b) above, the student shall have the right to appeal to the superintendent, and shall notify the superintendent of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold the hearing with the student and the student's parent/guardian within three calendar days of the student's request for appeal. The student has the right to present oral and written testimony on his behalf, and the right to counsel.

HEALTH SERVICES

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT MEDICAL REQUIREMENTS

All new students entering grades 9-12

The following documentation is required:

1. Copy of birth certificate
2. Immunization record indicating the student has received the following immunizations: DPT (5 doses), Polio (4 doses), MMR (2 doses), HepB (3 doses), Varicella (1 dose or physician certified proof of chickenpox)
3. Recent physical exam.
4. Medical documentation of any allergies or medical concerns.

IN SCHOOL SCREENINGS AND GRADE REQUIREMENTS:

- **Physical exams** are offered in grade 10. Sports physicals are offered for high school in June. Check with the school for dates. Students participating in after school sports must have a physical exam on file in the nurses' office within one year of starting sport as per MIAA regulations.
- **Vision Screening** is provided for all students in Gr. 10.
- **Hearing screening** is provided for all students in Gr. 10.
- **Postural Screening** is provided for all students in Grade 9 (between 2nd and 3rd quarter). Notices will go home prior to screening.

- **Heights and Weights and BMI** are available for all students annually.
- **SBIRT** screening for Grade 9 (see nurse for info).

Students should feel free to see the school nurse when they have any problem or questions pertaining to health.

The responsibility of the school nurse includes various screenings and participation in a host of activities in addition to the emergency treatment of students who are injured or become ill in school. It is not the responsibility of the nurse to provide parents/guardians with medical diagnosis about health related issues. Parents/guardians must seek the opinion from other sources such as a family physician, public health nurse, public health clinics, etc.

A student who wishes to see the nurse during school time **must secure a pass from the teacher and present it to the nurse**. If a student attempts to misuse the nurse's office, parents/guardians, administration, and counseling will be notified. Parents/guardians of students who habitually visit the nurse's office will be notified of these frequent visits and advised to consult their physician.

According to State law, each student must have a physical examination at least every three years either by a family doctor or by the school doctor. All students new to the district are requested to have a physical examination if they have not had one in the past year.

While it is important for students to be in school as much as possible, students should remain at home if they are experiencing a fever of over 100°, a disruptive cough or cold, or if they have been vomiting or have diarrhea. They may return to school 24 hours after the fever breaks or the last episode of vomiting/diarrhea.

Emergency Forms

Emergency Contact forms are issued to every student at the beginning of each school year. Forms should be completed on both sides and signed by the parent or guardian. Parents/guardians should update this form should home or work information and/or telephone numbers change during the school year; they should make sure that emergency contacts are local and known to the student. Emergency contacts should also be informed that that they will need to provide proper identification if they are dismissing a child from school.

Prolonged Absences

Any student who has been absent due to a long term illness, injury, or hospitalization is required to have a re-entry meeting before returning to school. Contact nurses' office to schedule an appointment.

Field Trips

NMRSD has a waiver for medications for field trips. Any medications needed by a student during a field trip will be given to the teacher with a list of health concerns on 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 if they have written parental/guardian permission. Proper administration of EpiPens will be reviewed with teachers prior to field trips.

Life Threatening Allergies

Written medical documentation of allergy, signs and symptoms, and treatment must be renewed annually. All EpiPens are kept in the nurse's office. All staff members are trained annually on signs and symptoms of anaphylaxis and correct use of an EpiPen. The school nurse will work with the parents/guardians and primary care provider of the student with life-threatening allergies to prepare an Individual Health Care Plan (IHCP).

Medication

In compliance with Massachusetts General Law and for the safety of our students, the following procedure will be strictly enforced. The policy for administration of medications, **whether prescribed or over-the-counter**, during school hours, is as follows:

- Medication must be accompanied by a MEDICATION PERMISSION FORM (available from the nurse) signed by both the physician and parent/guardian. A signed physician's order, stipulating specific diagnosis requiring treatment, accompanied by a MEDICATION PERMISSION FORM signed by a parent/guardian, will also be accepted.

- Medication must be supplied by the parent/guardian in the original pharmacy container. (Ask your pharmacist for a second container and send only the amount of medication needed to school.)
- Medication is kept locked in the nurse's office and is dispensed by the school nurse. For their own safety, and the safety of 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/guardian 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.
- All medication orders must be for treatment of a specifically diagnosed medical need and must be renewed at the beginning of each school year.
- There will be NO medications administered without a physician's order; no exceptions.
- It is the responsibility of the parent/guardian to pick up all unused medication on or before the last day of school. Medication not picked up will be disposed of immediately.
- Students are NEVER allowed to carry medication on their person unless they are authorized to such as an EpiPen, asthma-related inhaler, or insulin pump.

Physical Education Policy Regarding Students with Special Medical Circumstances

Sometimes special medical circumstances arise that may limit the student's active participation in the traditional physical education program. It must be clearly understood that the intent of this alternative provision is to provide an option for the student to complete their program and not to serve as a waiver from the high school's physical education requirement. In order to accommodate the student's special circumstances while maintaining the integrity of the program, the following process must be followed:

- Students should provide a note from a doctor to the school nurse which outlines:
 1. A special circumstance
 2. Their ability or limitations to participation
 3. Estimated duration of the restriction
- The school nurse will then provide a Medical Restriction Form to the physical education teacher.
- The physical education instructor will review the school nurse's restriction form and determine the student's ability to participate in the regularly scheduled program. If the student can participate with some modifications, this arrangement will be coordinated between the instructor and the student. An alternative assignment will be given if a student is unable to participate in a regular class.
- Once the student is medically able to return to a regularly scheduled physical education class, the student will bring a note from the doctor to the school nurse. The note should indicate the student's clearance to return to the physical education program.

STUDENT SERVICES

LOST and FOUND

The school will not assume responsibility for lost or stolen items under any circumstances. **Lockers and desks are provided as a convenience and are used at the student's own risk. Students should lock their lockers at all times.** This pertains to corridor lockers as well as lockers in the gymnasium area. Lost or stolen items should be reported to an administrator as soon as possible. Items that are found in and around the school building should be taken to the main office.

STUDENT DRIVING AND PARKING POLICY

Enrolled students with a valid driver's license, registered automobile or motorcycle are eligible to park on the school grounds with a valid parking permit obtained from the main office. Students terminating enrollment during the school year are required to surrender their parking permit to the main office. Students are expected to use vehicles on school grounds in a careful and safe manner. The school administration reserves the right to issue a limited number of parking permits to students for extenuating circumstances.

There are a limited number of parking spots available and they are assigned on a first come, first serve basis. The assigning of parking permits begins in late August. The school will release a schedule for pick up dates and times,

with seniors having first access, followed by juniors. Any additional parking permits are distributed on a first come, first serve basis until no spots are available.

If there is reasonable suspicion that the student has violated or is in violation of either the law or rules of school, a school official can legally search a student's car on school property or at a school-related event. See the provisions relative to Student Search on page 22.

The following documents will be required with your application:

- A photocopy of valid driver's license
- A photocopy of automobile registration
- A completed application form

WORK PERMITS

Students who need a work permit should see the secretary in the main office. Students between the ages of 14 and 17 must have a job before they can be issued a work permit.

CLUBS AND ACTIVITIES

The extracurricular activities here at North Middlesex Regional High School provides students with an opportunity for personal and social development. The Library/Media Center, as well as many clubs and activities, are available after school hours. Students utilizing these opportunities are able to take advantage of the late bus schedules, which are available on Mondays, Tuesdays and Thursdays at 3:30 PM. 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.

Every fall, a club and activities fair is organized to help promote membership. Students can propose a new club to be formed at any time during the school year. Students must find a faculty member to act as an advisor for the club and prepare a proposal to the principal. Once approved by the principal, the club must receive final approval by the Superintendent. Upon approval, students may begin advertising and meeting as a club.

Current Clubs Include:

Anime	Jazz Ensemble	NM Writing Club
Best Buddies	Majorettes	NY Service Learning
Class of 2021	Marching Band	Patriots of Action
Class of 2022	Mock Trial	Relay for Life
Class of 2023	Nanowrimo	Robotics Team
Class of 2024	National Art Honor Society	Student-Staff Book Club
Community Garden	National Honor Society	Student Council
Dance Club	New Orleans Service Learning	Student Store
Drama	NM Engaged for Change	The Patriot (formerly NM News)
Environmental Science Club	NM Freethinkers	The Society for School Improvement
Fall Color & Rifle Guard	NM Giving Tree	Tri M Music Honor Society
Friends of First Responders	NM Mathematics Team	Ukulele Club
Games Club	NM Model UN	Winter Color & Rifle Guard
Gay Straight Alliance (GSA)	NM Spirit / Pep Club	Yearbook
International Club	NM Students for Animals	Young Women's Empowerment Group

ATHLETICS

The athletic program at North Middlesex offers a wide range of interscholastic sports that allows our student-athletes the opportunity for participation in both team and individual sports. The sports fields and arenas are an extension of the classroom and learning experience where we can see students develop physically and mentally. The North Middlesex Regional High School administration and staff want all of the students who choose to participate in athletics to enjoy a very rewarding experience.

Specific policies are necessary for a well-organized athletic program. It is the role of the Athletic Department to make rules that govern the spirit of competition. These rules need a broad base of community support, which can only be achieved through communication.

All student-athletes will be charged an **athletic user fee of \$190.00 per sport, excluding ice hockey and cooperative team sports**. It is important to note that user fees are not for profit, but rather, used to offset expenditures associated with the NMRSD athletic program. All fees may be paid in the form of a check made out to NMRSD or online using FamilyID. In addition, user fees do not guarantee equal playing time for all student athletes. Please adhere to the following timelines and points of clarification:

- Fees must be paid **before** any student-athlete may begin tryouts or practice.
- If any student-athlete leaves a team during the first two weeks of the season, the user fee will be refunded. **After a two week period the user fee will no longer be refunded.**
- Any student-athlete who does not make a team following tryouts will have their check returned.
- Students who qualify for the Free and Reduced Lunch program are granted a reduced fee or fee waiver.

We will adhere to all league and MIAA rules and regulations. In the best interest of the athletes, teams and the school, we have adopted the following rules and regulations governing our program:

I. Massachusetts Interscholastic Athletic Association Regulations

All students must have fulfilled the requirements (age, school membership, and academic requirements).

- In accordance with MIAA Rules 51 and 97.2.1 a bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out of school team on the same day. Violation of this rule will result in a suspension for 25% of the season. On the second offense the student athlete will be suspended for 25% of the season and will be excluded from MIAA tournament play. A student may practice or compete for his/her school team as well as a club team on the same day. However, a student may not leave or miss a high school practice or competition to play or practice for a club team on the same day. Athletes must remain loyal to their high school team first and a coach does not have the right to excuse a team member from a practice or a game so a student athlete can play or practice with another team.
- Such practice may include double sessions for the high school team on days when school is not in session if approved in advance by the principal. If the event of a conflict, see the Athletic Director for a waiver.

II. North Middlesex Regional High School Requirements for Participation

- An annual physical examination must be passed and on file in the school nurse's office prior to participation. The physical exams will expire 13 months to the day for athletic participation purposes.
- All state and local eligibility requirements must be met as set forth by the Student Handbook, Athletic Handbook, and M.I.A.A. Rule Book.
- If a student is involved with an alcohol or drug incident, he or she may be required to complete a substance use and abuse education class in addition to his/her disciplinary consequences.
- All student/athletes must meet NMRHS attendance expectations for participation in extracurricular activities and/or athletics (page 16).

Students who are suspended are not eligible to participate in school related events from the time they are notified of the suspension through the last full day of the suspension.

ATHLETICS & VACATIONS

Each season is limited to a certain period of weeks and it is sometimes necessary to compete and practice over vacations in order to safely finish schedules within the designated time frame. All NM students who have practices and/or games scheduled over school vacations are expected to attend them. Students who choose to go on class trips or vacations, resulting in missing part of their season, will lose playing privileges to students who regularly attend practices and games.

AWARDS POLICY

Eligibility for varsity awards is based on the following guidelines according to the specific sport:

Field Hockey	10 halves
Soccer	10 halves
Cross Country	All players who have placed in the top ten positions in half of the scheduled meets
Lacrosse	18 halves
Basketball	20 halves
Football	22 halves
Ice Hockey	30 periods
Track	scoring 13 points in a season's competition
Baseball	60 percent of games (exception of pitcher)
Softball	60 percent of games (exception of pitcher)
Tennis	60 percent of matches
Golf	60 percent of matches
Volleyball	60 percent of matches
Cheerleading	TBD
Alpine Ski	TBD
Swimming	TBD

The coach, with the approval of the principal and athletic director, will have the right to present awards to athletes who do not meet the required standards when such persons have shown loyalty to the team at practice and in other meaningful and helpful ways.

Each loyal team member will receive a certificate of participation even if he/she has not qualified for a letter. Injured players will receive awards only if they demonstrate to the coach that they are truly interested in the team by attending practices, games and offering to help the team in any way possible.

All athletes are expected to be faithful team members and continue with the team until the season is completed. This completion date includes all post-season play. Anyone dropped from the team for any reason before completion of the season will not be eligible for any individual or team award.

An athlete receives only one chenille award letter during his/her high school career. When an athlete qualifies for additional letters, he/she receives a pin signifying the sport. This pin or metal insert should be attached to the original letter.

MIAA CHEMICAL HEALTH POLICY

The use, possession, consumption, purchase, sale, or giving away - regardless of quantity - of any beverage containing alcohol, any tobacco product, marijuana, steroids, mood modifying substance, electronic or smokeless cigarette products, or any controlled substance by an athlete at any time during the school year is a violation of the Chemical Health Policy.

It is not a violation for a student to be in possession of a legally defined drug or controlled substance prescribed for the student's own use by his/her doctor and can be documented as such.

First Violation

When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will be ineligible to participate in all MIAA athletic extra-curricular activities for 25% of all interscholastic contests in that sport. During their period of ineligibility, students may be allowed to remain at practices, rehearsals or

meetings for the purpose of rehabilitation.

Second Violation and Subsequent Violations

When the principal confirms, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. Penalties will be determined by the current or next season of participation.

The chemical health rule is in effect from the beginning of fall sports practices (third week of August) through the conclusion of the MIAA season in June (24 hours a day, 7 days a week). Further penalties by the athletic department or team may be added to the MIAA policy.

COMMUNICATION

There are times that players/parents/guardians will need to communicate with the coaches. Be sure to notify the coach of any scheduling conflicts **well in advance**. Should you have a concern about a coach's expectations, please address them directly to him/her. Please remember, it is not appropriate to discuss playing time, game strategy, or another athlete's performance with the coach. Please contact the Athletic Director at 978-597-8721 with any concerns or questions.

GENERAL ATHLETIC DEPARTMENT GUIDELINES

A. Dropping or Transferring Sports

On occasion an athlete may find it necessary to drop a sport. If this is the case, the student athlete should:

1. Talk with his/her immediate school coach.
2. Report his/her situation to the Athletic Director.
3. Check in all equipment issued to him/ her.

If an athlete wishes to change sports during a season, he/she must receive approval of both coaches involved and the Athletic Director. Once the games for that season has begun, no transfer is permitted.

B. Equipment

School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.

C. Missing Practice

An athlete should always consult his/her coach before missing practice. Missing practice or a game without a good reason may result in loss of the privilege to play or suspension from the team. **Athletes should notify the coach of any absences.** If a student is late for practice because of academic help, they must present the coach with a pass from the teacher.

D. Travel

All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department. A violation of this policy will result in the student athlete being excluded from the athletic event. Athletes will remain with their team and under the supervision of the coach when attending away games. All regular school bus rules will be followed on these trips. In emergency situations, an athlete may return home with a parent/guardian following a game provided permission has been granted by the coach. An athlete is never to be transported by a fellow student.

E. College Recruitment Policy

In the event an athlete should be contacted personally by a college recruiter, he/she should notify his/her coach and athletic director. College recruitment information is available at the athletic office.

Any student wishing to play at a Division 1 or 2 colleges must register with the N.C.A.A. Clearinghouse through the MIAA website (www.MIAA.org).

F. Conflicts in Extracurricular Activities

An individual student who attempts to participate in multiple extracurricular activities might be in a position in which obligations conflict. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

However, students have a responsibility to do everything they can to avoid continuous conflicts. It also means notifying the faculty sponsors involved immediately when a conflict does arise. In many cases this notification should be made even before tryouts occur.

Each coach has the prerogative to request his/her players refrain from any outside competition once they are selected for the team if he/she deems it is in the best interests of the team. Also, the Massachusetts Interscholastic Athletic Association has specific rules prohibiting the participation of athletes in more than one athletic event on the same day. Any needed clarification of these rules can be obtained from the Athletic Office.

G. Academic Performance

Students opting to participate in athletics should keep in mind that academic achievement should be their main priority. Frequently, the most successful athletes are those who perform well academically in the classroom and are instrumental in promoting a positive learning environment at North Middlesex. If a student needs to stay for extra help, they may be tardy for practice. They must notify the coach and bring a pass to practice.

H. Summary of North Middlesex Eligibility Rules

Any student on MIAA probation is not eligible to participate in interscholastic sports. This includes all practice and game situations. Students will be placed on MIAA probation for one or more of the following conditions:

GROOMING AND DRESS

A member of an athletic team is expected to maintain a positive appearance. Appearance, expression, and action always influence people's opinions of athletes, the team, and the school. An athlete must uphold standards expected by members of the communities. Only uniforms issued by the athletic department are permitted to be worn for contests. Presentable dress by the athlete is expected at all assemblies, banquets, and team trips. Coaches may set team dress codes with the approval of the Athletic Director. Practice attire must be the same as, or equivalent to, what is worn during games. This includes, but is not limited to, equipment and proper padding.

MIAA HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR AND ATHLETIC ACTIVITIES GUIDELINES

The requirements of 105 CMR 201.000 shall apply to all public middle and high schools, however configured, serving grades six through high school graduation, and other schools subject to the official rules of the Massachusetts Interscholastic Athletic Association. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

201.008: Participation Requirements for Students and Parents

A. Pre-participation Requirements:

(1) Each year, a school district or school shall provide current Athletic Department-approved training, written materials, or a list of Internet links for Athletic Department-approved online courses to all students who plan to participate in extracurricular athletic activities and their parents/guardians in advance of the students' participation.

(2) All students who plan to participate in extracurricular athletic activities and their parents/guardians shall satisfy the following pre-participation requirements:

(a) Each year, before the student begins practice or competition, the student and the parent/guardian shall:

(i) Complete current Athletic Department-approved training regarding head injuries and concussions in extracurricular athletic activities; and

(ii) Provide the school with a certificate of completion for any Athletic Department-approved online course or a signed acknowledgement that they have read and understand Athletic Department-approved written materials, unless they have attended a school-sponsored training at which attendance is recorded or satisfied other means specified in school policies.

(b) Before the start of every sports season, the student and the parent/guardian shall complete and submit a current Pre-participation Form, or school-based equivalent, signed by both, which provides a comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.

B. Ongoing Requirements: If a student sustains a head injury or concussion during the season, but not while

participating in an extracurricular athletic activity, the parent/guardian shall complete the Report of Head Injury Form, or a school-based equivalent, and submit it to the coach, school nurse or person specified in school policies and procedures.

201.009: Documentation and Review of Head Injury and Concussion History and Forms

- A. The school shall ensure that all forms or information from all forms that are required by 105 CMR 201.000 are completed and reviewed, and shall make arrangements for:
 - (1) Timely review of all Pre-participation and Report of Head Injury Forms, and school-based equivalents, by coaches so as to identify students who are at greater risk of repeated head injuries.
 - (2) Timely review of all Pre-participation Forms which indicate a history of head injury and Report of Head Injury Forms, or school-based equivalents, by:
 - (a) The athletic trainer and/or the school nurse
 - (b) The school physician, if appropriate
 - (3) Timely review of accurate, updated information regarding each athlete who has reported a history of head injury or a head injury during the sports season by:
 - (a) The team's physician, if any, and
 - (b) The school's certified athletic trainer, if any.
- B. The school may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

201.010: Exclusion from Play

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately, and may not return to the practice or competition that day.
- B. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
- C. The coach shall communicate the nature of the injury directly to the parent/guardian in person or by phone immediately after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach must also provide this information to the parent/guardian in writing, whether paper or electronic format, by the end of the next business day.
- D. The coach or his or her designee shall communicate, by the end of the next business day, with the athletic director, athletic trainer and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
- E. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
 - (1) The plan shall be developed by the student's teachers, the student's guidance counselor, school nurse, certified athletic trainer (if on staff), neuropsychologist (if available or involved), parent/guardian, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
 - (2) The written plan shall include instructions for students, parents/guardians and school personnel, addressing, but not be limited to:
 - (a) Physical and cognitive rest as appropriate;
 - (b) Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
 - (c) Estimated time intervals for resumption of activities;
 - (d) Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer if on staff, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized; and
 - (e) A plan for communication and coordination between and among school personnel and between the school, the parent/guardian, and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
 - (3) The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

210.011: Medical Clearance and Authorization to Return to Play

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, unless another person is specified in school policy or procedure, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (hereinafter “Medical Clearance and Authorization Form”), or school-based equivalent, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents/guardians, the school nurse and teachers, as appropriate.

A. Only the following individuals may authorize a student to return to play:

- (1) A duly licensed physician;
- (2) A duly licensed certified athletic trainer in consultation with a licensed physician;
- (3) A duly licensed nurse practitioner in consultation with a licensed physician; or
- (4) A duly licensed neuropsychologist in coordination with the physician managing the student’s recovery.

B. By September 2013, physicians, nurse practitioners, certified athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received Athletic Department-approved training in post-traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

ATHLETIC PROBATION POLICY

North Middlesex follows the eligibility standards set forth by the Massachusetts Interscholastic Athletic Association (MIAA). NMRHS requirements are:

- A student must pass at least seven (7) courses in each academic marking period.
- Academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents/guardians of all students within a particular class.
- Incomplete grades are not counted toward eligibility.
- A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.
- A student receiving special education services in a program for intensive special needs may be declared academically eligible by the principal provided that all other eligibility requirements are met.

COACHES/PARENT/GUARDIAN/ FAN CODE OF CONDUCT

Our student athletes compete in sports to challenge themselves physically, to have fun and for the love of the game. Through sports our students learn to be trustworthy, respectful, responsible, fair, caring, and cooperative.

As a parent/guardian and as a fan, I will agree to abide by the following rules and guidelines:

- I will remember that this game is for the student-athlete and I will make it a positive event.
- I will be a positive role model for the students and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.
- I will teach my student to play by the rules and to resolve conflicts without hostility or violence.
- I will demand that my student treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or adult such as booing and taunting or using profane language or gestures. I will respect the coaches and will not question, discuss, or confront coaches at the game field or on the court. If I wish to speak with a coach, I will follow accepted protocol and seek this formal meeting through the Athletic Director.
- I will not ridicule or make negative statements about the student, the team, or the coach for making mistakes or losing a competition.

- I will not coach my child or other players during games and/or practices. I understand that I am the parent/guardian or fan and will leave the coaching to those who have been entrusted with the position.
- I also agree that if I fail to follow the rules and guidelines, I will be subject to disciplinary action, that could include, but is not limited to the following:
 - Verbal warning by official, head coach, and/or the athletic director or administrators of the school
 - Written warning
 - Parent/Guardian/Fan game suspension
 - Moratorium on attendance of athletic contest for up to one year or more as determined appropriate by the athletic director and the school's administration
 - Expulsion from the venue

SPORTSMANSHIP

The Massachusetts Interscholastic Athletic Association is waging a continuous campaign to provide good sportsmanship at all athletic events. High school students should set the example in the matter of sportsmanship and should quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end, they should:

1. Remember that a student spectator represents his/her school the same as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Accept decisions of officials without comment.
4. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
5. Insist on the courteous treatment of the visiting team as it passes through our school building.
6. Acquaint the adults of the community and the younger pupils in the school system with the ideals of sportsmanship acceptable to the high school.
7. Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend future contests.
8. Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.

TAUNTING

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

Examples of taunting include, but are not limited to: "trash talk," defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another and standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA Expulsion Rules. Prior to the contest, game officials shall give a warning to both teams.

At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

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 for review at www.nmrsl.org.

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, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

(2) **Access of Eligible Students and Parents.** The eligible student or the parent, 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 insure that the rights of district employees and students are protected.
- f. Persons should avail themselves of NMRSD policy books available in all public libraries in the district and in each school in the district.
- g. This policy will be included in each school handbook.

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.