



Nipmuc Regional High School  
Student/Parent Handbook  
2021-2022

Principals

John K. Clements

Mary Anne Moran

Central Administration

Maureen Cohen, Ed.D., Interim Superintendent

Cheryl Kirkpatrick, Interim Assistant Superintendent

Jennifer D'Angelo, Director of Student Support Services

David Quinn, Director of Technology Integration

Joseph Leacu, Director of Technology Operations

Jay Byer, Director of Financial Operations

Regional School Committee

Mendon

Erick Brown

Sean Nicholson

Kerry Laurence

Upton

Phil De Zutter

Vikki Ludwigson

Dorothy Scally

## NIPMUC FACULTY & STAFF

John K. Clements, Principal  
Mary Anne Moran, Principal  
Christopher Schmidt, Athletic Director

### ADMINISTRATIVE ASSISTANTS

Amy Buzzell - Administrative Assistant to the Principals  
Debbie Manzella – Main Office  
Amy Schmidt - Main Office  
Anna Young - School Counseling Center  
Denise Zinno – Student Support Services

### ART

Kevin Campbell  
Alison Clish

### BUSINESS/TECHNOLOGY

Jamie Caprarella  
Ryan Cody

### ENGLISH

Johanna Annunziata  
Katy Dreher  
Christopher Evans  
Courtney Henry  
Melisa Kinkela  
Cassidy Rousseau

### HEALTH

Leslie McInnis, RN  
Nancy Robbins, LPN

### HISTORY

Daniel MacIsaac  
Christine Manzella  
Matthew Merten  
Brian Moloney  
Roy Spindel

### INSTRUCTIONAL ASSISTANTS

Alycia Beatrice  
Kristin Burns  
Peter Curley  
Crystal Lamb  
Lisa Motyka  
Michelle Sheehan  
Steve Thompson

### MATHEMATICS

Sandra Alibozek  
Ronald Cochran  
Amy Gilchrist  
Courtney Leja  
Mary Ellen Kennedy  
Robert Messick  
Lauren Plante

### MEDIA CENTER

Jennifer O'Brien

### MUSIC

Simon Harding  
Whitney Simmonds

### PHYSICAL EDUCATION

Patrick Allen  
Steven DellaRovere

### RETURN SUPPORT SERVICES

Erin Dailey – School Adjustment Counselor  
Rachel Robbins – Academic Coordinator

### SCIENCE

Emily Ayers  
Shelley Cook  
Erin Ellis  
Jennifer Field  
James Gorman  
Bonnie Nieves  
Cari White  
Samantha Tolys

### SCHOOL COUNSELING

Kerry Fagan - school adjustment counselor  
Samantha Glynn - school psychologist  
Meredith Hefez  
Kendra Swenson  
Allison Towne

### STUDENT SUPPORT SERVICES

David Antonelli – VISTA  
Lori Beaudoin  
Bruce Bisbee  
Meagan Brazil-Sheehan – Team Chair  
Debbie Coyle - ESL  
Kathleen Deschenes – STAR  
Gina Keniry  
Justin Townsend

### TECHNOLOGY

Felipe Angel  
Chris Caron  
Joseph Leacu – Director of Technology Operations  
Sam O'Neal  
David Quinn – Director of Technology Integration

#### WORLD LANGUAGE

Julie Ahmed-Jussaume  
Lauren Blackburn  
Chelsea LeMaire-Boucher  
Tricia Moloney  
Kathryn Reardon  
Ana Soto

#### FOOD SERVICES

Dianne Mucci – Director  
Mary Ann Auty  
Karen Hadley – Manager  
Laura Jionzo

#### PLANT MAINTENANCE

John Baker  
Kenneth Choiniere – Director of Building/Grounds  
Scott Felper  
Kevin Hackenson  
Marc King  
Steve Young  
Jeffrey Wheet

#### DISTRICT DATA ADMINISTRATOR

Elizabeth Black

### NIPMUC'S BELIEFS ABOUT LEARNING

We believe that each LEARNER is unique, inquisitive, and has the potential to be inspired by a true sense of purpose.

We believe EDUCATORS are facilitators of learning who embrace individual student passions and strengths when creating learning experiences that encourage inquiry, develop skills, and have relevance in today's world.

We believe the COMMUNITY is our classroom, encouraging and supporting authentic, enriching, and rewarding learning opportunities for all.

We believe in creating an authentic, welcoming, and collaborative LEARNING ENVIRONMENT where all members of the community are supported, engaged and provided learning opportunities that challenge and excite them.

### NIPMUC'S DEFINITION OF LEARNING

Who? Everyone is a learner. Learning is not only for students or a select group of people.

What? Learning is an automatic and instinctive process. It involves seeking, acquiring, and applying knowledge and skills in a personally meaningful way. Learning is not all that complicated. It should not be confused with being able to produce the correct answer or earn the highest grade.

Where? Learning takes place in all aspects of our lives and extends beyond school subjects, assignments, and assessments. Learning does not only take place in schools or educational institutions.

When? Learning can occur throughout all the minutes and moments of our lives. Learning is not limited to the school day or year. Learning doesn't naturally occur without a personally meaningful context or in experiences that are unnaturally separated into disciplines.

Why? People learn to solve problems, gain insight into complex and diverse challenges, or improve an existing condition or situation. People learn because they are naturally curious, creative, competitive, and collaborative. Learning enables people not only to become more independent but also to become valued members of their communities. People do not learn to pass a test, to make it through the school day, to get a grade, to get into college, or to be the best.

How? Learning occurs by taking risks, trying new things, and reflecting on mistakes. Learning occurs when people make connections between their ideas and their world. Learning occurs when creating a meaningful and authentic product. Learning does not occur when simply memorizing facts and figures. It does not happen naturally through receiving, recording, and repeating information. Learning is limited by rigid thinking and the pursuit of a single right or safe answer.

## NIPMUC'S CALL TO ACTION

Being a learner in the modern world is exciting because students are presented with various opportunities to experience personally meaningful learning in a connected world. Modern learners have the chance to create and forge meaningful learning experiences and connect with the world around them.

We recognize that the emergence of technology provides boundless access to information and opportunities to create, design, and invent. Technology also connects learners on a local and global level, to foster communication, collaboration, and creativity. Students now, more than ever, are equipped with the tools to innovate, reimagine their education, and serve as pioneers in both existing and new fields.

Preparing students for an unpredictable future requires a variety of knowledge, skills, and dispositions.

As global citizens, students must be able to demonstrate an understanding of others' needs and understand the value of a diversity of experiences, cultures, and perspectives.

As solution seekers, they need to be able to recognize obstacles, diagnose the issues that limit progress, apply strategies to address their concerns, and reflect on the effectiveness of their response.

As skillful collaborators, students will work effectively and respectfully with diverse teams in a variety of formats.

As inspired innovators, they need to be able to elaborate, refine, analyze, evaluate, and iterate their ideas in order to maximize their creative efforts.

As mindful learners, they need to be able to regulate their emotions, thoughts, and behaviors as they persist toward personal and learning goals.

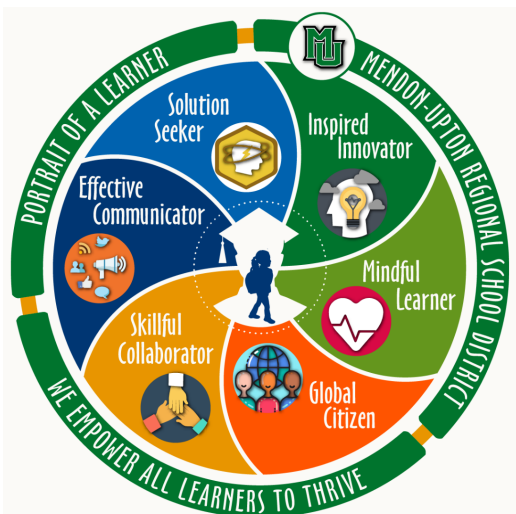
As effective communicators, they must articulate and listen with attention to knowledge, values, attitudes, and intentions.

Although we recognize the changing realities of the modern world, there are current aspects of our professional work that remain important for the future of Nipmuc. We must continue to provide students with opportunities to be introduced to key content and knowledge needed to ignite their passions, broaden their understanding, and develop cultural literacy. We also recognize that we need to continue to prepare our students to achieve in traditional forms of assessment that are valued by colleges and employers.

Because traditional achievement is only one measure of success, we must expand our definition to include moments of reflection, resilience, creativity, collaboration, experimentation, and inspiration.

As our world evolves, our professional practices must reflect and include opportunities to collaborate, reflect, innovate, and initiate. Students should be encouraged to seek novel approaches to learning. As educators, we must continually reflect, review, and revise our professional work to make sure our work supports our definition of learning, beliefs about learning, and the vision of our graduates.

## MURSD PORTRAIT OF A LEARNER



Like other forward-thinking public school districts across the United States, Mendon-Upton Regional School District (MURSD) has created a Portrait of a Learner profile to answer the question: What are the skills necessary for success for all students in this rapidly changing, increasingly diverse, and interconnected world?

The Portrait of a Learner competencies ask MURSD students and staff members to look beyond the high-stakes testing environment and to develop skills and competencies needed to be successful in the world and in the workforce of the future. Alignment of this vision to resources, time, and professional practices will be necessary so all students may have opportunities to develop each aspect of the portrait to their fullest potential.

Click here to access the [MURSD's current strategic plan](#).

# MURSD 1:1 LEARNING PROGRAM

## Overview

The Mendon-Upton 1:1 Learning program ensures that all students use technology to communicate, collaborate, and innovate in their learning. We teach students to use technology responsibly and meaningfully, providing them with a competitive advantage for the challenges of the 21st century. Integrating technology into exemplary teaching and a high-quality curriculum ensures our students leave Mendon-Upton with the skills to create solutions for a rapidly changing, technologically rich, and culturally diverse world.

MURSD offers all students the opportunity to receive a district-issued iPad to meet these goals. The district assigns PreK-4 students an iPad that will stay in their classroom.

Students in Grades 5 - 12 can opt to receive a MURSD-issued iPad or bring one from home. All home-issued iPads must be a 6th generation or newer or an iPad Pro from home. We will ask students who bring devices from home to place their MURSD-issued Apple ID on the device while in school. Additionally, we ask all students using personal devices to install our Self Service app catalog to access MURSD-issued applications.

## Obtaining a MURSD iPad

We offer take-home MURSD iPads to students entering grade 5 or upon enrollment in the district. If a student wishes to switch from a personal iPad to a school-issued device, they may do so by having a caregiver complete the 1:1 Learning enrollment form at <https://tinyurl.com/MURSDiPads> or the QR code below.



Requests submitted after the 20th of August are not guaranteed to be fulfilled by the start of school.

If you have any questions, please contact David Quinn, Director of Technology Integration, via email at [dquinn@mursd.org](mailto:dquinn@mursd.org).

## MURSD-issued iPad Terms of Use

MURSD issued devices are considered school equipment and subject to the same loaning guidelines as other school resources (eg. textbooks). Thus, students and their families are responsible for any repairs needed to the iPad due to any physical damage to the unit. Students and their families are also responsible for the total replacement costs of the iPad in the event of theft or other disappearance.

Additionally, students are responsible for returning all iPad charging cords, charging bricks, and cases during annual collections. A member of the technology team will review student submissions and invoice the family if there are any missing, incorrect, or damaged items during collection.

## Repair & Replacement Process

If a device is damaged or lost, the student should visit the school's help desk or email [helpdesk@mursd.org](mailto:helpdesk@mursd.org) to report the issue.

- If the device is uninsured, a technology team member will issue your child a replacement device and send the broken iPad to Apple for repair and recirculation. We will send home an invoice of \$249, which is our repair costs from Apple. We understand that this unexpected expense can strain family budgets. The district will work with families to develop payment plans when needed.

- *If the device is insured*, we will provide the student with a temporary loaner device and send the broken iPad home. A family member should contact Securranty via the web or by phone to start the claim process and then ship out the device for repair as directed by the insurance company.

#### Insurance Information

To protect these devices from damage or theft, we recommend that families consider third-party options for an extended warranty or insurance coverage.

Families can find more information here <https://www.securranty.com/MURSD-Warranty>.

Please note MURSD does NOT have an insurance policy on school-issued devices.

#### Acknowledgments

In summation, by signing the 1:1 Learning enrollment form or a MURSD student handbook form, you acknowledge:

- You have reviewed the MURSD Acceptable Use Policy and agree to the terms of the document.
- As part of the program, your student will have the following accounts set up: a Managed Apple ID and Google Apps for Education ([mursd.org](https://mursd.org)).
- You are responsible for any repairs needed to the iPad in the event of any physical damage to the unit.
- You will complete the repairs through the MURSD help desk system or the pre-approved insurance program and not an alternative vendor.
- Uninsured repairs through Apple typically cost \$250
- You are responsible for total replacement costs to the iPad in the event of theft or other disappearance.
- If your student leaves the school district, the iPad and any accessories (case, charger, etc.) must be returned to the district in reasonable condition, or you must provide the full replacement cost of the device and/or accessories.

## ACCEPTABLE USE POLICY

The Mendon-Upton Regional School District (MURSD) offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of MURSD's Internet access (like all other uses of MURSD's computer facilities) must be in support of and consistent with our educational objectives. All students who use MURSD's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

#### The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

#### Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

#### Levels of Student Access

Two levels of Internet access are provided through the MURSD:

1. Internet and World Wide Web. All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a

student may access Internet and Web, however, he or she must be familiar with these Guidelines. Before students in Grades 9-12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to them.

2. Individual email accounts: Individual email accounts may be provided by the School District to students to support classroom work. All emails will be monitored by the district and classroom teachers for compliance with this policy (See Section 5).

### Internet Access Is a Privilege

For both levels of access, Internet access through the MURSD is a privilege, not a right. School officials may cancel a student's access if this privilege is abused. Inappropriate conduct on the MURSD Internet access will also be subject to disciplinary action, in conformity with the MURSD Policy on Student Conduct and Discipline (which is published in school handbooks) and the disciplinary policies of individual schools.

### Administrators' Access to Student Files

Electronic mail transmission and other use of electronic resources by users shall not be considered confidential. Without limitation, all e-mail files and other Internet files and records may be monitored, accessed, and examined at any time by designated staff to ensure appropriate use for instructional, educational, and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Users should not assume that the use of the School District Internet access or email will be private.

### Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The School District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

### System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the MURSD Public School computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

### Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

### Unacceptable Uses

The following uses of the MURSD Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The MURSD Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. The Nipmuc Regional High School policy on Plagiarism/cheating, which is included in the Nipmuc High School Student Handbook, is applicable to Nipmuc Regional High School students' use of the Internet.



8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the MURSD.

#### Disclaimer of Liability

The MURSD disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

#### Changes in the Guidelines

The MURSD reserves the right to change these guidelines at any time.

#### Inclusion Statement

May it be stated that the above guidelines apply to all individuals accessing the computer network. In addition to students, these users include all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

#### Mobile Devices

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the School District are subject to additional rules and regulations at the discretion of the School District administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

#### Electronic Media

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with School District and individual school policies on online and print publishing.

# ACADEMIC INFORMATION AND POLICIES

## BELL SCHEDULE

### NIPMUC 2021-2022 SCHEDULE

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:30 - 8:34	A	F	D	B	G	E	C
8:37 - 9:58 BREAK 1: 8:37-8:54 BREAK 2: 9:10-9:27 BREAK 3: 9:41-9:58	B & BREAK	G & BREAK	E & BREAK	C & BREAK	A & BREAK	F & BREAK	D & BREAK
10:01 - 11:05	C	A	F	D	B	G	E
11:08 - 12:53 LUNCH 1: 11:08 - 11:33 LUNCH 2: 11:48 - 12:13 LUNCH 3: 12:28 - 12:53	D & LUNCH	B & LUNCH	G & LUNCH	E & LUNCH	C & LUNCH	A & LUNCH	F & LUNCH
12:56 - 2:00	E	C	A	F	D	B	G

## CREDITS

In typical years, all students have the opportunity to earn 28 credits during their four years of high school. Students must earn 26 credits in order to meet the credit requirement for graduation.

For the 2021-2022 school year, the potential credits and credit requirements for graduation are listed below:

Class of 2022: 27 out of 29 credits  
Class of 2023: 27 out of 29 credits  
Class of 2024: 27 out of 29 credits  
Class of 2025: 26 out of 28 credits

Satisfactory completion of the work required in any course will entitle a student to the credits listed for that course. Additionally, credits toward a Nipmuc Regional High School diploma can be earned by successful completion of courses taken in dual enrollment programs or pre-approved online courses.

Promotion is based upon the accumulation of credits during the year. The following minimum requirements must be satisfied to progress to subsequent grades.

#### *Classes of 2023 and 2024*

*For entrance to Grade 11 ..... 13 credits*

*For entrance to Grade 12 ..... 20 credits*

#### *Class of 2025*

*For entrance to Grade 10 ..... 6 credits*

*For entrance to Grade 11 ..... 12 credits*

*For entrance to Grade 12 ..... 19 credits*

Credits for courses that have been failed can be earned through successful completion of approved courses at an accredited summer school with the following stipulations:

- Students must complete all their work due to the teacher and have a minimum of a "58" average for the year in order to attend summer school.
- The student must attain a "70" or better in the summer school program in order to earn a passing grade of "65" at Nipmuc Regional High School.
- Upon successful completion of an approved summer school course, a numerical grade of "65" for the course will be recorded on the student's permanent record sheet. At the same time the actual summer school grade will be recorded on the student's permanent record sheet as a separate item. In reporting these grades on an official transcript, the Guidance Department will report each grade as indicated.
- Any exceptions to this summer school regulation may be granted only after consultation with the principal, the classroom teacher, and the guidance counselor.
- Summer school and/or credit recovery courses must be completed and grades submitted by August 15, 2022 to receive credit.
- Grades earned for summer enrichment courses or extra credit courses will be added to the student's profile sheet, but no credit will be applied toward graduation.

## COURSE REQUIREMENTS

All students are required to take a common core of subjects, as follows:

English: 4 non-elective credits  
Mathematics: 3 credits  
Science: 3 credits (including biology)  
World Experience II: 1 credit  
United States History I: 1 credit  
United States History II: 1 credit  
Physical Education: 1 credit\*

The above-required courses must be completed satisfactorily in order to graduate regardless of the number of credits accumulated.

\*A waiver of the physical education requirement will be granted only for a medically documented reason.

*Students planning to further their formal education beyond high school should research the admission requirements of the potential schools of interest as the college requirements may differ from the Nipmuc graduation requirements.* It is advisable for parents to consult the school counseling department concerning choice of course of study as it relates to the future plans of the student.

## MCAS

In addition to meeting Nipmuc's course requirements for graduation, all students must demonstrate competency in the Mathematics, English Language Arts, and STE (Science, Technology/Engineering) MCAS to earn a high school diploma. Multiple opportunities for retests are given to students who fail to receive a passing grade.

## COMPLETION OF WORK

Students must have completed all outstanding requirements by the conclusion of the last day of school for seniors in order to be eligible to participate in commencement exercises. If a student's work is incomplete at the end of the school day on the last day of school for seniors, that student will not be eligible to participate in the interfaith celebration, awards day, or the graduation ceremony. Students with incomplete grades will be allowed to participate in other senior events including the prom and the senior class trip.

Additionally, all grades for courses completed with another school, through an online or virtual academic provider, or through participation with any external educational institution whose credits are accepted in meeting a student's graduation requirement must be received by Nipmuc Regional High School no later than the seniors' last day of school. Any student whose grade remains incomplete after the seniors' last day of school – whether for personal,

medical, or any other reasons – will not be eligible to participate in the interfaith celebration, awards day, or commencement exercises.

## HONOR ROLL

At the end of each marking period, an honor roll will be completed and published of those students who have successfully met the following academic requirements (no incompletes) and have a numerical grade of 80 or better in all subjects.

When the above requirements have been met, a student will achieve:

HIGH HONORS: If the overall average in all subjects is 90 or better.

HONORS: If the overall average in all subjects is between 85 and 90.

HONORABLE MENTION: If the overall average in all subjects is between 80 and 84.

## CLASS RANK

Students are ranked, within their grade level, based on the major academic classes they select throughout their high school career. Grades recorded in each class are given quality points based on the Points and Credit Table assigned to each course level. The total quality points earned is the basis for the rank within the student's graduating class.

Major academic classes are given a course level.

- College Post-Secondary (CPS) - Level 3
- Honors - Level 4
- Advanced Placement - Level 5

Example: Grade=85

- Level 3 (7.5 Quality Points)
- Level 4 (10.0 Quality Points)
- Level 5 (12.5 Quality Points)

## INCOMPLETES

A student whose work is not complete at the end of a quarter will be required to make up all work. The student will be allowed five school days from the end of the term to make up incompletes. All work must be completed before the close of school at the end of the year. (See attendance policy) Extenuating circumstances may alter this policy.

Failure to complete work by the designated time may result in course failure and for seniors, exclusion from any senior activities including graduation.

## MAKE-UP WORK

If a student is tardy to school/class, he/she/they must meet with the teacher of the classes missed that day. If a student is absent from school for one day, he/she/they will be given 2 school days to make up the work. For any additional absences, the work will be made up at the discretion of the teacher. A student aware of a prolonged absence due to illness, hospitalization, etc., should contact the school counseling office to have work sent home so that he/she/they will not get too far behind in his/her studies. If a long-term assignment (paper, project, etc) is due on the day of the absence, it should be submitted prior to the trip or absence.

## EXTRA HELP SESSIONS

To ensure success, students are advised to carefully evaluate obligations at the beginning of each course. The use of help sessions is strongly advised. Extra help sessions are part of our school's desire to assist each student. Students are encouraged to contact their teachers in advance to set up extra help appointments. School Counseling services should be utilized if needed.

## TESTS

Students will not be required to take more than two major tests on the same day. However, it is the student's responsibility to notify the teacher(s) at the time a test is announced that there is a conflict. A two-day notice on all major tests will be given to students.

## ACADEMIC DISHONESTY - CHEATING & PLAGIARISM

Academic dishonesty (cheating & plagiarism) will not be tolerated. It casts a shadow of doubt on the credibility of one's academic performance preceding the cheating incident and may have a direct effect on how people perceive you for consideration of future awards, honors, or letters of recommendation.

*Cheating* includes, but is not limited to, use of unauthorized papers during a quiz or exam (no matter what the content), copying from another student's paper during a quiz or exam, unauthorized access to old exams, or to an exam given to another section of the class, or the exam given to the class if you are taking it late for some reason, copying another student's homework assignments, using or turning in a photocopy of another student's assigned work, paying someone to write a paper or do an assignment for you, buying a term paper, using technology inappropriately (e.g. translators) or leaving a test or exam without permission or before turning in your paper.

*Plagiarism* includes copying any sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.), or printing out an article directly from a computer database (such as Encarta or off the Internet) and turning it in as your own work. Students must read, synthesize, and write their own original sentences; learn to paraphrase. Even when paraphrasing, a complete reference must be provided to the paraphrased sentences. NEVER steal words directly from any source and present them as your own.

Students are responsible for doing their own work, even if they "work together." If two papers are turned in that show great similarity such that the instructor interprets it as evidence of cheating or plagiarism, both may be penalized. (If several papers are turned in together or at the same time, and each contains evidence of cheating or plagiarism, they will be considered as separate offenses.) This policy applies to cheating or plagiarism on extra credit work as well.

### Penalties:

In the event of cheating, the student (s) involved:

- May receive a grade of F/0 on the exam, test, quiz.
- The student's parents and school counselor will be notified.
- The student (s) may be referred to administration for possible further discipline ranging from in-house suspension to a 3-day school suspension.
- A second offense within a course may result in a failure for the course in which the incident occurred.

## SCHOOL COUNCIL

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Assist the Principals in adopting appropriate goals consistent with the goals and standards, including student performance standards as established by the Massachusetts Department of Elementary and Secondary Education.
2. Identification of the educational needs of the students attending the school.

3. Review of the school building budget.

4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

School Council Membership: Members of the school council shall include the principal(s), parents of students attending the school, teachers employed by the school, students (for high school councils only), and members of the community. Parent members will be chosen in elections held by the local parent-teacher organizations in each school, teachers will be selected by the teachers in each school, and community members who may include persons from municipal government, business, and labor organizations will be selected by the Principal. The council shall be broadly representative of the racial and ethnic diversity of the school and community.

# HEALTH & WELLNESS

## PHYSICALS

As required by the Massachusetts Department of Public Health, documentation of a physical examination by the student's primary care provider is required of all tenth-grade students and upon transfer from another school district.

Student-athletes must pass a physical examination each year before participating in any sport. This must be done prior to the first practice session. No student-athlete will be issued equipment or participate in organized practice or scheduled games until they have given the school nurse or athletic director a current physical examination from their primary care provider. In order for an exam to be considered current and valid, it must be dated within 13 months of the date of any athletic involvement.

## MEDICATIONS

A written order from a licensed prescriber and parent/guardian consent is required for all prescription medication, supplements (herbal or other), and for any over-the-counter medication not covered by Standing Orders from our School Physician. These orders must be renewed annually. Students may not carry medications on their person with the exception of prescription inhalers, Epi-Pens, prescription medications and supplies to test and treat diabetes, and prescription enzyme supplements used to treat cystic fibrosis. Students carrying any medications, prescriptions, or over-the-counter, exclusive of the aforementioned exceptions, may be subject to disciplinary action.

## FACE COVERINGS (SC Policy EBCFA)

The Mendon-Upton Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for

providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

If students are in violation of the above-mentioned policy, the building principal or designee will consult the parent/guardian to determine if an exception is appropriate. Failure to wear a mask or comply with mask procedures may result in loss of privilege to visit school grounds and buildings and may be subject to additional disciplinary action. Refusal to wear a mask will be considered insubordination and will be subject to the code of conduct outlined in the student handbook. Visitors in violation of this policy will be denied entry to the school/district facility.

Students who knowingly violate this policy may be subject to disciplinary action as outlined in the handbook.

## ABSENCES

When a sickness or personal family emergency requires you to be absent from school, we ask that your parent or guardian notify school by 9:00 a.m. If the office is not notified by this time, it may be necessary to contact the parent/guardian at home or at work. If the parent has not contacted the school, the student must provide a note from the parent, which will be given to the office. Any arrival to school after 10:30 a.m. will be recorded as an absence.

## ARRIVAL AT SCHOOL

Students coming to school by bus or car are to enter the building immediately upon their arrival on the school grounds. There is to be no gathering or remaining in the school parking lots. Failure to observe this regulation could result in loss of your parking or bus privileges. Failure to report to the first period by 7:30 a.m. constitutes a tardy to school. When students arrive at school after 7:30 they are to sign in at the office and receive an admittance pass to class. If tardiness causes excessive time lost from a particular class, the result could affect the student's grade point average and credits for the course.

## BUS TRANSPORTATION

- You must have a parental note to change buses, which must be brought to the office before school to obtain an afternoon bus pass.
- Transportation to school is a privilege not a right. As such, students are expected to behave properly while waiting at the bus stop, boarding the bus, riding the bus, and getting off the bus.
- When a student's conduct directly or indirectly interferes with the safe and efficient operation of the school bus, the bus driver will report the student's behavior to the Principal (or designee) for disciplinary action.
- Possible use of visual and audio surveillance operated by the bus company may be used while riding on the school buses.

## TARDY TO SCHOOL

A student is allowed three unexcused tardies prior to 8:15 am per term without consequence. Any arrival to school at or after 8:15 a.m. will be reviewed by administration and may result in disciplinary action including after school detentions or Saturday detentions. Students and parents are encouraged to share information about late arrivals after 8:15 a.m. with administrators in order to determine if disciplinary action is appropriate. Each case will be reviewed on an individual basis. Attendance is ultimately the responsibility of the student. Parents and students are encouraged to check iStudent/iParent for the most updated attendance information.

Consequences for tardiness to school will follow the guidelines (per offense) below:



Tardy to school 4-6 times (prior to 8:15 am): after school detention; loss of eligibility for extracurricular activities/athletics for the day of the tardy; loss of parking permit for the remainder of the term.

Tardy to school 4-6 times (after 8:15 am): Saturday detention; loss of eligibility for extracurricular activities/athletics for the day of the tardy; loss of parking permit for the remainder of the term.

Tardy to school 7 and beyond: Saturday detention; loss of eligibility for extracurricular activities/athletics for the day of the tardy.

## DISMISSAL

Notes for early dismissal must be brought to the office before school and must have:

1. Parental signature
2. Phone number where a parent may be reached
3. Students who are dismissed without excusal will not be eligible for extracurricular activities.

Guidelines for excused dismissals follow that for absences.

Students who are sick need to report to the nurse to be evaluated. The nurse will make contact with parents to dismiss a student from school if deemed necessary. Dismissals from the nurse will be excused for medical reasons.

Parents/guardians will be contacted regarding unexcused dismissals. Students who are dismissed without excuse may have their parking permit revoked for the remainder of the term, face disciplinary consequences, and/or have to make up missed time via after-school/Saturday hours.

## STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. The school district recognizes that parents of children attending our schools have special rights but that they also have special responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

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

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

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

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

For students who exceed five absences in the school year, the school will make attempts to communicate with parents in order to address attendance concerns. Absences due to out-of-school suspensions will not be included.

Every two unexcused dismissals and/or tardies will count for one absence. This consideration will be made when determining make-up hours if the student exceeds the absent limit in any given school year as well as when seeking assistance from the juvenile court system and/or Department of Children and Family Services.

Failure to attend school without a valid excuse may warrant school personnel seeking help for the student and his/her family.

IMPORTANT NOTE: Chronic attendance issues will be referred to an administrator for appropriate consequences up to and including legal action. Under M.G.L. c. 119, § 21, a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations, or is "habitually truant." A school-aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing "CRA" services and support.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

## REVIEW PROCESS FOR ATTENDANCE POLICY

The student and/or parent/guardian may write to the Principal a letter requesting a review of the circumstances. For the student who transfers to Nipmuc Regional High School after the start of a semester, the maximum absence limit will be prorated on the basis of the remaining days in the quarter. If a student changes classes during a quarter, the total accumulation of absences in the former class will carry over into the new class.

Vacation days taken during school time are considered absences acquired toward the maximum absence limit. The school feels very strongly that neither parents nor students should attempt to adjust the official school calendar for their own convenience. Vacation periods are not to be started early nor extended. Vacations should be planned for times during which Nipmuc Regional High School is not in session.

## RETURN TO SCHOOL AFTER EXTENDED ABSENCES

Prior to a student's return to school after an extended absence due to medical, behavior, or other reason, a re-entry meeting will be requested to facilitate a successful transition back to school. A discharge summary will be requested indicating the student is medically able and safe to return to school.

Nipmuc Regional High School may provide support through Return Support Services (RSS). RSS is a short-term, intensive general education support available to some students returning to school after an extended absence. RSS provides clinical support, academic coordination, family support, and care coordination services to students who are transitioning back to a full schedule after an experience that has had a significant physical or emotional impact causing gaps in learning. Its supports are customized to meet each student's unique needs and are clinically informed. RSS staff will partner with families to help each student make the most efficient transition possible. The RSS staff will also provide consultation services directly to faculty and staff members to increase knowledge of strategies and support to assist all learners in the classroom.

# STUDENT ACTIVITIES AND INFORMATION

## STUDENT VISITORS

Students will be allowed to attend school as a shadow from the School Counseling Department if there is clear intent of becoming a Nipmuc student or has written permission from Administration.

## ATTENDANCE AT SCHOOL FUNCTIONS

Any arrival to school after 11:05, unexcused dismissal, or absence will result in a student being ineligible to participate in any extracurricular activity for that day, except in extraordinary circumstances and with special permission from the Principal(s). Students who are suspended or are absent without an acceptable reason may not attend nor participate in any extracurricular activity during the period of the suspension or the day of the unexcused absence. These students will be requested to leave the function or activity.

## LOCKERS

(Students do not have access to lockers during the 2020-2021 school year due to COVID-19). In a typical year, lockers for the use of students are provided in the corridors and have been assigned. Students are required to keep their lockers clean. Stickers are not allowed on the face of lockers. Students will find their locker numbers on their schedules. School locks may be purchased at a cost of \$6.00 from the school counseling office. Any locks or lockers, which do not work properly or become broken should be reported to the office immediately. Individuals are not allowed to use physical education issued locks on lockers outside the locker room nor locks purchased outside of school. Student lockers are school property and the administration reserves the right to inspect lockers when necessary.

## CARE OF SCHOOL-ISSUED PROPERTY AND TEXTBOOKS

The school provides a number of materials for student use, including but not limited to calculators, iPads, computers, textbooks. These materials must be kept in good condition at all times. When requested, or at the end of the school year, the student must return all materials issued to him/her. Except for reasonable wear, all materials should be in the same condition as when assigned to the student. Students and their families will be financially responsible for any school owned equipment that was originally assigned to the student in the event that these materials are lost, destroyed, or damaged.

## LAVATORY USE

Every effort is made by the school to keep the lavatories clean and sanitary. The staff monitors the lavatories. For your convenience and health we ask that you follow these simple rules:

- Individual stalls are designed to accommodate one person at a time.
- Report all damages to the office.
- The lavatory is not a sick room. Report to the nurse's office if you are ill.
- Keep the lavatory clean at all times.
- No food in the lavatories.
- No loitering in the lavatories.
- Locker room lavatory only for use during physical education classes.

## DRESS CODE

Students at Nipmuc Regional High School are expected to dress in an appropriate manner conducive to a learning environment. Dress should not hinder the educational process and should present a comfortable atmosphere for students, faculty and staff. All students are expected to attend school appropriately dressed and properly groomed.

Clothing that contains images that in any way represent or promote alcohol/drugs/tobacco, promote hatred or violence, contain obscenities or sexually suggestive messages, or indicate gang-related material will not be tolerated in school or at school functions. Students should wear clothing that appropriately covers their shoulders, back, torso, and pectoral area. Halter-tops, tube tops, racerbacks, spaghetti straps (straps must be at least 1" wide), transparent clothing, and/or plunging necklines are not acceptable. No undergarments should be visible. Underwear-type shirts should not be worn as regular clothing. All pants, jeans, shorts, skirts, and capris must be worn at the waist. Shorts, skirts, and dresses must be at least mid-thigh in length. Spandex/leggings will not be worn as a primary garment. Students shall not wear hoods during the school day. Students shall not wear sunglasses in school unless they are required for documented medical purposes. State law requires the wearing of footwear in public buildings. Also, any chains or other items that can be of risk to the physical well-being of others will not be tolerated. Please know that this is not an inclusive list and that the appropriateness of school attire will be determined by school administrators.

Teachers who believe that a student is dressed in a manner that is distracting and/or disruptive to the educational process will refer that student to an administrator. If an administrator determines that the student has violated the dress code, the student will be expected to change their attire to meet the dress code or will be sent home from school until he or she conforms to the dress code. Any dress code violations after the first offense may be considered insubordination and will be handled accordingly.

## INSURANCE

School insurance is offered to all students every fall. Enrollment brochures and forms will be available to students at the beginning of the school year in the main office.

## NO SCHOOL ANNOUNCEMENTS

The decision to cancel school sessions, to delay opening, or to close early for weather or emergency conditions is made by the Superintendent of Schools. Bus times will vary according to the delay announced. The Superintendent will notify families of school closings and delayed openings by a phone message using the Connect5 system. The school district will also broadcast via:

School District website	<a href="http://www.mursd.org">http://www.mursd.org</a>
Channel 4 (WBZ)	<a href="http://boston.cbslocal.com">http://boston.cbslocal.com</a>
Channel 5 (WCVB)	<a href="http://www.thebostonchannel.com">http://www.thebostonchannel.com</a>
Channel 7 (WHDH)	<a href="http://www1.whdh.com">http://www1.whdh.com</a>
Radio	WMRC 1490 AM

Residents are urged *not* to call the fire or police departments in Mendon and Upton, as they will not have this information. Calls to them tie up their line and make it difficult for them to respond to emergency situations.

## STUDENT PARKING REGULATIONS

- Only vehicles with school-issued identification stickers will be allowed in the student parking lot. An annual fee of \$50.00 will be charged for identification stickers.
- All students will be assigned a parking permit number.
- All vehicles must have a valid registration and inspection sticker to receive a school identification sticker.
- Student parking permit stickers must be affixed to the bottom corner of the rear window on the driver's side.
- Vehicles must be registered to the student or an immediate family member.
- Updated emergency cards must be on file with the nurse before permits are issued.
- Students are not to loiter in the school parking lot before or after school.
- All vehicles will enter and leave the parking area by the designated entrance and exit and stay to the right while exiting the parking lot.
- During school hours, students may not go to the parking lot without permission from the Principal (or designee). Students who leave school grounds without permission will have their parking permits revoked.
- There will be no speeding, racing of motor, "squealing" starts and turns, nor driving around in the parking area.
- The school is not responsible for the automobile or its contents.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
- Students are not allowed to share or transfer parking permits.
- Any vehicle in violation of parking regulations may be fined \$25.00 and their parking permit may be revoked.
- The school reserves the right to suspend parking privileges.

## BICYCLES

Students are allowed to ride bicycles to school and are encouraged to wear helmets. Bikes should be locked behind the gym as soon as the student arrives at school. Students are asked to walk their bikes on school property.

## CAFETERIA

The cost of a student breakfast is \$1.50\*\*.

The cost of a student lunch is \$2.85\*\*.

The cost of a "reduced" lunch is 40 cents\*\*. (Forms for free and reduced lunch are available in the main office.)

\*\* Due to the health crisis with COVID-19 breakfast and lunch for all students is free through June 30, 2022.

## HIGH SCHOOL DANCES

- A school dance is not public; it is intended for Nipmuc students. An invited guest must be registered in the office before the dance. Students who have registered a guest are responsible for the guest's conduct. Only students under the age of 21 and in grades 9 or above are allowed to attend the prom, winter semi-formal, homecoming, and the ring dance. If anyone leaves the dance at any time without permission of the person in charge, he/she/they must leave the premises and will not be allowed to return.
- Consumption of alcohol or drugs prior to attending a school activity or on school property is a violation of school rules and Massachusetts State Law. The parents of any student violating this rule will be notified. Use of a breathalyzer is at the discretion of the Principal (or designee).
- If anyone is absent from school during the day of the dance (other than an absence approved by the administration), he/she/they may not attend the dance in the evening.
- Students must be appropriately dressed to enter a school dance. Students will not wear offensive clothing and/or inappropriately expose their bodies.
- No outside food or drink may be taken into dances unless medically ordered by a licensed prescriber.
- Band or DJ selection must receive prior approval from an administrator. Musical selections will be made at the discretion and approval of the sponsoring association. Songs with inappropriate lyrics will not be allowed.
- The total number of chaperones is dependent upon the number of tickets sold.
- Students will not be allowed entrance into the dance after the first hour without prior administrative approval.
- There will be no grinding, sexually-explicit dancing, slam-dancing, moshing, or other dancing that could be considered by the chaperones as a possibility of causing an injury or considered inappropriate. Students who do not cooperate with this rule will be sent home. Their parents will be called, and they will not be permitted to attend any other school dances.
- Entrance to dances in the cafeteria as well as dismissal will be from the cafeteria. Entry is located at the rear of the building. Entrance to dances in the gym will be from the main entrance only.
- Students are not allowed in the academic or administrative areas during a dance.
- All school dances (with the exception of Prom) will end at 10:00 PM.
- Students should arrange to be picked up promptly at the conclusion of the dance.

## STUDENT ACTIVITIES

Student activities are offered at Nipmuc for both the student's benefit and enjoyment. Some of these activities may involve a fee. Nipmuc offers a wide range of athletic and extracurricular activities. The athletic program consists of football, soccer, basketball, ice hockey, baseball, softball, field hockey, cross country, track & field, lacrosse, golf, and cheerleading. Some activities offered are impact team, student council, National Honor Society, band, chorus, peer leadership, yearbook, ski club, and DECA. (Check the main office and website for an updated list).

## CRITERIA FOR ELECTED POSITIONS/CLASS OFFICERS

- The student must be in good academic standing (passing all courses).
- Good conduct is expected of all candidates and officers in order to be considered for an office and to continue to hold an office once elected. Inappropriate behavior may result in loss of office. Attendance at meetings and involvement in class functions are expected. Suspension from school will result in loss of office, subject to administrative review.

- Excessive unexcused absences/tardies/dismissals may be reason for loss of office.
- A class member may sign only one nomination form for any particular office. For student council, where there are multiple positions open, a class member may sign four nomination papers.
- Special elections will be held at the discretion of the class advisor.
- Student council members must adhere to the requirements of the student council constitution.
- No write-in candidates are allowed.
- A student may run for only one office per election.

# NIPMUC ATHLETICS

Nipmuc Regional High School strongly supports the commitment to the ideals of interscholastic athletes. We believe that our broad athletic program, directed by people committed to the goals of the school, will contribute to the future success and happiness of our students.

The athletic program is an essential school component that provides young men and women the opportunity to develop self-image, character, and good physical health. Only students in good academic standing are eligible to represent the school in interscholastic athletic contests. For the period from the beginning of the school year to the end of the regular marking period next preceding the contest, a student must secure a passing grade in five 1-credit courses of prepared work. Specific rules and eligibility regarding a particular sport will be issued at the beginning of that sport season.

## ATHLETIC PARTICIPATION

### JV AND VARSITY LEVELS

Participation in the interscholastic athletic program is voluntary. No student has a protected right to participate in this program. Students who participate agree to abide by the rules promulgated by the Massachusetts Interscholastic Athletic Association (MIAA), the league(s) to which the school belongs, and other rules and regulations adopted by the Mendon-Upton Regional School Committee.

## ACADEMIC ELIGIBILITY

A student must secure during the last marking period preceding the contest (e.g., second-quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of five major subjects. To satisfy this requirement, a student must have passed sufficient courses so as to be earning for that marking period credit totaling the equivalent of five 1-year major English courses. A student cannot at any time represent a school unless that student is taking courses, which would provide credit, equivalent to five 1-year major English courses. To be eligible for the fall marking period, students are required to have earned credits for the previous academic year equivalent to five 1-year major English courses. The academic eligibility of all students shall be considered official and determined only on the date when the report. Incomplete grades may not be counted toward eligibility.

1. A student who repeats work upon which he/she/they has once received credit cannot count that subject a second time for eligibility.
2. A student cannot count for eligibility for any subject taken during the summer vacation unless that subject has previously been pursued and failed.
3. Students receiving services under Chapter 766, whose individualized education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.

## HEALTH & PHYSICALS

All students must pass a physical examination within thirteen months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season.

## VIOLATION OF RULES AND/OR POLICIES

The sale of alcohol or drugs in school as well as out of school will result in a one-year suspension from all extra-curricular activities from the date of conviction.

All rules and regulations as stated in Massachusetts Interscholastic Athletic Association (MIAA) "Blue Book" will apply to students involved in the athletic program. A copy of the regulations is available for students and parent review from your coach or the building principal.

Participation in athletics is contingent on students' adherence to the rules and regulations of the MIAA and Nipmuc Regional High School. Athletic participation may be limited for students who do not comply with academic, behavioral, or legal guidelines at the discretion of the principal.

#### Minimum Penalties as Determined by the MIAA

##### *1st Offense:*

Loss of eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport.

##### *2nd and Subsequent Offenses:*

Loss of eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.

g. Dress: Team members are expected to be dressed in a neat and well-groomed manner.

h. Attendance: Students with unexcused tardies/absences over the handbook limit are not allowed to participate in practice/games on that day.

#### FAN CODE OF CONDUCT

Students are expected to demonstrate sportsmanship and appropriate fan conduct during all athletic events.

- Be an exemplary role model by positively supporting teams (including signs and cheers/chants)
- Respect athletes, coaches, and other fans.
- Recognize outstanding performance on either side of the playing field.
- Even though you may not agree with them, respect decisions made by the contest officials.

#### ATHLETIC USER'S FEES

Fees will be collected by athletic department representatives with monies deposited in an athletic revolving account. Fees must be paid in full prior to tryouts.

Athletic fees are \$250 per sport per athlete at both the Varsity and Junior Varsity levels. (Football and cheerleading have a different fee associated)

Any player who fails to make the team will get a 100% refund for that sport.

Any participant in the free or reduced lunch program may have a waiver of the Athletic fee.

All other requests for refunds or prorated reimbursements will be considered on their individual merit upon the student's application in writing to the Athletic Director:

*Fees are not refunded for the following:*

1. If a player is removed from a team for disciplinary reasons.
2. If a player voluntarily leaves the team.
3. If a player becomes academically ineligible.
4. At the junior varsity level priority will be to play all team members as frequently as possible
5. No guarantee will be made to ensure playing time at varsity-level sports.
6. Players will be required to abide by all school athletic policies and regulations.



# SCHOOL SAFETY

## ACCIDENTS

Report all accidents on school property or during school-related activities to the supervising staff member or the nearest teacher. If the situation warrants, seek help from the school nurse, particularly if first aid is needed.

## FIRE DRILLS/ LOCKDOWNS/ EVACUATIONS

In following directions during fire drills, lockdowns and evacuations, students are expected to cooperate fully with teachers. Directions for exit from the school are posted in each room. Exit from the building must be made as quickly as possible in an orderly manner. Because state law requires that attendance be taken after students have exited the building, students must remain together in the area designated by the teacher.

## ASBESTOS MANAGEMENT PLAN

A copy of the AHERA management plan for Nipmuc Regional High School is available for review in the Superintendent's Office and the school office during regular school hours. Any inquiries regarding asbestos-containing materials in our schools should be directed to our AHERA Designated Person, Jay Byer [jbyer@mursd.org](mailto:jbyer@mursd.org) or Ken Choiniere [kchoiniere@mursd.org](mailto:kchoiniere@mursd.org), who can be reached at Superintendent's Office [\(508\) 634-1585](tel:5086341585) with any questions.

# SCHOOL DISCIPLINE

## DEFINITIONS FOR SCHOOL DISCIPLINE

For the purpose of the Nipmuc Regional High School discipline code, the school adopts the definitions approved under 603 CMR 53.00, which stipulates the purposes and definitions of specific types of offenses and consequences.

1. Disciplinary offense means any alleged or determined disciplinary infraction by a student, *except for*: 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, or adjudication or admission of guilt with respect to such felony, or 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, as provided in M.G.L. c71, §§37H or 37H ½.
2. Disciplinary offense under M.G.L. c71, §§37H or 37H ½ means one or more of the following alleged or determined disciplinary infractions: 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, or adjudication or admission of guilt with respect to such felony, 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, as provided in M.G.L. c71, §§37H or 37H ½.
3. Expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c71, §§37H or 37H ½.
4. In-School Suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions, consecutively or cumulatively during a school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than 10 days, it shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

5. 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) days cumulatively for multiple offenses during a single school year. The principal may allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
6. 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. The principal may allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
7. Suspension means short-term and long-term suspension, unless otherwise stated.

#### Notice of Potential Suspension and Hearing Under M.G.L. c. 71, §37H ¾

1. A suspension will only be imposed as a consequence for a disciplinary offense after the student and parent/guardian have been provided oral and written notice, and the student has been provided an opportunity for a hearing on the charge and the parent/guardian the opportunity to participate in such hearing.
2. For any disciplinary offense that could result in a suspension, a student shall be provided oral and written notice to the student in plain language:
  - a. The disciplinary offense;
  - b. The basis for the charge;
  - c. The potential consequences, including the potential length of the student's suspension;
  - d. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for a parent/guardian to attend the hearing;
  - e. The date, time, and location of the hearing;
  - f. The right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;
  - g. If the student may be placed on long-term suspension following the hearing with the principal:
    - i. The rights set forth in 603 CMR 53.08 (3)(b) and
    - ii. The right to appeal the principal's decision with the superintendent.
3. The principal shall make a reasonable effort to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without a parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian.
4. Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to the address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the parent/guardian and principal.

#### EMERGENCY REMOVAL FROM SCHOOL (MGL c71, §37H ¾)

1. The principal shall not be prevented from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal, during which time the school shall:
  - a. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need of said removal, and the other matters set forth above.
  - b. Provide written notice to the student and parent/guardian, as noted above.

- c. Provide the student with an opportunity for a hearing with the principal and the parent/guardian the opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.
  - d. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.
2. A student will not be removed from school on an emergency basis until adequate provisions have been made for the student's safety and transportation.

#### HEARING WITH THE PRINCIPAL (MGL c. 71, §37H ¾)

##### In the case of Potential Short-Term Suspension

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
3. The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

##### In the case of Potential Long-Term Suspension

1. The purpose of the long-term suspension hearing with the principal is the same as with the short-term suspension hearing.
2. In addition to the rights outlined for the short-term suspension hearing, the student shall have the following rights:
  - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
  - b. The right to be represented by counsel or a layperson in the student's choice, at the student's/parent's/guardian's expense;
  - c. The right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
  - d. The right to cross-examine witnesses presented by the school district;
  - e. The right to request that the hearing be recorded by the principal and a copy of the audio recording will be provided to the student or parent/guardian upon request. If said request is made, the principal shall inform all participants before the hearing that an audio record will be made a copy provided to the parent/guardian and student upon request.
3. The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

4. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to the address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian. If the principal decides to suspend the student, the written determination shall:
  - a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  - b. Set out the key facts and conclusions reached by the principal;
  - c. Identify the length and effective date of the suspension, as well as a date of return to school;
  - d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
  - e. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
    - i. the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
    - ii. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

#### STUDENTS CHARGED WITH A FELONY (MGL CH71 S37H1/2)

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 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 their 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.

#### STUDENTS CONVICTED OF A FELONY (MGL CH71 S37H1/2)

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 substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their 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.

#### HEARING WITH THE SUPERINTENDENT (IN THE CASE OF LONG-TERM SUSPENSION) (MGL c. 71, § 37H<sup>3/4</sup>)

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent/guardian shall file a notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension. If the appeal is not timely filed, the superintendent may deny the appeal or may allow the appeal in their discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

4. The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.
5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as outlined above.
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school with regard to the suspension.

#### IN-SCHOOL SUSPENSION (MGL c. 71, § 37H<sup>3/4</sup>)

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
2. The principal may impose an in-school suspension for any disciplinary offense under this provision, provided that the principal follows the processes set forth below and the student has the opportunity to make academic progress.
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.
5. The principal shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and invite the parent(s)/guardian(s) to a meeting with the principal for the purpose set forth above if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to the address provided by the parent/guardian for school communications, or by another method of delivery agreed to by the principal and the parent/guardian.

#### EDUCATION SERVICES AND ACADEMIC PROGRESS WHILE SUSPENDED

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, makeup assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal shall inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

1. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
2. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students.
3. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

#### PROCEDURES FOR SUSPENSION(S) NOT EXCEEDING 10 SCHOOL DAYS FOR STUDENTS WITH DISABILITIES

Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

#### PROCEDURES FOR SUSPENSION(S) EXCEEDING 10 SCHOOL DAYS FOR STUDENTS WITH DISABILITIES

- If your child is suspended for more than 10 school days in a school year, this removal may be considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Federal law defines a "change of placement" as:
  - Removal for more than 10 consecutive school days; OR
  - A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student's behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. Please note that determination of whether a pattern of removals is a "change of placement" is made by the District.
- Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child's disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the team will consider two questions:
  - Did the student's disability cause or have a direct and substantial relationship to the conduct in question?
  - Was the conduct a direct result of the district's failure to implement the IEP/Section 504 Plan?
- If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child's disability OR a direct result of the district's failure to implement the IEP/Section 504 Plan, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.
- If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to your child's disability OR was NOT the direct result of the district's failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline your child according to the school's code of conduct. The Team may, as appropriate, complete a functional behavior assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of

suspension under federal law, however, state law does provide all students with the right to receive educational services during periods of suspensions lasting longer than ten days.

## **SPECIAL CIRCUMSTANCES FOR EXCLUSION FOR STUDENTS WITH DISABILITIES**

Special circumstances exist if your child: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the right to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian, and/or student may petition the Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

## **PROCEDURAL REQUIREMENTS FOR STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION OR A 504 PLAN**

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility.

## **GENERAL DISCIPLINARY GUIDELINES**

### **STUDENT PROBATION**

Students who violate school rules and/or fail to follow reasonable expectations may be placed on probation for a period of time to be determined by the administration. During the probationary period, the student will be denied the opportunity to participate in school activities and functions such as dances, clubs, class office, student council, athletics, etc. Students are allowed on school grounds during normal school hours. Conditions of the probation will be outlined by the Principal (or designee) for the involved student with the objective of improving that student's behavior and restoring his or her privileges.

### **IN-HOUSE SUSPENSION**

In-house suspension is designed as a middle-level disciplinary consequence. Students will be expected to stay in their seats, complete assigned work, keep their area clean, and raise their hands before talking. Students are not allowed to have their heads down, sleep, or use electronic devices. Provision for lunch will be made by the supervisor. Students must report with all necessary materials at the beginning of the school day to the in-house room.

The hours of in-house suspension run from 7:30am – 2:45pm. Students are expected to remain in the in-house suspension area for the entirety of the session. Students who miss an in-house suspension due to an unexcused absence and students who leave the in-house suspension without permission will receive a two-day suspension from school. Students leaving an in-house suspension with an unexcused dismissal will be expected to repeat the day of in-house suspension. After 10 days of in-house suspension per year for disciplinary issues, students will be suspended outside of school.

## EXTERNAL SUSPENSION

During the length of the suspension, students are to remain off school grounds both during the school day and after school hours for the duration of the suspension. Students appearing on school grounds during the suspension hours without prior administrative approval will be considered trespassing. Further disciplinary action, including possible court involvement, may result. Attending school-sponsored activities either at home or away is not allowed during the suspension period.

Students do have the right to make academic progress during the period of removal from school as well as the opportunity to earn credits, make-up assignments, tests, papers and other school work as needed to make academic progress during the time of removal from the school.

## SATURDAY DETENTION

Saturday detentions run from 8:00 a.m. until 10 a.m. Students attending Saturday detentions are expected to come to the detention with schoolwork to complete. Students are not allowed to have their heads down, sleep, or use electronic devices (unless directly related to their academic work). Failure to attend a Saturday detention will result in a one-day external suspension from school.

## COMMUNITY SERVICE

School-based community service is an option for students, with approval of the administration, for offenses that do not warrant an external suspension.

## AFTER SCHOOL DETENTION

After-school detentions are held on Tuesdays and Thursdays from 2:00 – 2:45. Students attending after-school detentions are expected to come to the detention with school work to complete. Students are not allowed to have their heads down, sleep, or use electronic devices (unless directly related to their academic work). Failure to attend an after-school detention will result in a Saturday detention.

## DISCIPLINARY ACTION

The following list of misbehaviors and expected disciplinary actions are not all-inclusive, as that would be impossible to produce. The list is designed to provide students with good information to avoid the consequences of a variety of common misbehaviors. Actions outside of those listed will result in reasonable disciplinary measures commensurate with the misbehavior. During the 2021-2022 school year, disciplinary consequences may be adjusted (although still commensurate with the misbehavior) to ensure adherence to the current health and safety guidelines.

OFFENSE	DISCIPLINARY ACTION
Falsifying signatures and/or altering notes or other school documents	First offense: Saturday detention, one to three days in-house suspension, parents and school counseling department notified.  Second offense: one to three days in-house suspension or external suspension. Parent, school counseling department notified.
Harassment/Sexual Harassment	First offense: warning, after school detention, Saturday detention possible suspension. Parents, school counseling department and



	<p>police notified.</p> <p>Second offense: Saturday detention, in-house suspension or external suspension, mandatory meeting with parents, school counseling department, and police officer.</p>
Hazing	Possible suspension or expulsion from school.
Hate Crimes	External suspension 3-10 days. Police notified. Possible court action.
Failure to report to the office as directed	<p>First offense: In-house suspension, parents and school counseling department notified.</p> <p>Second offense: In-house suspension or external suspension, parents and school counseling department notified.</p>
Failure to report to assigned office break detention or after school detention.	<p>First offense: one Saturday detention, parents and school counseling department notified.</p> <p>Second offense: one day in-house suspension, parents and school counseling department notified.</p>
to report to a teacher's break detention.	After school detention.
Possession of Tobacco/Nicotine products/Vaporizer pens	Minimum three-day external suspension, confiscation of contraband. Student may be placed on bathroom restriction list.
Use of Tobacco/Nicotine/Vaporizer products on school grounds or at school functions.	<p>First offense: five days external suspension, confiscation of contraband. Student may be placed on the bathroom restriction list.</p> <p>Second and subsequent offenses: ten days external suspension, confiscation of contraband, parents and school counseling department notified.</p>
Leaving school grounds without authorization.	<p>First offense: one day in-house suspension, parents and school counseling department notified. Parking permit revoked.</p> <p>Second and subsequent offenses: three days external suspension, parents and school counseling department notified.</p>
Out of the classroom without authorization. (Student must prove authorization with pass)	<p>First offense: After school or Saturday detention, parents and school counseling department notified.</p> <p>Second offense and subsequent offenses: one day in-house suspension, parents and school counseling department notified.</p>
Falsifying or refusing to give name to staff members	<p>First offense: one day in-house suspension, parents, school counseling department notified.</p> <p>Second offense: one to three days external suspension.</p>
Improper use of motor vehicle.	Warning up to one-day in-house suspension. Parking permit may be revoked.
Student in an unassigned area without authorization.	Warning, after school detention, Saturday detention or in-house suspension issued. Parents and school counseling department notified. Parking permit may be revoked.
Disturbing school activities and/or the educational process (including school-sponsored activities off school grounds)	External suspension, parents and school counseling department notified. Possible police involvement.
Misuse of a pass.	First offense: loss of pass privilege and/or after school detention.

	Second offense: loss of pass privilege and/or Saturday detention, in-house suspension. Parents and school counseling department notified.
Disrespect or open defiance, disruption of specific class or school event, insubordination, or flagrant disregard for the authority of a teacher or other staff member.	First offense: Saturday detentions, in-house suspension, external suspension. Parents and school counseling department notified.  Second offense: External suspension. Parents and school counseling department notified.
Vandalism of property belonging to the school district, school personnel or students.	After school detention(s), Saturday detention, in-house suspension. External suspension. Restitution for damages may be required.
Possession of stolen property and/or any theft of money or personal or public property and/or entering unauthorized areas, including lockers.	In-house or external suspension. Parents, police and school counseling department notified. Restitution.
Physically or verbally aggressive behavior, fighting, and/or acts of violence.	External suspension from school/possible expulsion. School counseling, parents, police notified. Possible police/court action. Student provoked may be, but does not have to be suspended.
Possession and/or use of dangerous/deadly weapon(s) or instruments that may be perceived as dangerous or used in a dangerous manner.	Minimum ten-day external suspension. Parent, police, and school counseling department notified. Possible expulsion and/or court action.
Possession, use and/or distribution of fireworks.	In-house suspension, external suspension. Parents, school counseling department and police notified.
Possession or use of explosives or incendiary devices that have the potential to do bodily harm or great physical damage.	External suspension. Parents, school counseling office and police notified. Possible court action.
Bomb threats.	Minimum ten days external suspension. Parents, school counseling department and police notified. Possible court action. Possible expulsion.
Arson.	Suspension, psychological assessment. Review by principal for possible expulsion. Parents, school counseling department, police and fire department notified. Possible court action.
Tampering with fire alarm system or fire extinguisher.	One to five days external suspension. Parents, school counseling department, police and fire department notified. Possible court action.
Profanity or vulgar/inappropriate acts of an incidental type not specifically directed toward another person.	First offense: warning and/or after school detention(s). Parents and school counseling department notified.  Second offense: Saturday detention, one day in-house suspension. Parents and school counseling department notified.
Intentional vulgar and/or indecent or inappropriate acts, gestures or words. Sexually explicit or inappropriate drawings.	First offense: Based on the nature of the violation, after school detention to external suspension. Parents and school counseling department notified. Possible police notification.  Second offense: one to ten days external suspension. Parents and school counseling department notified. Possible police notification.
Possession, sale and/or distribution of obscene material.	Based on the nature of the incident, in-house or external suspension. Parents, school counseling department and police notified.
Unauthorized photographic, video, or voice recording	Based on the nature of the violation, after school detention to external suspension. Possible police notification.
Possession, serving, consumption or under the influence of any alcohol on school property or at any school function while representing the school.	External suspension for up to ten school days. Students placed on the bathroom restriction list. Possible probation. Police notified.

Failure to comply with the use of a breathalyzer.	External suspension for up to ten school days. Students placed on the bathroom restriction list. Possible probation. Police notified.
Possession with intent to sell or selling of alcoholic beverages on school property or at any school function while representing the school.	External suspension for ten school days. Students placed on the bathroom restriction list. Police and school counseling department notified. Possible probation.
Possession, use, inhalation and/or under the influence of dangerous substances (e.g. Synthetic marijuana, Coricidin, aerosols or over the counter drugs) or illegal drugs on school grounds, while representing the school or attending any school function.	External suspension for a minimum of ten days. Confiscation of contraband. Student placed on bathroom restriction list. Police and school counseling department notified. Possible probation/possible expulsion.
Selling or possession with the intent to sell illegal/dangerous drugs on school property or at any school function while representing the school.	External suspension for a minimum of ten days. Confiscation of contraband. Police and school counseling department notified. Possible probation or expulsion from school. Students placed on the bathroom restriction list.
Possession, sale or distribution of drug paraphernalia.	External suspension for a minimum of ten days. Police and school counseling department notified. Students placed on the bathroom restriction list. Possible probation or expulsion from school.
Setting off a false fire alarm.	Ten days external suspension. Parents, school counseling department, police and fire department notified. Possible court action.
Inciting other students to create a disturbance, which disrupts the operation of the school.	One to ten days external suspension. Parents and school counseling department notified. Police notified. Possible court action.
Throwing dangerous objects that impose immediate threat to other people in the school building or on school grounds.	One to five days external suspension. Parents, school counseling department and police notified.
Late to class (three times between 1-4 minutes or more than five minutes)	First offense: (per term) after school detention.  Students who are habitually tardy or who leave class for an excessive amount of time may lose their pass privileges or may receive Saturday detention or in-house suspension.
Class cutting.	First offense: Saturday detention. Parents and school counseling department notified.  Second offense: two-day external suspension. Parents and school counseling department notified.
Failure to sign in at the office upon arriving.	First offense: after school detention.  Second offense: Saturday detention. Parents and school counseling department notified.
Threatening school personnel/students with bodily harm.	First offense: Based on the nature of the incident (after administrative/teacher consultation) in-house suspension or external suspension. Police and/or school counseling may be notified.  Second offense: external suspension, minimum of three days. Police and school counseling department notified. Possible court action.
Truancy	Students who are truant will receive Saturday Detentions or in-house suspensions. Habitual truancy will lead to referral to police and possible court action.  Students aged 16 and over, while no longer under the provision of the Compulsory Attendance Statute, will adhere to the same rules as students under 16 and will face the same penalties for

	non-attendance. Continued non-attendance may lead to withdrawal from school.
Public display of affection (PDA).	Public display of affection, if excessive, based on accepted standards of behavior, will not be tolerated. Students will be referred to the office and to the school counseling department. Parents may be notified and if PDA continues, disciplinary action, including in-house suspension and/or external suspension may result.
Failure to report to Saturday detention.	One-day external suspension.
Dress code violation.	First offense: warning and change of clothes/possibly sent home from school.  Second and subsequent offense(s): change of clothes and parent notification. After school detention, Saturday Detention. (See Insubordination).
Inappropriate use of technology (including but not limited to playing computer games, circumventing network security settings and inappropriate downloading)	After school detention, in-house suspension, external suspension.
Unexcused absence from in-house suspension	Two days external suspension.
Unexcused dismissal from in-house suspension	Repeat the day of in-house suspension.
Inappropriate behavior.	After school detention, Saturday detention, in-house suspension, or external suspension, depending on the nature of the behavior.
Dangerous behavior	After school, Saturday detention, in-house suspension, or external suspension, depending on the nature of the behavior.
Bullying behavior	Depending upon the nature of the incidents, warning (written), after school detention, Saturday detention, in-house suspension or external suspension. Parents, school counseling department and police may be notified.

# POLICIES AND PROCEDURES

## POLICY ON NON-DISCRIMINATION

It is the policy of the Mendon-Upton Regional School District (File AC - Nondiscrimination) not to discriminate in its educational programs, services, activities, or employment practices on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, age, disability, and any other class or characteristic protected by law.

Inquiries regarding the District's compliance with Title IX and other Civil Rights laws may be directed to the following:

Title IX/Civil Rights/504 Coordinator	IDEA/Homeless Coordinator	Other Resources
Cheryl Kirkpatrick, Interim Assistant Superintendent <a href="mailto:ckirkpatrick@mursd.org">ckirkpatrick@mursd.org</a> Phone: 508-488-5125	Jen D'Angelo, Director of Student Support Services <a href="mailto:jdangelo@mursd.org">jdangelo@mursd.org</a> Phone: 508-634-1581	U.S. Department of Education, Office for Civil Rights 33 Arch Street Boston, MA 02110 Phone: (617) 289-0111 Fax: (617) 289-0150

## HAZING

Hazing of students is prohibited by state law and is defined as any conduct or method of initiation into any student organization, which willfully or recklessly endangers the physical or mental health of the student.

Any student who violates the following hazing laws will be subject to disciplinary action.

In compliance with our requirement to provide each student with a written copy of the law forbidding hazing, we include the text of Chapter 269, S. 17-19. MGL:

### SECTION 17

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### SECTION 18

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

## SECTION 19

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college 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 the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

### BULLYING PREVENTION POLICY (MURSD POLICY JICFB)

The Mendon-Upton Regional School District is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or a school staff member of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

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

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the School District; or,
- Through the use of technology or an electronic device owned, leased or used by the Mendon-Upton Regional schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Mendon-Upton Regional School District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

### BULLYING PREVENTION AND INTERVENTION PLAN

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

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### **BULLYING REPORTING**

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

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

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### **INVESTIGATION PROCEDURES**

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she/they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be

notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

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

## RETALIATION

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

## TARGET ASSISTANCE

The Mendon-Upton Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

## TRAINING AND ASSESSMENT

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

## PUBLICATION AND NOTICE

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Mendon-Upton Regional School District website.

## HARASSMENT/DISCRIMINATION

The Mendon-Upton Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. Harassment is a form of discrimination.

### STUDENT-TO-STUDENT HARASSMENT (MURSD SC POLICY JBA)

Harassment of students by other students will not be tolerated in the Mendon-Upton Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, color, sex,



gender identity, religion, national origin, sexual orientation, homelessness, age, disability, and any other class or characteristic protected by law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or,
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment, as described above, may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

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

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

#### **SEXUAL HARASSMENT (MURSD SC POLICY ACAB)**

All persons associated with the Mendon-Upton Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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

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

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

### The Grievance Officer:

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

### Complaint Procedure:

1. Any member of the school community who believes that he/she/they has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she/they may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or her designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

### Additional Information:

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

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

Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperation in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

## ALCOHOLIC BEVERAGES AND DRUGS

Nipmuc Regional High School will adhere to all state and federal laws regarding the selling of drugs or alcohol in and around school grounds. In addition, the following activities are hereby prohibited at school functions or on school property: 1) the distribution or consumption of alcoholic beverages; 2) the possession, use, or transfer of substance defined by the law as drugs; and 3) the presence of an individual under the influence of either of these substances.

Parents, police, and/or appropriate authority will be notified of any of the above infractions. If a student is suspected of substance abuse, the school will notify the parent and will recommend a referral to an appropriate agency.

Use of a breathalyzer is at the discretion of the administration. Students who fail to comply with the use of a breathalyzer may be subject to disciplinary consequences.

Violation in regard to alcohol and drugs will result in a suspension and immediate notification of parents. Such a violation may be cause for expulsion from school. The administration reserves the right to require documentation of treatment before considering re-admittance to school.

## FIREARMS (CH.269, S.10)

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than a year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St. 1987, CH.150, S.2. (This includes paintball guns)

## DANGEROUS WEAPON, ASSAULT, FELONY COMPLAINT

Mass. General Laws Chapter 71, Section 37H, and Section 37H1/2 as amended by Section 36 of Chapter 71 of the Acts of 1993 (the Education Reform Act), and further amended by Section 1 of Chapter 380 of the Acts of 1993.

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 knife; or controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

## SCHOOL SEARCHES

A student search by a public school official or teacher will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either the law or rules of the school. The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction. "Reasonable grounds" for student search may include, for example, a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to that effect from a teacher, another school employee, student, or some other reliable source.

Search of student lockers, backpacks, pocketbooks, and cars on-premises: Certain items (including, for example, weapons, illegal drugs, alcoholic beverages, tobacco products, stolen property, and so on) may not be stored in lockers, backpacks, pocketbooks, or cars. The school retains the right to inspect lockers periodically. All lockers are school property and there is no expectation of privacy by a student. The school also retains the right to inspect backpacks, clothing, belongings, pocketbooks, and students' cars (on the premises) for compliance with these rules.

## STUDENT RECORDS REGULATIONS

School records include all the information about you as an individual that the school system keeps, regardless of where or how it is kept (except for certain personal notes which teachers, counselors, etc. do not share with anyone else). It is made up of your "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (everything else, including progress reports, tests scores, class rank, extracurricular activities, etc.). Temporary records should contain only information which is accurate and which concerns you educationally.

If you are fourteen (14) years of age or older or if you are in the ninth grade or above, you and your parents have the right to see all of your records. If you are neither fourteen nor yet in the ninth grade, only your parents have this right. You must give 10 days' written notice to see your records, and a qualified school professional will explain to you any items they contain.

When you turn eighteen and are attending Nipmuc Regional High School, you have the legal rights of an adult. However, Nipmuc Regional High School can continue to keep your parents informed about your progress and whereabouts. Nipmuc Regional High School will continue to notify your parents if you are absent. Parents do have access to their son's or daughter's records even if he/she/they are eighteen.

The school system must keep your transcript for at least 60 years after you have left the school system. Everything else (the temporary record) must be destroyed within seven to five years after you leave the system. The principal may also destroy records while you are still in the school if the information is misleading, outdated, or irrelevant. Before any records are destroyed, you/your parent(s) must be given notice and an opportunity to get a copy.

You/your parent(s) can add any relevant written material to your record, which you choose. The records regulations also provide an appeals process you may use when you/your parent(s) feel that improper action has been taken concerning your records. This includes situations where you/your parent(s) feel that certain information in your record is inaccurate, misleading, or irrelevant and you want it removed. This appeals process begins with notifying the principal in writing or requesting a conference. Within one week of this notification or conference, the principal shall make a decision in writing. If you/your parent(s) are not satisfied, you may appeal, first to the superintendent and then to the school committee.