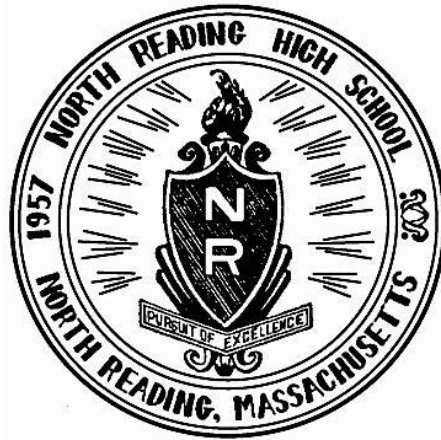


NORTH READING HIGH SCHOOL

HANDBOOK FOR STUDENTS AND PARENTS 2021 - 2022



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Citizenship

Leadership through Service

Lifelong Learning

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Introduction

The “North Reading High School Handbook for Students and Parents” is designed to give students and parents a comprehensive source of information regarding services, extracurricular activities, and athletics, as well as the policies and practices of North Reading High School. Please read it carefully and feel free to contact the school administration if you require clarification about any of the contents of this handbook.

This handbook has been prepared under the sponsorship of the North Reading High School Council expressly for the North Reading High School students. Because it contains a wealth of information about all aspects of school life, it should be treated as a valuable resource and kept within convenient reach.

While the **General Rules, Expectations, and Regulations** section provides an outline of student responsibilities, it should be noted that with proper notification the school administration may, from time to time add, delete, or alter school rules. Copies of the complete set of school regulations and discipline policy approved by the School Committee may be obtained from the Principal upon request.

Any student who wishes to discuss a specific section of the handbook may do so by making an appointment with a school administrator. It is important to note that additional guidelines and regulations will be in place to ensure student safety as it pertains to coronavirus and COVID 19. These additional expectations are within the existing policies and practices already defined in this handbook.

Parents and students are encouraged to visit regularly the website for North Reading High School to obtain up-to-date information. The North Reading High School website address is www.hs.north-reading.k12.ma.us. The faculty, staff, and administration wish each student success and happiness during the coming school year.

The School Committee takes the position that while students do not surrender any rights of citizenship when attending school neither do they acquire any special rights, privileges or immunities upon entering the school. The Committee maintains that the educational welfare of the individual student and of the larger school community is determinate. Therefore, all disciplinary actions and procedures must be directed toward serving educational ends. The school is a community with rules and regulations, and those who would enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and compliance with school rules.

More specifically, the School Committee expects that students in the North Reading Public Schools will conform to reasonable standards of speech and conduct; refrain from violating or impairing the rights of others; avoid conduct that deprives other students of an orderly study atmosphere; appreciate the opportunity for education offered to them.

For its part, the School Committee will provide and maintain a suitable environment for learning and expects that the school administration will maintain and facilitate the education program so that the needs of each student can be met.

The School Committee affirms that the administration, in order to implement these expectations, has the inherent and statutory responsibility and power to maintain order and discipline in the schools and to remove the privilege of school attendance temporarily from any member of the student body whose conduct is detrimental to the best interest of the whole community.

The administration has the further responsibility to recommend to the School Committee expulsion from school for those students who are habitually and overtly in defiance of reasonable rules and regulations. When the privilege of school attendance is to be removed or curtailed for a specific period of time, the rights of the student and his/her parents or guardian will be fully recognized and provisions will be made for proper procedural due process.

Finally, the responsibility for attendance and proper conduct in the North Reading Public Schools rests with the parent. The School Committee recognizes its responsibility to provide whatever services and opportunities are needed to assist the parent in meeting his/her obligations but maintains that the schools cannot and should not attempt to do this alone.

No society can endure without reasonable rules and regulations governing the conduct of the members of that society. Respect for the rights of others mandates that there will be adherence to reasonable rules

and regulations and that for the violations of such rules and regulations, consequences and penalties may be imposed.

In all instances, students will be expected to conduct themselves in keeping with their level of maturity. Positive behavior is based on the respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is the dual function of the home and school. All employees will be expected to share the responsibility for supervising the behavior of students.

The North Reading School Committee directs the Superintendent to develop a Student Behavior Code and a Violations of Behavior Code and publish such Codes in student handbooks. The contents of this handbook are subject to change after publication and when changes occur they will be communicated by the high school administration.

Student Discipline

DUE PROCESS

A student has the right to be heard prior to any imposition of suspension. Prior to the imposition of discipline, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them (except in cases of extreme emergency). Before suspending a student from school, depending on the alleged conduct, the administrator will apply the appropriate level of disciplinary due process consistent with Massachusetts and federal law as described below.

Definitions

Expulsion: 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. c. 71, § 37H or 37H1/2.

In-School Suspension: 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 during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense in subsections (a) or (b) of M.G.L. c. 71, § 37H or 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the

school year in which such suspension is imposed, except in accordance with M.G.L. c. 71, § 37H or 37H ½.

Written Notice: written correspondence sent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: the primary administrator of the school or the principal's designee for disciplinary purposes.

Due Process for M.G.L. c. 71, § 37H ¾ Offenses: Any Offense other than Dangerous Weapons, Narcotics, Assaults on Staff or Felony Matters

Emergency Removal, M.G.L. c. 71, § 37H ¾

A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- (b) provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) provide the student an opportunity to have a hearing with the principal that complies with the requirements for a short-term suspension or long-term suspension, as applicable, and as set out below, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent; and
- (d) render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension, as set forth below, whichever is applicable.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension, M.G.L. c. 71, § 37H ¾

Due Process, In-School Suspension, M.G.L. c. 71, § 37H ¾

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the

student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision, In-School Suspension, M.G.L. c. 71, § 37H ¾

On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their in school or out of school suspension for more than ten (10) school days in a school year.

Short-Term Suspension, M.G.L. c. 71, § 37H ¾

Due Process, Short-Term Suspension, M.G.L. c. 71, § 37H ¾

Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; and, if the student may be placed on long-term suspension following the hearing with the principal: the rights set forth in 603 CMR 53.08(3)(b), and the right to appeal the principal's decision to the superintendent.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing, Short-Term Suspension, M.G.L. c. 71, § 37H ¾

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

Principal's Decision, Short-Term Suspension, M.G.L. c. 71, § 37H ¾

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 M.G.L. c. 76, § 21. The determination shall be in writing and may be in the form of an update to the

original written notice. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect. Students shall have no right to appeal a short-term suspension.

Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

Due Process, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

The student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school district; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

The student will have the rights identified in the written notice and 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.

Principal's Decision, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

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, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the

following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeal, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

A student who is placed on Long-Term Suspension under M.G.L. c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

Superintendent's Appeal Hearing, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

The superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; and (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21. 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. The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

Due Process for M.G.L. c. 71, §§ 37H and 37H 1/2 Offenses: Dangerous Weapons, Drugs, Assaults on Staff and Felony Matters

Short-Term Suspension, M.G.L. c. 71, §§ 37H and 37H ½

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

Long-Term Suspension/Expulsion, M.G.L. c. 71, §§ 37H and 37H ½

For offenses that fall within M.G.L. c. 71, §§ 37H and 37H ½ a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student if a 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 G.L. c. 71, §§37H or 37H½.

The procedures below apply to M.G.L. c. 71, §§ 37H and 37H ½ suspensions that exceed ten (10) consecutive days.

Dangerous Weapons, Drugs or Assaults on Staff

- (1) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long-term suspension and/or expulsion from the school or school district by the principal.
 - a. Building principals or designees are required to report to the police department the presence of any weapon on school premises.
- (2) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to long-term suspension and/or expulsion from the school or school district by the principal.

Principal's Hearing, Long-Term Exclusion, M.G.L. c. 71, § 37H

Any student who is charged with a violation of either paragraphs 1 or 2 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, the principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs (1) or (2) above.

Appeal to the Superintendent, Long-Term Exclusion, M.G.L. c. 71, § 37H

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) calendar days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel

at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Felony Complaints/Convictions

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 may suspend such student for a period of time determined appropriate by said principal 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.

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 may expel said student 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.

Notice of Principal's Hearing, Long-Term Exclusion, M.G.L. c. 71, § 37H ½

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

Appeal to the Superintendent, Long-Term Exclusion, M.G.L. c. 71, § 37H ½

The student shall have the right to appeal the suspension to the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension/expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to be represented by counsel at student's own expense. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision with regard to the suspension.

OPPORTUNITY TO MAKE ACADEMIC PROGRESS

Any student who is serving a short-term suspension, long-term suspension or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

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 to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c. 76, § 21.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In addition to the due process protections and rights afforded to all students, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and related regulations require that additional provisions be made for students who have been found eligible for special education services or whom the school district knows or has reason to know might be eligible for such services.

- a. A suspension of longer than ten (10) consecutive school days, or a series of short term suspensions that exceeds ten (10) school days and constitute a pattern of removal, are considered to constitute a potential disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is not a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior is a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the District may place the student in an interim alternative setting (as determined by the Team) up to forty-five (45) school days if:
 - 1) The student was in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - 2) The student was in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

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

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury, the school may remove the student to an interim alternative setting for forty-five (45) days

only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

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

REPORTING

The District shall collect and annually report to the DESE regarding in-school suspensions, short and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

Adopted September 13, 1971
Reviewed March 20, 1973
Revised, First Reading August 18, 1983
Approved September 12, 1983
Reviewed September, 1995
Revised, First Reading November 24, 1998
Approved December 7, 1998
Reviewed March 25, 2002
Revised June, 2009
Revised, First Reading May 15, 2012
Approved May 21, 2012
Reviewed April 8, 2013
Revised, First Reading May 9, 2016
Approved May 23, 2016
Revised, First Reading July 24, 2017
Approved July 27, 2017

The North Reading High School Council

The Massachusetts Education Reform Act of 1993 mandated that there be a School Council at each public school in the Commonwealth. The school Principal, as co-chair, is responsible for the composition and formation of the School Council through a representative process. The North Reading High School Council consists of the Principal, as co-chair; teachers elected by the faculty; elected parents; students elected by the student body for one year; and one community member, selected by the Principal. Terms of office are for two years, except for the Principal and the community member who serves at the Principal's discretion. The School Council members select the other co-chair at the first meeting of the school year.

The five major areas of responsibility in which the North Reading High School Council is to assist the Principal are:

1. Adopting educational goals for the high school that are consistent with the school department's educational policies and statewide student performance standards
2. Identifying the educational needs of students, including resources, attending the high school
3. Reviewing the annual budget for the high school
4. Formulating the high school's School Improvement Plan
5. Reviewing the "North Reading High School Handbook for Parents and Students"

The School Council is constituted to provide parity in its membership and functions to reach agreement and resolution by consensus. The philosophy of the School Council is to offer a positive vehicle for greater teacher, student, parent, and community involvement and support to the high school and the Principal in shaping policies and programs at the school towards providing a positive educational experience for each high school student.

The School Council meets regularly during the school year with the time, place and agenda of each meeting posted and published. Its meetings are subject to the Open Meeting Law. Public attendance at School Council meetings is encouraged and scheduled public participation is welcomed. The success and value of the School Council depends not only on its membership but also the continuing interest and involvement of its constituents.

Title IX of the Education Amendments of 1972

The North Reading Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The North Reading Public Schools is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The North Reading Public Schools' policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of North Reading Public Schools or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the *District's Title IX Sexual Harassment Grievance Procedures*, available at: <https://www.north-reading.k12.ma.us/district/pages/title-ix>. Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the *District's Title IX Sexual Harassment Grievance Procedure* and may, if dismissed under that procedure, be investigated in accordance with the *District's Civil Rights Grievance Procedures*, available at: <https://www.north-reading.k12.ma.us/district/pages/title-ix>.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator(s) are:

Sean Killeen, Assistant Superintendent for
Teaching and Learning
North Reading Public Schools
189 Park Street
North Reading, MA 01864
skilleen@nrpsk12.org
978-664-7810

Cynthia Conant, Director of Student Services
North Reading Public Schools
189 Park Street
North Reading, MA 01864
cconant@nrpsk12.org
(978) 664-7810

North Reading Public Schools' District Vision and Mission Statement

Vision: The North Reading Public Schools prepare all students to be productive citizens who thrive in the 21st century.

Mission: The North Reading Public Schools provide a safe, supportive, and contemporary learning environment where dedication to excellence, service, and lifelong learning is paramount. All students are challenged to work collaboratively and to become creative and critical thinkers. Emphasis is placed on mastering core academic knowledge, developing 21st century skills, pursuing individual potential, and fostering citizenship in a global society.

The mission of the North Reading Public Schools is to educate all students by providing a safe learning environment, which challenges and encourages them to be thinking, creative and responsible individuals who are confident and committed to excellence, service, and lifelong learning.

District Mission Statement on Inclusion

The North Reading School District is an inclusive school district. As such, we are a collaborative culture that welcomes all members into our learning community. With the recognition that students share more similarities than differences, our learning community respects each individual's unique contributions. As an inclusive school district, it is expected that all adults share the responsibility to provide every student with access to and participation in high quality general education.

North Reading High School Core Values, Beliefs, and 21st Century Learning Expectations

Core Values and Beliefs

At the core of North Reading High School is the common belief that effective *citizenship* in the twenty-first century begins with a commitment to *leadership through service* and *lifelong learning* that is fostered in an environment that includes all students. We are a dynamic community of students, teachers, parents, and administrators with shared beliefs and values committed to developing capable, knowledgeable twenty-first century citizens. It is our mutual responsibility to be actively involved in a learning process that fosters higher-order thinking, problem solving, healthy risk-taking, and innovation combined with academic rigor. We believe that an environment of collaboration, mutual respect, caring, and trust is the foundation for establishing a commitment to lifelong learning. We believe that students learn best when they are connected to their community and can share in the obligations and duties of citizenship. North Reading High School embraces its opportunity to reach beyond its walls and is dedicated to preparing its students to be successful contributors to their local and global communities in the twenty-first century.

21st Century Learning Expectations

Academic Expectations:

1: THE STUDENT READS ACTIVELY AND CRITICALLY.

LEARNER OUTCOME: *The student is able to read varied materials with both literal and analytical comprehension for a variety of purposes.*

2: THE STUDENT COMMUNICATES CLEARLY IN SPEECH.

LEARNER OUTCOME: *The student is able to verbally communicate ideas and information effectively for a variety of purposes and audiences.*

3: THE STUDENT WRITES EFFECTIVELY.

LEARNER OUTCOME: *The student is able to communicate ideas and information coherently in writing using standard English for a variety of purposes and audiences.*

4: THE STUDENT IDENTIFIES, ACCESSES, AND UTILIZES A VARIETY OF RESOURCES FOR OBTAINING INFORMATION.

LEARNER OUTCOME: *The student is able to locate, analyze, and synthesize appropriate materials for a variety of purposes.*

5: THE STUDENT EMPLOYS MULTIPLE STRATEGIES IN REASONING AND PROBLEM SOLVING BOTH INDEPENDENTLY AND COLLABORATIVELY.

LEARNER OUTCOME: *The student is able to effectively identify, evaluate, and creatively solve problems in addition to evaluating the process utilized.*

6: THE STUDENT LISTENS EFFECTIVELY AND CRITICALLY.

LEARNER OUTCOME: *The student is able to listen with literal and analytical comprehension in a variety of situations.*

7: THE STUDENT DEMONSTRATES KNOWLEDGE AND SKILLS IN A VARIETY OF FORMS.

LEARNER OUTCOME: *The student is actively engaged in his/her education. The student shows initiative, self-direction and productivity.*

Civic and Social Expectations:

8: THE STUDENT DEMONSTRATES RESPECT AND TOLERANCE.

LEARNER OUTCOME: *The student is able to interact effectively with others and work effectively in diverse teams, in both the local and global community.*

9: THE STUDENT ACTS RESPONSIBLY AND DISPLAYS GOOD CITIZENSHIP.

LEARNER OUTCOME: *The student participates in the school community both positively and ethically while finding constructive opportunities to influence its direction.*

Adopted June 6, 2011; Revised May 20, 2013

Daily Class Schedule

GREEN DAY	TIME	GOLD DAY
BLOCK A	8:30 a.m. – 9:48 a.m.	BLOCK E
BLOCK B	9:52 a.m. – 11:10 a.m.	BLOCK F
BLOCK C	11:14 a.m. – 12:32 a.m.	BLOCK G
	LUNCH 1	12:36 p.m. – 12:55 p.m.
	POWER BLOCK 1	12:59 p.m. – 1:38 p.m.
	POWER BLOCK 2	12:36 p.m. – 12:55 p.m.
	LUNCH 2	12:57 p.m. – 1:15 p.m.
	POWER BLOCK 2	1:19 p.m. – 1:38 p.m.
	POWER BLOCK 3	1:36 p.m. – 1:55 p.m.
	LUNCH 3	1:19 p.m. – 1:38 p.m.
BLOCK D	1:42 p.m. – 3:00 p.m.	BLOCK H

Early Release Day Class Schedule

BLOCK A/E	8:30 a.m. – 9:20 a.m.
BLOCK B/F	9:24 a.m. – 10:14 a.m.
BLOCK C/G	10:18 a.m. – 11:08 a.m.
BLOCK D/H	11:12 a.m. – 12:00 p.m.

School Closings

NO SCHOOL: In the event of no school (as well as in the event of a 90 minute delay), the announcement will be carried on stations 4 (WBZ), 5 (WCVB), 7 (WHDH), and 22 (North Reading Public Schools). Notification will also be made by way of the Blackboard Connect email, text message, and telephone message system.

90 MINUTE DELAY: In the event of a 90 minute delay due to inclement weather conditions, North Reading High School will start at 10:00 a.m. North Reading High School will not be ready to accept students earlier than 9:35 a.m.

Students will be picked up at their regular bus stops 90 minutes later than usual. School will dismiss at the regular dismissal time.

In the event that school is cancelled due to inclement weather, the class schedule will resume as normal once school reopens. For example, if school is cancelled on a “green” day, school will resume the following day with a “gold” day schedule. If two days of school are cancelled, in the same example, then school would resume with a “green” day class schedule following the cancellation. All four classes will be held on a day when the opening to school is delayed; classes will be abbreviated to 48 minutes with the exception of the last block class, which will run its full duration.

Academic Program

Resources for Students and Parents

Pupil Personnel Services

Pupil Personnel Services (PPS) administers programs within North Reading High School designed to meet the individual needs of each student. PPS is responsible for students with Individual Education Programs (IEP) and Section 504 Accommodation Plans, as well as health services and guidance programs provided to all students.

Health Services

School Nurse

The school nurse is available in the Nurse's Office on a daily basis. Inquire in the Main Office if the Nurse's Office is closed.

Students who are ill must get a pass from the classroom teacher to go to the nurse's office. In the absence of the nurse, students should report to the main office. Failure to obtain a pass will result in an unexcused absence from class. Emergency care is available at all times.

All students participating in an organized sport and all new/transfer students to the school system are required to have a physical exam within the calendar year. Preferably one's private physician will complete the exam. Physical exam forms are distributed through the nurse's office or the main office.

Students who take medications during school hours must leave the medication with the school nurse. A Medication Permission Form must be signed by a parent or guardian before any medication (prescription or over-the-counter (OTC)) can be administered in school. No medicines may be carried in school during the school day without written permission from one's doctor, school nurse or parent.

Any student may receive Tylenol from the school nurse with written permission from a parent/guardian as stated on your emergency form.

The school nurse screens vision, hearing, posture, and height and weight, and updates information about immunizations and medical problems. Students and their families will be notified by the nurse if any condition observed in school may require medical attention.

The nurse is available to all students for health counseling. Assistance is available to find medical help in the community for health problems.

A note from the medical provider is required for any student who will be using crutches in school. The note must include the student's diagnosis, activity restrictions, weight bearing status and the length of time the student will be on crutches. The school nurse must be provided with updated information regarding activity restrictions, etc., after each follow-up appointment with the medical provider.

Insurance

Health Insurance for all students is required by law. The student accident insurance policy, if purchased by the student or parents, covers students while attending school, while traveling directly to and from school, and while participating in activities sponsored and supervised by school personnel. When a claim is to be made, an insurance form should be obtained from one of the school administrative assistants. Instructions on how to complete the form can also be provided at this time. Immediate action must be taken to receive satisfactory results on a claim.

School Psychologist

The School Psychologist collaborates with parents, teachers, and administrators to help find effective solutions to learning and behavior issues exhibited by students. The School Psychologist is also available to provide social and emotional support for students and consultation for parents.

Parents can contact the School Psychologist directly. Students who wish to meet with the School Psychologist may stop by his/her office, which is located in the administration wing.

School Adjustment Counselor

The School Adjustment Counselor collaborates with parents, teachers, and administrators to help find effective solutions to learning and behavior issues exhibited by students. The School Adjustment Counselor works closely with students to assist them in meeting their academic obligations while also helping them to plan for success. Parents can contact the School Adjustment Counselor directly. Students who wish to meet with the School Adjustment Counselor may stop by his/her office, which is located in the administration wing.

Guidance Services

Guidance Counselors are assigned caseloads of students each year. With few exceptions, student caseloads remain the same during the student's time at North Reading High School thus affording the opportunity for the assigned Guidance Counselor to develop an in-depth understanding of the student's needs and to develop effective communication with the student and his/her family. Student/Guidance Counselor assignments are made known at the start of each of school year.

The objective for the Guidance Department at the secondary level is to assist the independent growth of the adolescent toward adulthood by offering support in the areas of physical, social, emotional, educational, and career development. This objective is worked toward by providing support for students who may have issues arise during the school year, by providing college and career counseling, academic advising, and by conducting programming that provides students and parents with information regarding the aforementioned areas of development.

All matters discussed with school counselors are kept confidential unless the student requests or consents to the inclusion of another person or other people, legal requirements demand that information be revealed, or disclosure is required to prevent clear and imminent danger to the student or others. Examples of parties to which information may have to be disclosed include, but are not limited to, the student's parent(s)/guardian(s), school administrators, mental health service providers, and the Massachusetts Department of Children and Families. In general, the counselors recognize that their primary obligation for confidentiality is to the student, but they work to balance this obligation with an understanding of the legal and inherent rights of parent(s)/guardian(s) to be the guiding voice in their children's lives.

The Guidance Department maintains students' records, and each counselor is trained to help students evaluate their strengths and weaknesses and thus estimate their potential for success in school subjects and to prepare for goals students may have in mind beyond their high school years.

The Guidance Department arranges for representatives of colleges and universities to meet with interested students and to acquaint them with what the institution has to offer and the criteria for admission.

Guidance Appointments

Guidance appointments are typically held before or after school or during power block. Students may schedule an appointment through the guidance administrative assistant or directly through their respective counselor. A power block appointment may be secured using the sign-up sheet in the guidance office. Occasionally students may be allowed to visit the guidance office during class with teacher permission.

Graduation Requirements

North Reading High School offers an academic curriculum. Curriculum planning is focused on students' needs. Students may choose courses that meet their personal and career goals. It is the intent of North Reading High School to meet the educational needs of each student in order for him/her to develop his/her academic, social, cultural, and physical potential.

Students must enroll in eight courses per year. All courses are valued at one credit unless otherwise noted. Graduation requirements for all students are as follows:

Total Credits for Graduation: 28

Subject Area Credits:	English	4
	Social Studies	4
	Mathematics	4
	Science & Technology	4
	Foreign Language	2
	Health/Physical Education	2
	Fine Arts/Digital Learning and Entrepreneurship	3
	Electives	5

Students are required to successfully complete, with a grade of 60 or higher, the following courses: English 9; English 10; American Literature or Advanced Placement English Language and Composition; in the senior year any one of the courses identified as satisfying the senior English course requirement; Biology; Chemistry or Physical Science; United States History I; United States History II; World History II; Civics and Government or Advanced Placement United States Government and Politics; Physical Education/Health Education (two years: course numbers 910 and 911).

Students must participate in a physical education program each year of high school (MGL, Chapter 71: Section 3). Freshman and Sophomore Requirements: Students in grades 9 and 10 are required to successfully complete the “Health/Physical Education” course in each of the respective school years. Junior and Senior Requirements: Junior and senior students have a variety of options by which they may complete the physical education program requirement. Please see the “Physical and Health Education” section of this Program of Studies booklet for additional details on this requirement.

Waivers of the requirements outlined in this section may be granted at the discretion of the high school principal and only for compelling reasons.

*Students are required to enroll in courses totaling three credits between the Fine Arts and the Digital Learning and Entrepreneurship Departments. Prior to the 2018-2019 school year, the Digital Learning and Entrepreneurship Department was titled the Business Department.

Important considerations when choosing courses include the following:

1. specific course requirements for each subject area;
2. students who have received credit for passing a course will not be given additional credit for repeating the same course with the exception of Academic Support, Band, Chorus, Fitness in the 21st Century, Piano, Reading, Stage Band, and Technical Theater Production;
3. students should understand the prerequisites for courses before enrolling in them;
4. transfer students must satisfy North Reading High School’s graduation requirements in order to receive a diploma as determined at the time of enrollment;
5. in order to keep as many post-secondary options open as possible, students should refer to the Admission Standards for The Massachusetts State University System and the University of Massachusetts when choosing courses.

When a student has come to a decision about his/her program of study and has indicated the choice of courses on the course selection sheet, the decisions are to be considered the final course selections. Only when unforeseen situations develop to alter the appropriateness of a student’s course selection will a request for a change be honored. Decisions regarding the dropping of courses are subject to final approval by the principal.

Course Selection Process

The course selection process is an opportunity for both parents and students to plan a program of studies designed to meet the needs of the individual student. Guidance counselors, teachers, department chairs and the administration will assist in this process. In planning one's course selection from year to year, keep in mind higher education academic requirements as well as North Reading High School graduation requirements. The goal of the course selection process is to provide students with the necessary academic credentials needed to maximize their potential for success in their post-secondary educational experience or in the workplace.

Procedure for Changing Course Enrollment

Students requesting changes in either courses or levels are encouraged to do so during the week preceding the start of the school year. This helps minimize disruptions to student learning. Students may request changes in either courses or levels within the first fourteen school days from the official first day of classes. These requests will be considered on an individual basis. When the request for a schedule change is approved, the change will be made in concert with the student's guidance counselor. It is important to note that factors may prohibit a schedule change from being made and/or require additional changes to the student's schedule to accommodate the requested schedule change. Such factors may include, but may not be limited to, class size considerations and limitations present in the school's master schedule. In general, changes to a student's academic program should be kept to a minimum. Therefore, students and parents are to be diligent and attentive when selecting courses during the spring.

Once the noted time period has passed, students must utilize all means of support and assistance before requesting a course or level change. Any student initiating a course or level change request after the noted time period will be required to complete a "Student Initiated Course/Level Change Request Form" in concert with his/her parent(s)/guardian(s), teacher, guidance counselor, and the principal. If the request is approved by all parties, there will be an effort to make the requested change. However, it is again important to note that factors such as class size considerations and limitations present in the school's master schedule may prohibit a schedule change from being made and/or require additional changes to the student's schedule to accommodate the requested schedule change. If the change is not approved, the student is responsible for implementing the suggestions for improvement listed on the request form. In cases where the request is not approved, the matter may be reviewed for reconsideration with the applicable teacher after the suggestions for improvement have been implemented and at the time noted on the initial request form. These procedures do not apply to requests for a change from an Advanced Placement level course, for which students and parents sign a "contract" for enrollment.

The goal of the course selection process is to provide students with the necessary academic credentials needed to maximize their potential for success in their post-secondary educational experiences or in the workplace.

Class Placement

To make normal progress toward graduation, a student must have seven credits at the end of grade nine, fourteen credits at the end of grade ten, and twenty-one credits by the end of grade eleven.

A transfer student's academic status will be reviewed by a guidance counselor and/or administrator. Based on this review, it will be determined where the student stands in terms of meeting North Reading High School's graduation requirements. The courses he/she will need to pass during his/her remaining high school years in order to meet North Reading High school's graduation requirements will also be determined.

All relevant information regarding a student's previously completed courses will be recorded on the student's transcript, when possible. The school at which the grades and credits were earned will also be listed.

North Reading High School will require transferring students to provide a complete student record. A complete student record shall include, but not be limited to, a transcript/grade report, attendance reports, special education records (when applicable), and school medical records.

In addition, a complete discipline report is to be provided pursuant to M.G.L. Chapter 71, Section 37L, which states:

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

Grading System

A report card will be distributed at the close of each marking period. The following grades symbolically represent the student’s achievement. Please note that report cards reflect only a student’s numeric average for each class.

Superior	A	93-100	Average	C+	77-79
	A-	90-92		C	73-76
Good	B+	87-89		C-	70-72
	B	83-86	Poor	D+	67-69
	B-	80-82		D	63-67
				D-	60-62
			Failing	F	0-59

Grading Codes:	I: Incomplete	MED: Medical
	W: Withdrawn	TR: Transfer

Communication Regarding Student Progress

Parents are encouraged to contact teachers directly regarding the academic progress of their child. E-mail is the recommended method of contact. Teacher e-mail addresses are available on the high school’s website at hs.north-reading.k12.ma.us. Also, parents are encouraged to monitor their child’s academic progress using the “Parent PlusPortal” on-line grading program. Information about the “Parent PlusPortal” on-line grading program is available on the high school website.

Mid-Year and Final Examinations

Mid-year and final examinations are administered at designated times during the school year. Dates for mid-year and final examinations are indicated on the school’s annual calendar and/or will be made available to students and parents well in advance of their administration. Every effort should be made by students to be present at the identified times. Exams occur in all subject areas. Each exam is weighted 10% for full-year courses. Generally, the exams cover all information taught from the start of the course. Final examinations will be administered to senior students during the designated “Senior Final Examination” period; underclassmen final examinations will be administered to underclassmen students during the designated “Underclassmen Final Examination” period.

Students tardy for an exam should report to the main office for a pass. Also, tardy students may be required to take the exam after the regularly scheduled exam period. An unexcused absence from an exam may result in a zero for the exam grade.

Senior Final Examination Exemption

North Reading High School recognizes academic achievement, honors hard work, and rewards excellence in scholastic performance. As such, effective for the Class of 2022 and the Class of 2023, a two-year pilot program is enacted with respect to instituting a final examination exemption for eligible senior students.

Final Examination Exemption Criteria

Eligible senior students shall:

- have earned a 93.0% average or higher (without rounding and as calculated by the teacher) in a class and thus are eligible to be exempted from taking the final examination in that particular class.
- have accrued no more than three unexcused class absences, as per the student attendance policy, during the entire school year. For the Class of 2022, this provision applies as of November 12, 2019.
- have met the expectations for student conduct as defined in the 2021-2022 North Reading High School Handbook for Students and Parents.

In addition:

- Eligibility for senior final examination exemption will be determined by the designated Calculation Day (May 18 for the 2021-2022 school year). Calculation Day is intentionally scheduled before exam week and approximately two weeks prior to the end of Quarter 4; as such, assignments may still be issued by a teacher and counted toward the Quarter 4 grade, but not included in the examination exemption calculation.
- The final student course grade will be determined without a final examination score and therefore calculated solely using the accumulated scores.
- Senior students enrolled in Advanced Placement classes are required to take the AP exam as previously determined. Any exemption would only apply to the school-based final exam.
- Senior students enrolled in Co-operative Work Experience or Senior Internship courses are required to take the final examination. These courses do not qualify for the exemption.
- Inherent in the above, North Reading High School remains a closed campus. Senior students, once on campus, shall remain on campus until they have been dismissed for the day. The Senior Examination Schedule reflects two examination periods and two class periods per day. Exemptions are for examination blocks only; senior students must attend regularly scheduled class periods. Senior students that are exempt from an examination should arrive to school no later than ten minutes prior their next required class/examination period.
- Senior students exempt from an examination period once on campus must access designated areas as determined by school administrators for either quiet or group study. (i.e. the high school cafeteria; the Media Center).
- Parents will be notified via email by school administrators if their child is exempt from a final examination(s). As such, it is understood that parents are aware of the guidelines and expectations of the Senior Final Examination Exemption protocols.

All decisions regarding the Senior Final Examination Exemption provisions are subject to the approval of the school administration and are not subject to appeal.

Report Cards

Report cards are uploaded to students' e-folders parents four times per year, at the conclusion of each of the four academic terms. These dates are provided to students and families at the start of the school year.

Honor Roll

Students receiving all grades of 90 or greater on their report card are awarded high honors. Students receiving all grades of 80 or greater are awarded honors. The names of students who meet the qualifications for inclusion in the honor roll may be published quarterly in the local newspaper(s). Parent's wishing not to have their child's name published should contact the school administration fourteen days prior to the conclusion of the given academic term.

Power Block

Power Block is designed to support students in meeting the academic requirements for their courses. During Power Block, students may engage in work in the library/media center, computer lab, attend peer tutoring, arrange an appointment with their Guidance Counselor, or remain in Power Block to study and/or complete homework. Student travel to and from appointments requires written approval prior to the scheduled time. Power Block is considered to be part of time on learning and as such; students are expected to follow North Reading High School's Code of Student Conduct.

Academic Support

The Academic Support class provides services for identified students needing remedial instruction and/or classroom support. Services include diagnostic evaluations, direct support services to students, consultation with regular education teachers and parents, and coordination with the guidance and administrative staff for each student's academic program.

Tutoring

Students seeking help in a particular subject area may contact the guidance department for information on and access to tutoring services. Peer tutoring by students in the National Honor Society is available to all students during Power Block.

Outside Courses

North Reading High School recognizes five categories of "outside courses," herein defined as courses not taken at North Reading High School. These categories are: (1) remedial, (2) transfer, (3) enrichment, (4) accelerated learning, and (5) dual enrollment.

1. Remedial Courses - Students who receive a failing grade in a North Reading High School course may make up the course outside of North Reading High School at an approved institution. Forms to use in the approval process are available in the Guidance Office. To receive North Reading High School credit, the student must achieve a grade of "C" or better in the make-up course. This practice is available to students following their sophomore year of high school and subject to the approval of the administration. No more than a total of three courses may be taken at an outside academic institution for the purpose of remediation. A waiver of this condition, due to extenuating circumstances, may be granted by the principal. These courses will be included in the calculation of the student's Grade Point Average in addition to the course for which credit had not been earned. Courses will be considered as "Academic" in terms of their weight.
2. Transfer Courses - Transfer courses are defined as those courses taken by a student at a public or private high school before the student transfers to North Reading High School. When these courses have been graded using a system similar to that used by North Reading High School (e.g., graded with letter or numeric grades with a grade scale similar to North Reading High School's) the courses will be included in the calculation of the student's Grade Point Average.
3. Enrichment Courses – Enrichment courses are identified as courses that fall outside the standard scope and sequence of courses published in the North Reading High School Program of Studies and are completed through an institution other than North Reading High School. These courses will not be included in the calculation of the student's Grade Point Average nor will they be identified on the student's transcript. Guidance Counselors are available to assist students with the procedure for reporting their performance in enrichment courses to colleges and universities as part of the application process.
4. Accelerated Learning Courses– Accelerated Learning courses are courses taken outside of North Reading High School as part of an accelerated learning plan to achieve early graduation. These courses will be included on the student's transcript and will be included in the calculation of the student's Grade Point Average (see also the "Early Graduation" section of this handbook).

5. Dual Enrollment Courses – A student wishing to take part in the Commonwealth Dual Enrollment Partnership (CDEP) by enrolling in a course(s) at a Massachusetts community college, state university, or a University of Massachusetts campus may do so based on the following criteria:.

a) When a course(s) is being taken in addition to the student's typical course enrollment (i.e. NRHS students carry a course load of eight, nine, or ten credits) it will be considered an enrichment course and previously listed information related to enrichment courses will apply.

b) A student wishing to take a course(s) through CDEP and who wishes to reduce his/her course load at North Reading High School proportionately, must obtain the approval of the high school principal. The student will use the requisite form available in the Guidance Office to initiate the request. If approved, a course(s) completed as part of this program will be included on the student's transcript. The student will be responsible for supplying the high school with the final grade from the course(s) in the form of an official transcript. The final grade(s) will be added to the student's high school transcript exactly as the postsecondary institution reports it. If the student has successfully completed the course and the postsecondary institution awards the student credit, he/she will be issued the equivalent North Reading High School credit. For example, a three credit college course would typically be considered the equivalent of a one credit North Reading High School course.

Courses completed as dual enrollment courses will not be included in the student's North Reading High School unweighted or weighted G.P.A.'s, unless extenuating circumstances exist and the principal approves of their inclusion in the G.P.A. However, because they will appear on the student's transcript, postsecondary institutions may include grades from dual enrollment courses if they recalculate students' G.P.A.'s during the admission process. The CDEP is typically considered an option for seniors, but may be considered for students in their junior year on a case-by-case basis and only as pre-approved by the principal. Students will be expected to carry the equivalent of eight North Reading High School courses each year; therefore, a typical course load for a student participating in CDEP in this manner will likely include six full-year North Reading High School courses and one postsecondary course for the fall semester and one for the spring semester. Unless otherwise approved by the high school principal, courses taken through the CDEP cannot replace a course required by North Reading High School for graduation and cannot replace any required pre-requisite or co-requisite for a North Reading High School course. While state funding is sometimes available for the CDEP, students and their families are required to cover fully any costs that are associated with taking a course(s) through this program.

Early Graduation

Students seeking to graduate from North Reading High School in advance of their expected date of graduation must submit a written proposal to the high school principal for his consideration and prior to initiating any plan for early graduation. In addition, School Committee policy on "Early Graduation" states, "The normal duration of the high school program is four years (including grade 9). However, in unusual cases and under certain circumstances, a student who has completed all requirements for graduation in less than four years may petition the Superintendent through proper channels for permission to graduate. Ordinarily, a student must have completed a residency of three years, part of which must have been spent at North Reading High School. In order to be eligible for early graduation, the student must have the written endorsements of his/her parents or guardian, the Guidance Department and the High School Principal. Further, the student must be able to demonstrate with reasonable certitude that early graduation will help him to attain legitimate personal needs or wants which could not be attained if the high school residency were protracted."

School to Career

School to Career is a national initiative that merges school and work, providing students with the necessary skills to move smoothly into the workplace. Under the direction of the Digital Learning and

Entrepreneurship Department, School to Career is clearing the way for businesses and educators to work together, producing graduates with work experience, knowledge, formal training and career focus.

Educators are preparing curricula, in part, to meet employer needs. To relate classroom experience to the real world, educators must know what businesses need; this information comes from local business partnerships.

School to Career provides employers with an opportunity to:

- Help design school curricula
- Gain a highly-skilled pool of employees to choose from
- Shape the future workforce
- Join a new and important community-based partnership

Transferring or Withdrawing from School

Any request for transfer from North Reading High School to a new high school must be accompanied by a letter from the student's parent(s)/guardian(s). The student will then be issued the necessary form to be signed by all his/her current teachers, the school librarian, and a school administrator. The student's parent(s)/guardian(s) will be required to sign all other requisite forms.

If the student is withdrawing without the intention of immediately enrolling in another school (only as allowed under the law), he/she and his/her parents(s)/guardian(s) will be required to meet with the student's guidance counselor or another school official. The purpose of the meeting will be to discuss the benefits of completing a high school education, and if necessary, options after withdrawal. Any necessary paperwork may also be completed at this meeting.

Summary of Regulations Pertaining to Student Records

Summary of Massachusetts state laws and regulations pertaining to student records and the Family Educational Rights Privacy Act (FERPA)

Definitions:

Student Record: The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law.

Parent: A student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Eligible Student: A student who has reached fourteen (14) years of age or who has entered 9th grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student's age. M.G.L. c. 71, § 34E.

Authorized School Personnel:

(a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the

school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

Confidentiality of Student Record

With few exceptions, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student may access information in the student record without the informed written consent of the parent or eligible student. For additional information regarding the release of student records to third parties, please see 603 CMR 23.07.

A Log of Access shall be included in the student record documenting the release of student records to individuals or entities other than authorized school personnel, the parent(s) and/or the eligible student.

Student Directory Information

Per 603 CMR 23.07 (4)(a), North Reading High School may release to third parties, without prior consent, a student's name, address, telephone number, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans provided it gives public notice of the types of information (detailed above), and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

Please note that this section serves as North Reading High School's notice of the student directory information it may release without prior consent. Parents and eligible students may request that the student's directory information not be released by completing the requisite form or by submitting a written request to the principal.

Inspection of Student Record

Parents and/or eligible students have the right to inspect the student's permanent and temporary record. The record must be made available to the parent and/or eligible student within ten (10) calendar days of a request to access the student record, unless the parent and/or eligible student consents to an extension of this timeframe. If the parent and/or eligible student requests copies of the student records, the district may impose a charge for the actual reproduction cost of the records requested.

The Parents and/or eligible student have the right to meet with qualified school personnel and to have the contents of the student record interpreted. Parents and/or eligible students also have the right to have the student record inspected or interpreted by a third party of their choice at private expense.

Amendment of the Student Record

Parents and eligible students have the right to add relevant comments, information, or other written materials to the student record. If a parent or eligible student believe that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, the parent and/or eligible student shall present the objection in writing and shall have the right to meet with the principal or a designee. Parents shall be notified of any request by an eligible student between 14 and 18 years of age to amend the student's student record. , The principal will issue a written decision on the request to amend the student record within one (1) school week of the written request.

Transfer of Student Records

This section serves as North Reading High School's notice that it forwards the student record information of students that are leaving or who have left and who are seeking to enroll in, or transfer to, another school or school district upon the request of the receiving school/school district. As permitted by 603 CMR 23.07 (4)(g), the written consent of the parent(s) and/or eligible student shall not be required prior to releasing records to the receiving school/school district.

Non-Custodial Parent Access to Student Records

Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) has the right, subject to certain procedures, to access his/her child's student record. A non-custodial parent who wishes to access the student record must submit a written request to the school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information.

Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c. 71, § 34H; 603 CMR 23.07.

Destruction of Records

While a student is enrolled in a school, the principal or a designee may periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record. Prior to the destruction of temporary records, the parents and eligible student shall be notified in writing and provided with an opportunity to obtain a copy of any records to be destroyed. A copy of such notice shall be placed in the temporary record.

The district shall destroy the student's temporary record within seven (7) years of the student's graduation, transfer or withdrawal from the school district. Written notice of the approximate date of destruction of the record and the right of the eligible student and his/her parent to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal.

The student's transcript shall be maintained by the school district and may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system. In accordance with M.G.L. c. 71, § 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

Complaints

A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, 800-872-5327; or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300.

Additional Information Related to the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches age 18 or attends a school beyond high school, whichever comes first. Parents or eligible students have the right to inspect and review the student's educational records maintained by the school and parents or eligible students have the right to request that a school correct such records which they believe to be inaccurate or misleading. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- Schools officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

The School Committee will direct the Superintendent to ensure that appropriate notification on FERPA, including military recruitment, will be provided to students and parents annually.

Legal Reference: Statute 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

Parental Notification Relative to Sex Education

In accordance with Mass. General Law 71, Section 32A (Parental Notification Law), parents and guardians of students have the right to be notified of curricula that primarily involves human sexuality education or human sexuality issues and permits parents to exempt their children from any portion of the curriculum without penalty. On an annual basis the School Department is to make instructional materials for said curriculum reasonably accessible to parents, guardians, and others for inspection and review. The attached regulations outline the procedures for notification, exemption, and accessibility to curricula material.

At the beginning of each school year, all parents/guardians of students will be notified in writing of the courses and curriculum that primarily involve human sexuality education or human sexuality issues. Parents/guardians of students who enroll after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexuality education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program and instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools including with the Director of Curriculum and Educational Technology.

A parent/guardian who is dissatisfied with the decision of the principal concerning notice, access to instructional materials, or exemption of the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent’s decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely

written decision, preferably within four weeks of the request. A parent or guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. Each year in September, the Superintendent of Schools will arrange with each principal to distribute appropriate notification to parents/guardians.

Standardized Testing and Research Studies

Students will be given advance notice of any standardized testing or research studies to be conducted during the school year. This will provide opportunities for parents or students to raise questions in advance.

College Guidance

Role of the Guidance Counselor in the College Search and Application

Guidance Counselors play an important role in the college application and admission process. In addition to helping students identify post-secondary institutions which best meet the student's personal goals for education and employment, guidance counselors also serve as a conduit for information between the high school and post-secondary institutions.

Grading and Weighted Grade Point Average

All graded courses, with the exception of Band and Stage Band, are included in the calculation of a student's Weighted Grade Point Average. The Weighted Grade Point Average is based on the following values: Standard: 1.0; Academic: 1.33; Honors 1.67; Advanced Placement: 2.0. The only courses weighted as "Standard" are Transition Planning and Academic Support.

Course Grades	GPA Scale	Advanced Placement	Honors Level	Academic Level	Standard Level
100-93	4.0	8.0	6.68	5.32	4.0
92-90	3.67	7.34	6.13	4.88	3.67
89-87	3.33	6.66	5.56	4.43	3.33
86-83	3.0	6.0	5.01	3.99	3.0
82-80	2.67	5.34	4.46	3.55	2.67
79-77	2.33	4.66	3.89	3.1	2.33
76-73	2.0	4.0	3.34	2.66	2.0
72-70	1.67	3.34	2.79	2.22	1.67
69-67	1.33	2.66	2.22	1.77	1.33
66-63	1.0	2.0	1.67	1.33	1.0
62-60	0.67	1.34	1.12	0.89	0.67
59-0	0.0	0.0	0.0	0.0	0.0

Grade Point Averages and Class Rank

Class Rank is determined by the student's Weighted Grade Point Average and is provided to each senior student on or about October 1 of the senior year. This announcement will also include the student's Unweighted Grade Point Average.

Each senior student's Grade Point Averages and Class Rank will be recalculated following the second marking period of the senior year. This recalculated information will be used to determine Honor Essayists to present at graduation and for the purpose of reporting mid-year updates for students to post-secondary institutions. The distinction of a senior student being identified as an "Honor Essayist" to present an essay at graduation will be awarded to the three highest numerically ranked students.

Formal notification will be provided to the student of his/her recalculated Grade Point Averages and Class Rank on or about March 1 of the senior year. Following the student's graduation from North Reading High School, Grade Point Averages and Class Rank will be recalculated, including the grades earned in the student's senior year of high school.

Class Rank is reported using the following percentile reporting system and includes the range of students whose Weighted Grade Point Average places them accordingly: second percentile; fifth percentile; tenth percentile; fifteenth percentile; twentieth percentile; twenty-fifth percentile; thirtieth percentile; fortieth percentile; fiftieth percentile; third quartile; fourth quartile. The Weighted Grade Point Average distribution for the current senior class is identified in the annual “School Profile.”

Only those students who, upon graduation, will have completed nine or more full quarters at North Reading High School will be issued a Class Rank. For those students who may not meet this qualification, the student’s guidance counselor should be consulted on how to complete applications to post-secondary institutions that request a Class Rank. Notwithstanding the above language, students who transfer from an institution that utilizes a grading system that is not comparable to North Reading High School’s system may not be issued a Class Rank. Examples may include, but are not necessarily limited to, institutions that issue only narrative grades, institutions that use a 1-5 grading scale, and institutions that use letter grades anchored to a numeric scale that greatly differs from that used by North Reading High School.

College Visit Procedure

North Reading High School recognizes the value of a student visiting colleges or universities in which he/she is interested. It also recognizes the importance of school attendance. As such, whenever possible, visits to colleges and universities should be made when school is not in session (e.g., school vacation weeks). When this is not possible, requests for excused absences for college visits can be made by students in their junior or senior years. Excused absences for college visits during junior year will be limited to a total of two school days; excused absences for college visits during senior year will be limited to a total of three school days. Exceptions will be evaluated on an individual basis. As with any absence, students are responsible for obtaining and completing all missed schoolwork, assessments, etc.

For a college visit to be considered an excused absence, the following procedures must be followed:

1. Parents/guardians must call the high school (978-664-7800) at least 48 hours in advance of the college visit to notify the Main Office of the student’s name, the date and time of the visit, and the name of the college/university being visited.

2. While on the college visit, the student must obtain written confirmation of his/her visit. Written confirmation must include the student’s name, the college or university’s name, date(s) of the visit, and the signature and contact information of a college admission representative or another college official. While the student does not have to use North Reading High School’s College Visit Form, said form is available in the guidance office if he/she wishes to use it. The student must submit the confirmation of his/her college visit to the main office on the day he/she returns to school.

Release of Transcripts and Supporting Documents for the Purpose of Admission to Post-Secondary Education Institutions

Information sessions are held each fall with members of the senior class. The primary purpose of these sessions is to review the required procedures, including completing a release of records form and requesting transcripts using Naviance Student, that a student must follow to have his/her transcript and any supporting documents released to a post-secondary institution to which he/she is seeking admission. Accompanying the student’s transcript will be a “Secondary School Report,” which will include information such as the individual student’s Weighted Grade Point Average, Unweighted Grade Point Average, and the student’s percentile Class Rank.

Students will be required to submit requests for transcripts to the Guidance Department no later than two weeks prior to the date the transcript(s) is needed. A student who is requesting a letter of recommendation from his/her guidance counselor must submit a “Student Questionnaire” and a “Student Activity Sheet” to his/her guidance counselor. These forms must also be submitted no later than two weeks prior to the date the letter is needed.

Because the vast majority of post-secondary institutions require a student's senior year grades as part of the application process, North Reading High School has established the following policy regarding the submission of senior year grades. When a student in his/her senior year requests that his/her transcript be sent to a post-secondary institution prior to the close of the first quarter, a list of the student's senior year courses will be included on the transcript. First quarter and second quarter grades will be sent at the close of the respective quarter to any institution to which the student has had his/her transcript sent. When a student requests his/her transcript be sent to a post-secondary institution after final first quarter grades have been issued, these grades will automatically be included on the transcript. When a student requests his/her transcript to be sent to a post-secondary institution after final second quarter grades have been issued, both the final first and final second quarter grades will be sent with the transcript. Senior year final grades will be sent to the institution that a student indicates he/she will be attending.

Disclosure of Discipline Violations, Criminal Convictions, and Changes in Academic Status or Qualifications to Post-Secondary Institutions

It is North Reading High School's expectation that students will respond to all post-secondary application questions in an honest and open manner. When a student answers a question regarding discipline violations or criminal convictions in the affirmative, he/she is strongly encouraged to provide a personal statement that helps contextualize the situation.

It is important to note that many post-secondary institutions, including all of the institutions that utilize the "Common Application," include questions about discipline violations and criminal convictions on their "School Report" which the student's guidance counselor is required to complete and submit with the student's transcript. These questions commonly refer to disciplinary violations that result in probation, suspension, removal, dismissal, or expulsion and/or crimes for which the student has been convicted or has been adjudicated guilty. Many post-secondary institutions, including all of the institutions that use the "Common Application," also include questions about changes to an applicant's disciplinary status and criminal history on their other required reports (such as the "Midyear Report" and the "Final Report"). If the student has not been found responsible for a discipline violation and has not been found guilty of a crime during his/her high school years, the guidance counselor, in accordance with Massachusetts student records regulations, will respond to these questions in the manner that informs the post-secondary institutions of this fact. When the student has been found responsible for a discipline violation or has been adjudicated guilty or convicted of a crime that is relevant to the question(s), the guidance counselor will answer the question in the manner that discloses this fact if he/she has received the specific, informed consent of the student or parent/guardian. Consent may be given by way of a "Release of Records" form and/or a "Release of Discipline Records" form. If requested by the student, the guidance counselor will also provide a statement regarding the situation. In cases where the student has been found responsible for a discipline violation and/or crime relevant to the question(s), but specific, informed consent is not given, the guidance counselor will abstain from providing a response to the question(s).

It is also important to note that it is expected that a student report any significant change in his/her academic status/qualifications, discipline record, or criminal history to any post-secondary institution to which he/she has previously submitted an application, transcript, and/or recommendation. In many cases, before submitting an admission application, students are required to indicate as part of the application that they understand this obligation and that they will report such changes that occur anytime during the senior year. It is again recommended that a student provide a personal statement regarding the situation. Upon request, and when consent is given, the student's guidance counselor will also provide a statement regarding the situation. It is imperative when a course load or course level(s) are changed after an application, transcript, and/or recommendation have been submitted that the student notify all post-secondary institutions to which said documents were submitted. Reports such as the "Midyear Report" and "Final Report" may ask the student's guidance counselor to report any changes to a student's senior year courses, disciplinary status, and criminal history. In addition, post-secondary institutions require matriculating students to submit an official copy of their final transcript; therefore, it will be noted if a student did not report changes to his/her course load or course level(s).

Disclosure of Disability and Related Documentation to Post-Secondary Institutions

A student with a disability has the option to disclose (or not disclose) said disability to the post-secondary institution(s) to which he/she is applying. It is important to note that a post-secondary institution may not deny a student admission simply because he/she has a disability. It is also important to note that a student does not have to inform a post-secondary institution that he/she has a disability. However, if a student wants the institution to provide an academic adjustment(s), he/she must identify him/herself as having a disability. Likewise, a student should let the institution know about his/her disability if he/she wants to ensure that he/she is assigned to accessible facilities. In any event, disclosure of a disability is always voluntary.

Any student wishing to disclose a disability is encouraged to contact each of the institutions to which he/she is applying to gather information regarding the procedures for disclosure. A student will also want to find out what information is required by the post-secondary institution for documenting a disability. It is important to note that documentation requirements not only differ from institution to institution, but also differ depending on the type of disability. While each institution's requirements may differ, often the minimum requirements for documentation of a learning disability will include a copy of the student's most recent educational plan (when applicable) and recent cognitive and academic achievement testing. Because the decision whether or not to disclose a disability rests with the student and his/her parent(s)/guardian(s), the Guidance Department requires that the student submit any documentation him/herself. When on file, a copy of the student's most recent educational plan and/or evaluative testing can be requested through the Pupil Personnel Office.

When a student decides to disclose a disability, he/she can request that his/her guidance counselor include information regarding the disability and/or the education plan/evaluative testing (when applicable), in the guidance counselor letter of recommendation. If the student wishes to have this information included in the guidance counselor letter of recommendation, he/she and his/her parent(s)/guardian(s) are asked to give consent by completing a "Release of Disability Information Form" and submitting it to the Guidance Department.

Scholarship Aid

Scholarship opportunities received by the Guidance Department are organized and made accessible to students. Scholarships, prizes, and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. As needed, a committee of North Reading High School faculty members is formed to determine scholarship recipients.

Students, especially members of the senior class, are encouraged to periodically check in the Guidance Office and/or in their Naviance Student accounts for scholarship opportunities for which they might be eligible. Any student needing to submit a transcript with a scholarship application is asked to complete a "Transcript Request Form" and submit it to the Guidance Department no later than two weeks prior to the date the transcript(s) is needed.

Awards and Honor Status at Graduation

Students are encouraged to strive for special recognition by demonstrating achievement through hard work and participation. In addition to the "Student-of-the-Month" awards recognizing students in various academic areas, the annual "Spring Student Recognition Night" is held in May. The awards presented at the "Spring Student Recognition Night" acknowledge the outstanding academic achievement and other efforts of students and are based upon the nominations of the North Reading High School faculty.

Graduation with honor status is awarded to those students who have achieved an average of eighty-five or higher in each high school academic year. In the senior year, students' status will be evaluated following the third marking period.

Participation in Graduation

Participation in the graduation exercises is contingent upon fulfillment of all academic requirements. Additionally, any monies or equipment not received by the school become part of the student's list of obligations. Senior week activities, including participation in the graduation exercises, may be restricted for students with outstanding obligations. Any senior student who is suspended from school for a period that extends up to graduation may be prevented from participation in school-sponsored activities occurring beyond the last official day of school for seniors; this includes prevention from participation in the graduation ceremony. The student's diploma will be withheld for presentation at a later date. Students who do not fulfill North Reading High School's academic requirements for graduation will not be allowed to participate in the graduation exercises.

Graduation Decorum

Graduation from high school is an opportunity to recognize the collective achievements of all students who are graduating. The rites and traditions of the graduation ceremony are to be observed in a manner that is dignified and consistent with the expectations of respect for all that have been communicated consistently by the school administration. It is expected of all students that they will behave in a manner that reflects positively on their achievements as a class and on their school and the community of North Reading.

Students Who Have Reached Eighteen Years of Age

Once a person reaches the age of eighteen, Massachusetts law holds that he/she is a legal adult. Upon reaching the age of eighteen, a student may request a majority form which essentially notifies the parents that the school has been directed to deal with the student regarding school related matters. However, the school can continue to keep parents informed about school progress. Students enrolled in North Reading High School and having signed a majority form will remain responsible to the same school regulations as all other students, consistent with the student handbook. They are subject to discipline on the same basis as students who have not attained the age of eighteen and/or have not signed a majority form. Students who are on a majority form may not dismiss themselves from school. Students who are on a majority form may be dismissed only with the expressed permission of the principal or assistant principal.

Voter Registration

Mail-in voter registration forms are available to students who are Massachusetts residents and who are at least 18 years of age. The mail-in registration forms are available in the Guidance Office. The registration forms may be mailed according to instructions on the forms or they may be returned to the Guidance Office whereupon they will be forwarded to the North Reading Town Clerk for processing. After processing of the registration forms, students will receive notification that their forms have been received and that the students' names have been placed on the voter registration list.

School Buses

Students riding school buses are bound by school rules when riding to and from school or activities. Please be informed that school buses are equipped with an audio video monitoring system. The purpose of the monitoring system is to promote safety and help identify inappropriate behavior when it is necessary to do so. A bus permit is required of students to ride a school bus to and from school. A fee is required to be paid to obtain a bus permit. Information on the procedure for obtaining a bus permit is available at the Business Office for the North Reading Public Schools. The telephone number for the Business Office is (978) 664-7810.

The Library/Media Center

The library, open during school hours, contains a collection of books, periodicals, pamphlets, and other materials for students and faculty. Resources are provided to support and extend the curriculum and for recreational reading. The library may be used as a reading, research, and study area for individuals and as a resource area for classes.

Library use requires consideration for the rights of others, both in conduct and use of materials. Students may borrow books for two week periods, with the exception of certain books which circulate overnight only, special collections reserved for particular purposes, and reference books and periodicals, which do not circulate.

Student regulations regarding use of library materials are consistent with school regulations. Students should have a pass from the librarian or classroom teacher to access the library during Power Block block. The student must first report to his/her Power Block teacher for attendance. When a student comes to the library, he/she should bring the pass from the librarian or classroom teacher. Students should leave passes on the circulation desk and sign in on the sign-in sheet located there. Students are to remain in the library for the entire period, unless given a pass by the librarian to return to class.

The Computer Rooms

The computer rooms are available to all students. The rooms are open before school, during lunch periods and Power Block , and after school provided that there is teacher supervision. Except for before and after school, a pass from a teacher is needed for admission. All provisions of the Internet Acceptable Use Policy apply.

Student Guidelines for Acceptable Use of the Internet

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Use of the network is contingent upon responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers remain private.

The intent of the acceptable use guidelines is to make clear certain cases that are consistent or inconsistent with the purposes of North Reading Public Schools Internet Server, not to completely enumerate all such possible uses. Students will be issued an Acceptable Use Policy at the beginning of each school year. This policy must be signed by the student and his/her parent/guardian prior to student use of school-based computers.

The Internet consists of a worldwide network of interlinked computers. The Internet is intended to provide an information source for everyone. Internet access provided by North Reading Public Schools Internet Server is a tremendous asset to the school community.

A North Reading Public Schools Internet Server account is a receptacle of stored information for the account holder and a means of access to the Internet. Each account holder will be provided with a space for email and file storage. Account holders will have access to a wide variety of network providers. As much as possible, access to information resources will be designed to direct students to resources that have been reviewed and evaluated prior to use. Students may move beyond resources evaluated by staff if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

North Reading Public Schools Internet Server users will have the following resources available to them: news groups, bulletin boards and World Wide Web home pages. They will also be able to use such information acquisition tools as FTP and Gopher. Account holders will respect the privacy and integrity of accounts held by users of the entire computer network community.

Photocopiers

A copy machine is available for students in the library/media center for research-related needs. Students are not to use the other copy machines without permission. Teachers should not send students to the copy machines to copy class work for classes. Only the library copy machine is available for student use.

Telephones

Students may use the telephone in the Main Office during school hours only in the event of an emergency and with permission. If it is necessary to use the phone during the school day, calls should be made during the lunch period. Students should not leave class to use the telephone.

Lockers

Students will be assigned a locker each year. Locker assignments will be included on a student's schedule. The assigned lockers are school property. No student will tamper in any way with lockers. Students are encouraged not to allow anyone to use their lockers since each student is responsible for the locker contents and maintenance of his/her locker. Students who damage the school issued locker and lock mechanism are responsible for needed repairs. Students are to clean out their lockers at the designated time; students are responsible for returning all school books and removing all personal belongings prior to the last day of school.

The school administration encourages the use of lockers for storing items and recommends that students incorporate trips to their respective locker into their daily routine.

Lost and Found

All "lost and found" articles may be turned in to the main office where they can be claimed by their rightful owners.

Driver Education

Information relative to Driver Education classes may be announced through the Daily Student Notices. Information on Driver Education classes may be obtained in the main office at the high school.

Work Permits

State law requires that students under the age of eighteen provide employers with a work permit. Paper work necessary to obtain a work permit, as well as copies of state regulations regarding students in the work place, are available in the main office. When practical, students should obtain a work permit from the administrative assistants in the Main Office between the hours of 3:00 p.m. and 3:15 p.m., Monday through Thursday.

School Community Culture and Conduct**Respect for Authority**

Students are reminded that their teachers, other teachers, substitute teachers, and all adult employees in the building are in a position of authority. As such, students are expected to obey their directives. This applies to all situations wherein the school is responsible for the student: during the school day, at school sponsored activities, and before and after school.

Substitute teachers hold the same position of authority as regular staff members. When the regular teacher is absent, attendance at class should continue as normal, and instruction is expected to continue as normal.

Any student who is leaving any scheduled area supervised by a staff member will do so only with a pass from the staff member. Passes should be politely made available to any adult in authority if so requested. Passes for lavatory use are not required. However, students must complete the necessary "sign-out/sign-in" forms in the both the classroom and with the lavatory duty teacher.

Citizenship

As American citizens and future voters, students will play a vital role in determining the future of the world. Student participation in American government is necessary for democracy to work. Therefore, each student must strive to become an effective school and community citizen.

A student in good standing is one who meets the expectations of both the Student Behavior Code and School Citizenship Code of Conduct as defined on pages 36-38 and 53-60 and any and all applicable

provisions of the North Reading High School Handbook for Students and Parents. Failure to meet these expectations may include any violation as identified on pages 53-54 in the section entitled Discipline. The items listed on these pages relating to both behavioral expectations and/or violations are not complete lists, but serve as illustrative examples.

Effective Citizens

1. Are responsible school and community members
2. Respect and adhere to all laws and school rules
3. Respect the rights and property of others
4. Are loyal to their country and proud of its accomplishments
5. Take part in the improvement of the quality of life in their school and community
6. Take an active role in their school and community
7. Use resources wisely
8. Try to be well informed on important issues
9. Believe in the equality of opportunity for all people
10. Respect individual differences and ways of life that differ from their own

Student Duties

1. Respect the rights of others, both verbally and physically.
2. Conduct yourself in a manner as not to materially and substantially interfere with the educational process.
3. Do not use obscene or profane language or gestures.
4. Attend all classes, punctually.
5. Do not disrupt ongoing classes.
6. Maintain an appropriate decorum in class.
7. Do not loiter or congregate in lavatories or corridors.
8. Be respectful of all property, both on school grounds and in areas surrounding the school.
9. Do not run or generally “horse around” during passing time between classes.
10. Refrain from behavior that intimidates anyone, including remarks or threats which are racially or ethnically motivated.
11. Do not leave the building at any time during the regular school day unless authorized by the administration.

Additional Duties

1. Students participating in or attending school related events and activities (athletics, drama, etc.) must conform to all school rules and regulations.
2. Smoking, or the use, display or promotion of tobacco products or similar material is prohibited.
3. Card playing and gambling are prohibited.
4. The use of squirt guns, skateboards, roller blades, and roller skates is prohibited. Bikes are not allowed inside school buildings. Such items and any other items deemed by the Administration to disrupt educational processes will be confiscated.
5. The use of cellular phones, electronic devices, or any noisemaking devices is prohibited unless their use is under the specific direction of an educator. Such items will be confiscated.
6. Bringing firecrackers or any incendiary device onto school property or to school events is prohibited.
7. Students are not to be in possession of any items that may be construed as dangerous weapons or a facsimile of a dangerous weapon. Specific examples include, but are not limited to, knives, paintball guns, replica guns, or other items that have the potential to create a disturbance in the school setting.
8. Vending machines are not to be used by students during the school day.

9. Food and/or beverages are not to be ordered or delivered during the school day without permission from school administrators. This restriction extends to coffee and other beverage drop offs from family members and friends.
10. Students who are externally suspended are not allowed in the school building, on school grounds, or at school related events for the duration of the period of suspension.
11. Food is not to be brought from the cafeteria into classrooms or corridors.
12. Students are expected to meet all reasonable requirements and guidelines around campus safety and individual health and wellness with respect to coronavirus and COVID 19.

In the event of the violation of any of the above, the Student Handbook Rules and Regulations will be enforced.

Academic Honesty

Academic honesty is expected of all students. Cheating in any form, including plagiarism, is a breach of this expectation. Plagiarism is defined as the taking and using of the thoughts, writings, inventions, etc., of another as one's own. Plagiarism includes copying someone else's work, writing, homework, or project, or copying someone's quotations that come from an outside source, even a peer. This also applies to Internet use. Cutting and pasting information from any website and claiming it as one's own is a form of plagiarism as well. Students are reminded of the importance of using proper citation methods. Students who fail to adhere to the expectations of academic honesty, either through cheating or plagiarizing, including sharing work as to permit academic dishonesty, are subject to receiving a lowered grade or a grade of zero on the assignment. Parents will be notified in cases of academic dishonesty. Additional consequences may be assigned depending upon the severity of the infraction.

Student Obligations

Each student is responsible for the condition of all materials, textbooks, and equipment issued to them. Specifically, lost and damaged textbooks, must be paid for before a replacement is issued. Replacement cost may be obtained from the teacher or department chairman. It is in the student's best interest that he/she acts promptly when unable to locate a book so as not to fall behind in that subject area.

Use of Lavatories

It is intended that the majority of students use the lavatory facilities between classes and during lunch. It is expected that students will sign in. Loitering in the lavatories is prohibited. If necessary, disciplinary measures will be taken to ensure that all students are provided the convenience of clean, well-maintained facilities.

Cafeteria Decorum

The cafeteria is the school dining room. Students are expected to use it as they would a similar room in their own home. Students must remain in the cafeteria throughout the lunch period. All dishes, cartons, and waste materials must be removed from cafeteria tables by individual students. Waste material must be deposited in the receptacles provided; and dishes must be returned to the proper places. Tables and chairs must be left clean.

Failure to observe any of the above simple rules of courtesy and consideration may result in loss of cafeteria privileges.

Student Appearance

Students are expected to keep themselves appropriately attired at all times. Any form of dress which is considered contrary to good hygiene, or which is distractive or disruptive in appearance, or which is detrimental to the purpose or conduct of the school is not allowed.

Students must remove hats, and outside coats and jackets, during the school day. Bare feet and sunglasses are also prohibited.

The following are not suitable or in good taste for school and should not be part of any student's attire: shorts of the conventional gym short length, or less; halters; halter top dresses; tank tops; tube tops; tops that bare the midriff; and any see-through articles of clothing. Any clothing or jewelry promoting behavior that is harmful is prohibited. Also, shoes or appropriate footwear must be worn at all times. Any clothing article is prohibited if it is obscene, profane, lewd, or vulgar, or if it harasses, threatens, intimidates or demeans an individual or group of individuals because of race, color, national origin, religion, sex, gender identity, age, disability, or sexual orientation.

Violation of the above shall be handled immediately through the cooperation of the student, his/her parents, and the school administration. The administration reserves the right to determine the appropriateness of clothing within the guidelines provided.

Wireless Communication Devices

The North Reading School Committee recognizes that wireless communication devices are a common means by which students stay in close communication with their parents. For the purpose of this policy, a "wireless communication device" is any communication device that emits an audible signal, vibrates, displays text, numerical or photographic messages or otherwise delivers communication to the possessor.

Wireless communication devices in the possession of students must be turned off and kept out of sight during school hours. Use during school hours may be disruptive and may be conducive to cheating, invasion of privacy, or illegal activity; thus, such use is prohibited. Use of wireless communication devices with video or other imaging capabilities in school locker rooms and rest rooms is also prohibited at all times (during and outside of school hours). During school hours, parents can and should contact the administrative office of their child's school if they need to reach their child. Students and parents should not phone one another directly during school hours using a personal communication device. Students who are found to be using (as defined by a school administrator) a "wireless communication device" during school hours are subject to having the device confiscated and returned only to a parent or guardian (see the section that follows entitled "Digital Citizenship" for additional information with respect to the use of wireless communication devices).

North Reading Public Schools Internet Server Acceptable Use Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Use of the network is contingent upon responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers remain private.

The intent of the acceptable use guidelines is to make clear certain cases that are consistent or inconsistent with the purposes of North Reading Public Schools Internet Server, not to completely enumerate all such possible uses. Students will be issued an Acceptable Use Policy at the beginning of each school year. This policy must be signed by the student and his/her parent/guardian prior to student use of school-based computers.

Digital Citizenship

While adhering to the spirit of the use of wireless communication devices as adopted by the North Reading School Committee in its respective policy noted above, North Reading High School recognizes that wireless communication devices have become commonplace in our world; they are multi-faceted and multi-purpose. Furthermore, North Reading High School recognizes that wireless communication devices are powerful tools which can enhance student learning and support the development of 21st century skills. When used appropriately, these devices also provide students with opportunities for social education and responsibility. Students should never allow their use of wireless communication devices to impede their

interactions with administrators, teachers, and classmates, nor should such use impede their own safety, the safety of others, or disrupt the educational process, or otherwise disrupt the school.

As such, it shall be the practice of North Reading High School to follow the guidelines below:

Wireless communication devices are allowed:

- During passing times
- At lunch
- During Power Block , at the teacher's discretion and only for academic purposes
- During class for educational purposes and only with teacher permission

Students must:

- Put away devices and headphones before the start of class and when prompted by faculty/staff; once classes have started, devices should not leave the classroom nor be removed from storage/holders
- Be aware of their surroundings (devices should never cause a disruption or negatively impact safety within the school)
- Keep devices out of sight and secure except during the designated usage times
- Respect individual classroom teachers' rules regarding the use of devices
- Keep music to an appropriate level when allowed to listen
- Respect that the use of their device is a privilege, not a right
- Keep personal electronic devices on “silent” mode at all times during the school day
- Use the landline telephone located in the main office if a parent/guardian must be contacted during the school day
- Use only the school network to access wifi/internet

Students must not:

- Use the telephone feature of their device during school hours
- Take photographs, or record video or audio with their device unless it is at the explicit direction of the teacher; violation may result in disciplinary action up to and including suspension
- Use a device in any way as to endanger the student or others, or disrupt the school process; violation may result in disciplinary action up to and including suspension
- Use devices for any purpose in locker rooms or rest rooms
- Access the wifi/internet by any means other than the school network

Consequences for inappropriate use of wireless communication devices:

1st offense: may include a warning and/or consequences at teacher's discretion; parent/guardian notification

2nd offense: may include confiscation of device; submission to the main office; written documentation of the incident; issuance of detention and parent/guardian notification

3rd offense: may include disciplinary consequences up to and including temporary or permanent loss of privilege to use device and/or internal or external student suspension from school; parent/guardian will be notified.

School Committee Policy on Accommodations for Religious Observances

Our American tradition requires respect for religious diversity and upholds freedom of religions and equality before the law. The North Reading Public School District serves children from many different religious backgrounds; therefore, it shall be the policy to uphold this tradition in its schools.

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of religious holy days. As part of these accommodations, students may miss school in order to participate in celebrations of their families' major religious holidays. Students are entitled to have individual accommodations made to allow them to participate in their family religious

observances without detriment to their education or grades, including extensions of due dates on assigned work (at minimum: number of days absent plus one), opportunities to make up material missed in class, including examinations and reasonable accommodations as may be appropriate.

Any pupil absent from school because of a religious holiday may not be deprived of any school-sponsored award, or of eligibility or opportunity to compete for any award because of such absence. Students whose observance of a religious holiday conflicts with participating in a school-scheduled event such as try-outs, athletic contests, theatricals, or concerts, will not be required to participate nor be penalized for their non-participation.

Teachers shall refrain from scheduling one-time school sponsored events (field trips, athletic events, music performances, theater plays and productions, auditions, and back to school functions), on major non-national religious holidays. Long-term assignments will not be due the day after a major non-national religious holiday. This policy should not prevent coaches and advisors from holding practices for these events during major non-national religious holidays.

The North Reading School District reserves the right to adjust the school calendar to provide a school year of at least 180 school days, while taking into account possible days of low attendance due to student and/or staff observance of religious holidays.

Prohibition of Hazing

The North Reading School Committee prohibits any act of hazing. The North Reading Public School's policy reflects the content of M.G.L. Chapter 269, Sections 17-19.

Chapter 269 of the Massachusetts General Laws (MGL)

An Act Prohibiting the Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of 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 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.

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Copy of Sections 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or

is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing that such policy has set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Physical Restraint of Students

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the North Reading School District. Students of the district are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used with extreme caution and only in emergency situations after other, less intrusive alternatives have failed or been deemed inappropriate.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

In the event that physical restraint has been used, the parents of the student will be notified by the principal. In the event that a student and/or parent believes that physical restraint has been used inappropriately, a complaint shall be filed in writing to the Director of Pupil Personnel Services. The Director of Pupil Personnel Services will complete an investigation and file a written report with the Superintendent of Schools and the Department of Education.

School Safety

Maintaining a safe and secure school campus is of the highest priority and is manifested in a variety of ways. Specific emergency responses may include "shelter in place," "lock down," and/or other components of ALICE protocols as outlined in the North Reading Public Schools Emergency Operations Plan. Fire drills and other safety practices including emergency response drills will be conducted periodically. Parents and guardians will be notified about the specific nature of any conditions which require an emergency response and/or the need for relocation of students. School administrators will employ the Blackboard Connect communication system to notify parents/guardians of emergencies.

No Child Left Behind Act of 2001

This Act authorizes Title IV of the Elementary and Secondary Education Act to implement safe and drug free school programs through the Safe and Drug Free Schools Act. The Safe and Drug Free Schools Act requires districts to have a plan to keep schools safe and drug free, including appropriate and effective discipline policies, security procedures, prevention activities, a stringent code of conduct, and a crisis management plan for responding to violent or traumatic incidents on school grounds.

North Reading High School, through a Memorandum of Agreement with the North Reading Police Department, participates in the School Threat Assessment and Response System (STARS) and the North Eastern Massachusetts Law Enforcement Council (NEMLEC).

In order to continue to promote a safe learning environment for the entire North Reading High School community, the following safety procedures have been implemented.

1. Student and faculty parking permits are issued on an annual basis.
2. All exterior doors are locked on a daily basis at 8:45 a.m.
3. A faculty member is assigned to the main lobby to greet visitors.
4. Students are responsible for possessing their student identification cards on a daily basis. Failure to do so may result in administrative action.

Prohibition of Smoking & the Use of Nicotine Delivery Devices

Smoking is prohibited by State law everywhere on school grounds. Possession of tobacco products on school grounds is a violation of the citizenship code. Severe cases of non-compliance to the above rule may be referred to the Superintendent of Schools and/or the School Committee for appropriate action. Smoking and/or the use of tobacco products including chewing tobacco and/or the use of vapor/electronic cigarette devices at school, on school property, or at a school-sponsored activity is strictly prohibited; students found to be in violation are subject to a three-day external suspension from school.

Visitors to the School

Safety on the middle/high school campus is paramount; as such, access to the school is restricted during the school day. All persons, including students' family members and/or friends, seeking access into the school must clearly state the purpose of their visit prior to entering the school building. Parents and family members are encouraged to ensure that students have all of their needed belongings for the school day prior to departing for school; dropping off forgotten items is to be considered the exception and not the rule. If situations warrant, school administrators may deny entry to any visitor seeking access into the school.

Any visitor who wishes to enter the school building must first report to the main office and obtain permission from the principal or the principal's designee, record their presence, and obtain a "visitor's pass." Furthermore, any person who does not have a legitimate reason to be in a school building will be asked to leave.

Students from other schools may be allowed to visit North Reading High School only for sound, compelling, educational reasons, at the initiation of a parent/guardian or the administrator of the visiting student's school. Permission must be sought from the North Reading High School principal at least one day in advance so that school personnel may be notified and a pass issued. All visitors are expected to abide by student handbook rules.

Visitors are allowed at the discretion of the principal. Prospective students wishing to learn more about the high school should inquire as to the orientation procedure by contacting the high school Guidance Office.

Use of Security Cameras on School Property

The School Committee recognizes its responsibility to promote school safety and foster a safe and effective learning environment for students and staff, as well as that of the general public who have occasion

to use school facilities. In an effort to promote safe and secure school facilities, the School Committee supports the use of security cameras in its schools or on school grounds as part of an overall security plan. Security cameras will only be utilized in public areas within the schools and on school property where there is no “reasonable expectation of privacy.” Use of video-only security cameras will be restricted to major exterior entrances and exits, large gathering spaces including corridors, cafeteria, lobbies and libraries and school parking lots. No video cameras will be placed in classrooms, locker rooms, restrooms, staff dining areas or private offices. Audio recording shall not be utilized by the School District.

Student Automobiles

1. All students driving a motor vehicle (automobile, motorcycle or truck) to school are to complete a motor vehicle registration form. Registration forms are available in the main office.
2. Student must submit a photocopy of their current driver’s license.
3. Student parking is designated in the main parking lot behind the school and the lower lots by the athletic fields. Students are required to park only in designated upper or lower lot areas and are expected to be parked in their assigned spaces.
4. Students must display a North Reading High School student parking permit on the driver’s side of the rear window.
5. Students involved in a motor vehicle accident on school property are to promptly report the incident to the school administration.
6. Students may not leave the school building at any time to enter their vehicles without permission.
7. Vehicles parked at North Reading High School are subject to search by school officials at any time while the vehicle is on school grounds.
8. In accordance with M.G.L Title XIV, Chapter 90; Section 16.B, operators of motor vehicles on campus may be prohibited from operating an idling vehicle.
9. Violations of any of the above may result in the loss of parking privileges on school property.

It is important to note that violations of the guidelines detailing student vehicles on campus may impact other areas of the student handbook; accordingly, in the case of such violations, further disciplinary action by school administrators may result.

Controlled Substances, Dangerous Weapons and Assaults on School Personnel (MGL Chapter 71, Sec. 37H)

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

Each school district’s policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures to assure school building security and safety for students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other students’ civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for informational purposes only.

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

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

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)
- 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 expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated the provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- f. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- g. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Felony Complaints and Felony Convictions (M.G.L., Chapter 71, Section 37H ½)

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

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in

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

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

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

(M.G.L., Chapter 71, Section 37H ¾)

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

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

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall

have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

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

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

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

Weapons Reports and Student Records (M.G.L., 71, Section 37L)

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

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

Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

School Bullying Prevented; Bullying Prevention Plans **M.G.L., 71 Section 37O**

(a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:- “Approved private day or residential school”, a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Charter school”, commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.

“Cyber-bullying”, 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

“Collaborative school”; a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

“Department”; the Department of Elementary and Secondary Education.

“Hostile environment”; a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Plan”; a bullying prevention and intervention plan established pursuant to subsection (d).

“Perpetrator”; a student who engages in bullying or retaliation.

“School district”; the school department of a city or town, a regional school district or a county agricultural school.

“School grounds”; property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

“Victim”; a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or

school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs. 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.

(c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially. Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and

witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying. The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

(e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan. (2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook. (3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.

(f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.

(g) A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

(h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).

(i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

(j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on

bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public school's framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

The Bullying Prevention and Intervention Plan for the North Reading Public Schools is posted on the website for North Reading High School at hs.north-reading.k12.ma.us.

Federal Gun-Free Schools Act

The Federal Gun-Free Schools Act is Section 14601 of the Improving America's School Act which was enacted in October of 1994. This act requires school districts and other educational agencies to **expel** from school for a **minimum period of one year** any student who is determined to have brought a firearm to school. An exception is made to permit the chief administering officer (i.e., superintendent of schools) to modify the expulsion requirement on a case by case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

School Committee Policy/Searches and Interrogation of Student Behavior

No society can endure without reasonable rules and regulations governing the conduct of the members of the society. Respect for the rights of others mandates that there will be adherence to reasonable rules and regulations and that for the violation of such rules and regulations, consequences and penalties may be imposed.

In all instances, students will be expected to conduct themselves in keeping with their level of maturity. Positive behavior is based on the respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is the dual function of the home and school. All employees will be expected to share the responsibility for supervising the behavior of students.

The North Reading School Committee directs the Superintendent to develop a Student Behavior Code and a Violations of Behavior Code and to publish such codes in student handbooks.

Guidelines for Use of Canines in Schools

1. When using canines to locate controlled substances in a school, the canines may be directed by their handlers to sniff inanimate objects such as desks, lockers, book bags that are not in the immediate possession of students, bathrooms that are not being used by students, classrooms that are not being used by students, and cars parked on school grounds. These types of examinations by canines are not "searches" under the state and federal constitutions.
2. Canines should not be used to sniff students' persons and belongings in the immediate possession of students, nor should they be used in a manner that causes fright or significant apprehension in students. These types of examinations by canines constitute "searches" and are prohibited under the state and federal constitutions unless probable cause exists to believe that the student being sniffed possesses a controlled substance.
3. If school officials want to search particular classrooms or other areas being used by students, the students must be escorted away from the area by school officials before canines are brought in to the area to look for drugs.
4. School canine searches should be planned and conducted in a manner that leaves open an option for school and police officials to decide to seek criminal complaints against students found in possession of drugs, and maximize the likelihood that drugs found during searches will not be suppressed in court. Whenever possible, school and police officials should attempt to establish

probable cause, not just a reasonable suspicion, before conducting a search for drugs based on a canine's alert.

5. Although an alert by one canine to the presence of controlled substances may constitute probable cause, if a canine alerts to the presence of a controlled substance in a student's locker, desk, book bag, car or other belongings, a search should not be conducted until a second canine is brought in to examine the same area. We recommend a system of using canines to corroborate each other. Courts are more likely to conclude that probable cause exists if two canines are independently alerted to the presence of a controlled substance in the same area.
6. If two canines independently alert to the same locker, desk, book bag, car, or other area, it is recommended that a search warrant for that area be obtained. Obtaining a search warrant best preserves the option of deciding to seek a criminal complaint if drugs are found. Courts are less likely to suppress drugs that are found during a search conducted pursuant to a warrant. But, if school and police officials decide not to seek a search warrant, the area still may be searched without a warrant. The search would be conducted by school officials, in accordance with school policy. Police officers may be present to assist in the search and take custody of controlled substances found during the search.
7. If a first canine alerts to the presence of a controlled substance in a particular locker, desk, book bag, car or other area, but the second canine does not alert to the same area, we do not recommend seeking a search warrant. In such case, school officials should be asked to decide whether to conduct a search in accordance with school policy. If school officials conduct a search, police officers may be present to assist in the search and to take custody of controlled substances found during the search. School and police officials still may decide to seek a criminal complaint even if drugs are found during a warrantless search based solely on an alert by one dog.

Hoax Devices

(MGL Ch. 266)

Pursuant to M.G.L Chapter 266 Sec. 102A ½ establishes that it is a felony for any person to possess, transport, use, or place, or cause another to possess, transport, use, or place, a fake bomb or "hoax device" with intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. This statute defines a "hoax device" as any device that would cause a person reason to believe that it places in danger life or property by fire or explosion. A person convicted under this statute may be fined up to \$5000 and/or sentenced up to two and one-half years in a house of correction or five years in state prison.

Asbestos Notification

As part of the regulations pertaining to the Asbestos Hazard Emergency Response Act (AHERA) we are required to notify all staff and parents that documents pertaining to asbestos are on file at your school. These documents are available for your review in the Principal's Office.

Emergency Procedures

Fire Drills

Please pay special attention to fire exit instructions posted in each area of the school. These instructions are to be followed during an evacuation of the school. All persons are to exit the building using the nearest exit door. Students are expected to move quickly and quietly out of the building at the direction of the teachers. It is important that students remain sufficiently away from the building to allow access by police and fire personnel. Upon notification by a faculty member, students should return to class in an orderly manner.

Damage to Fire Alarm Systems and False Alarms

In addition to violating student handbook rules, and according to Section 32 of Chapter 268 of the Massachusetts General Laws, there are penalties for damaging fire alarm systems or causing false alarms. Any person committing such acts shall be subject to immediate arrest and shall be punished by a fine of not

less than five hundred (\$500) nor more than one thousand (\$1,000) dollars, or by imprisonment for not more than two years, or both.

Discipline

Detention

Normal school hours are from 8:30 a.m. to 3:00 p.m. Students who may have obligations with staff members or the main office may be delayed in their departure at dismissal time.

Detention is a procedure used when a rule infraction has occurred. Its main purpose is to change behavior, informing the student that what has happened is unacceptable. By adhering to the rules outlined in this handbook, students will avoid detention. The detention procedure for students is as follows:

1. All students receiving detention must report to the designated detention area by 3:05 p.m. Students who arrive late may not receive credit for attendance. Students are required to sign in to detention noting their attendance and understanding of detention protocols.
2. All students must bring school work with them to detention. Students who are not working will not be given credit for the detention. Detention time should be a positive learning experience where students can utilize the time constructively to enhance their academics.
3. If a student has an after-school obligation with a teacher that conflicts with an assigned office detention, the student must first obtain a note from that teacher and present it to the detention teacher on duty.
4. Students who do not comply with the expectations of good conduct during detention may be assigned “no credit” for the detention and will thus need to make up the assigned detention on the next school day; additional disciplinary consequences may be imposed.

Suspension

A student may be suspended from school classes, either externally or internally, for the following reasons:

1. Persistent truancy (which includes class truancy and/or leaving the school grounds)
2. Insubordination/refusal to follow the directive of someone in authority
3. Repetition of an offense after notice
4. Habitual and deliberate neglect of duty
5. Cheating and/or plagiarism
6. General bad conduct
7. Destruction or marring of school property, including graffiti
8. Possession and/or the use of tobacco products including chewing tobacco and/or the use and/or possession of vapor/electronic cigarette devices at school, on school property, or at a school-sponsored activity (three day external suspension from school)
9. Fighting
10. Behavior that endangers persons or disrupts the school process
11. Use of profane or obscene language
12. Failure to serve detentions
13. Intimidation and/or threats, both verbal and physical
14. Any harassment based on gender, race, national origin, sexual orientation or other group or affiliation
15. Vandalism
16. Stealing
17. Possession of items deemed to be drug-related paraphernalia; specific examples include, but are not limited to, pipes, vapes, and other applicators (minimum three day external suspension from school)
18. Leaving the high school building without authorization
19. Causing a school disturbance

20. Possession of any items that may be construed as dangerous weapons or a facsimile of a dangerous weapon; specific examples include, but are not limited to, knives, paintball guns, replica guns, or other items that have the potential to create a disturbance in the school setting
21. Attendance at school or a school-sponsored activity while under the influence of alcohol, drugs, or other intoxicating substances (minimum ten-day external suspension from school)
22. Possession and/or the use of alcohol at school, on school property, or at a school-sponsored activity (minimum six-day external suspension from school)
23. Possession and/or the use of drugs (minimum ten-day external suspension from school)
24. Hazing
25. Throwing snowballs
26. Use of social media/electronic communication in a way that disrupts the educational process or endangers him/herself or others
27. Other reasons as determined by the school administration

The parent or guardian of the suspended student shall be notified of any suspension. Please remember that the previous covers only the major aspects of the school regulations and does not constitute complete school committee and high school policy. Every rule infraction which would result in a penalty, detention or suspension, is not given here. If further information on this is desired please consult the principal.

Suspension, whether in-house or external, will be recorded as an unexcused absence from school. Periods of suspension may be concurrent with school vacations. It is important to note that a suspension from school prohibits participation or attendance in any school-based activity during the suspension period. This may extend into school vacation periods as per the school year calendar. A student who has completed a period of suspension may be invited to participate in a re-entry meeting upon his or her return to school. Parents/guardians may be invited to this re-entry meeting. If school is cancelled during a period of suspension, the days will advance accordingly.

Rules and Expectations

Attendance

Absence

The intent of the absence policy is to prepare students for the work environment where punctuality and good attendance are of the utmost importance. In addition, attendance at all school sessions is necessary for the academic and social growth of students. Studies indicate a high correlation between the number of days absent and academic achievement. Frequent absenteeism will most often contribute to unsatisfactory academic achievement. The administration will utilize the services of the local authorities when they deem such assistance is in the best interest of the student and/or the school. Attendance in school is mandated by the Massachusetts General Laws, specifically Chapter 76, sections 1, 2, 4 and 19.

1. Any absence from school of more than five (5) consecutive school days will require a doctor's note.
2. Students who miss more than ten (10) classes, unexcused, in a full year course will receive no credit for that course. The Assistant Principal will notify parents/guardians as soon as practical after the sixth absence in a course that their son/daughter is in danger of not receiving credit for that course. Class absences may accrue through tardiness and/or dismissal to/from school. Students who miss 5 minutes or more of any class due to unexcused tardiness will be considered absent for that particular class.
3. Students who miss more than five (5) classes, unexcused, in a semester course will receive no credit for that course. The Assistant Principal will notify parents/guardians after the third absence in a course that their son/daughter is in danger of not receiving credit for the course.
4. When a student is going to be absent from school, parents should call the high school (978-664-7800) to notify the school of the absence prior to 8:35 a.m. Students absent from school for any reason will be required to submit a written note of explanation signed by their parent/guardian to the main office within 48 hours of the student's return to school after the period of absence to document the student's

absence. Email notes are encouraged and can be sent to Mrs. Burke in the main office at lburke@nrpsk12.org. All students who participate in any extra-curricular activities will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived.

5. Examples of excused absence with parental consent:

- a. Personal illness
- b. Serious illness or death in the family
- c. Unanticipated accident or family emergency
- d. Religious observance
- e. School-sponsored event
- f. Other (as determined by a school administrator)

School permission, in advance, is required for absences other than personal illness, serious illness or death in the family, unanticipated accident, religious observance, or school-sponsored event.

Parents are encouraged to provide accurate, detailed notes to excuse an absence/tardy. In addition, the cooperation of parents and students is required in an effort to ensure that students are on time to school each day in order to maximize learning.

Tardiness

Punctuality is considered an important element toward realizing academic success and can be a contributing factor toward one's success in college and in the working world. Even so, it is recognized that occasional circumstances may occur that may prevent a student from arriving to school on time.

The official start of the school day is 8:30 a.m. unless otherwise determined by the school administration as the result of inclement weather or other extreme circumstances. Daily attendance will be taken by each student's first block teacher at 8:30 a.m. Any student who arrives to school after 8:30 a.m. must first report to the Main Office to sign-in as tardy to school and obtain an admittance pass to class.

For the first three occasions during a semester that a student is tardy to school, for any reason, up to fifteen minutes after the official start of the school day, the student will be recorded as tardy, the tardiness will be considered "excused," the student will be provided an admittance pass to class, and the student's parent/guardian will be notified by recorded telephone message of the tardiness. Excused tardiness to school will not prevent a student from participating in an athletic practice or contest or other extra-curricular activity.

The fourth and subsequent tardiness to school within fifteen minutes after the official start of the school day in a semester will be considered "unexcused" except in the case of an extenuating circumstance as determined by the school administration. In the case of an extenuating circumstance, written documentation noting the reason for the tardiness is to be provided by the student's parent/guardian, or, as applicable, more formal documentation such as documentation from a medical professional, as one example. The following reasons for tardiness do not constitute an "extenuating circumstance": oversleeping; automobile mechanical problems; missing the school bus; any repetitive or chronic reason such as temporary illness, babysitting, transportation issues, or carpooling. This is not a complete list of the reasons that do not constitute an "extenuating circumstance" for tardiness, but is intended to serve as an illustration only.

For all tardiness to school beyond fifteen minutes following the official start of the school day, the tardiness will be considered "unexcused" except in the case of an extenuating circumstance as determined by the school administration. In the case of an extenuating circumstance, written documentation noting the reason for the tardiness is to be provided by the student's parent/guardian or, as applicable, more formal documentation such as documentation from a medical professional, as one example. Unexcused tardiness to school beyond fifteen minutes following the official start of the school day will be considered an "unexcused absence" from the affected class or classes for the purpose of determining credit earned.

Unexcused tardiness to school will warrant the student being assigned a detention to be served on that day. Chronic tardiness will warrant additional disciplinary action and parent/administration communication.

Truancy/Unexcused Absence from Class

Attendance in school is mandated by Massachusetts General Law. When a student is absent from school, or class, for any period of time without the sanction of either the home or the school, such absence is truancy. Under the guidelines established by M.G.L Chapter 76, truancy may qualify a student for prosecution.

1. Class Truancy:

- a) First offense: Parents/guardians will be notified by the administration. The student may be subject to disciplinary action.
- b) Second offense: Parents/guardians will be notified by the administration. A mandatory meeting will be held with the student, administration and parent/guardian. The student will be assigned in-school suspension.
- c) Additional offense: Further administrative action will be forthcoming in compliance with M.G.L Chapter 76.

Dismissal

A student may be dismissed from school for illness with the permission of an administrator or the school nurse. In cases when a student feels ill during the school day, the student will report to the school nurse for consultation. **Students requesting to be dismissed for any reason other than illness must notify the office before school by presenting a note signed by a parent/guardian that includes a telephone number where the parent may be reached for verification of dismissal.** Students dismissed from school are prohibited from participating in an athletic contest or practice or other extra-curricular activity on that day except in the case of an extenuating circumstance as determined by a school administrator. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in an athletic practice or contest or other extra-curricular activity provided that they have attended at least fifty-percent of the school day. (In exceptional cases, the principal or his designee may waive these conditions.) Every effort should be made to present an official verification (for example, a medical note or other professional verification) documenting the need for dismissal.

Every attempt should be made to schedule appointments after school hours. Except in emergencies, the student is responsible for all assignments he/she may have missed due to dismissal. In general, students will not be excused for dismissal to transport other students to appointments. Dismissals from school are to be kept to a minimum. Dismissals from school will not be granted on the day of prom, dance, or other similar school function except in the case of an extenuating circumstance as determined by the school administrator. As identified in Item 2 of the Absence policy, dismissal from school prior to the end of the school day will result in an unexcused absence(s) from the class(es) missed as a result of the dismissal.

Absences and Make-Up Work

All work missed due to absence from school must be made up. Generally, students are allowed a day of make-up for a day of absence when not at school due to illness. It is the student's responsibility to obtain the assignment on the day of his/her return to school. When assignments are given in advance or notice is given in advance for tests, students may be held responsible upon their return to school despite having been absent. Students who will be ill for an extended length of time (more than two missed days of school) may arrange to acquire assignments directly from their teachers. It is recommended that this be done by email contact with teachers. A master list of teachers' email addresses is available on the high school's website (www.hs.north-reading.k12.ma.us). Assignments that are not able to be emailed may be presented to the Guidance Office to be obtained by the student's parent or guardian or other designee. While it is expected that teachers will check their email accounts periodically throughout each school day, it must be recognized that circumstances may prevent an immediate response (examples include, but are not limited to, technical difficulties with the computer network system and teacher absence).

If absence from class is due to tardiness, dismissal, guidance appointment etc., the student is responsible for obtaining the assignment that day and completing it for the day the assignment is due. No additional make-up time need be allowed.

Regular attendance is necessary if students are to realize the curricular objectives established for each grade in each subject. Furthermore, regular attendance promotes self-discipline, order and accountability. Therefore, the School Committee endorses regular student attendance and delegates the enforcement authority to the administration.

Implied in this policy is rejection of the notion that vacations and travel undertaken during the school year are equal in value to regular school attendance. Therefore, students who will be absent from school due to family trips should make every effort to obtain available assignments in advance. All work (including tests) may be due the day that the student returns to school.

Students who receive an incomplete grade must submit all make-up work to the appropriate teacher no later than two (2) weeks after the closing of grades. Unless granted an extension by the teacher and/or the school administration, all incomplete grades will be changed to failures after this two (2) week period.

Extracurricular Activities

School Functions

All student organizations seeking to run functions sponsored by the school must abide by the following:

- a. Obtain approval of the administration at least ten school days in advance.
- b. Reservations for use of the school building are to be made through the Central Office for the school department.
- c. Anyone not acting courteously and with consideration for others will be asked to leave immediately. This includes all athletic contests. Students not meeting the expectations for proper conduct at a school function may be prevented from attending school functions for a period of time determined by the school administration. All school rules as defined in the Student Handbook apply.
- d. No person shall, regardless of the quantity, use, consume, possess, buy, sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroid, or any other controlled substance. This policy includes products such as "NA (non-alcoholic) or near beer"
- e. Adequate police and fire coverage must be provided by the sponsoring group.
- f. Signs, decorations, etc., for all functions must be approved. These decorations are not to be destroyed and must be taken down after the function by the sponsoring group.

Dances

Dances are a special kind of function which require additional rules including:

- a. North Reading High School dances are for NRHS students. Guests of North Reading High School students, who do not attend North Reading High School, may attend only upon receiving permission from the school administration. Guests and their host must complete the appropriate permission form prior to the purchase of a ticket. Guests must be of at least a high school age/grade designated in order to receive permission to attend a North Reading High School dance. Only those dances designated by the school administration may allow guests to attend.
- b. No guest of age twenty-one or older will be allowed to attend a school sponsored function. In exceptional cases, the Principal or his/her designee may waive this condition.
- c. All dances must end at 10:00 p.m. except for special occasions such as proms. It is expected that students will arrive on time.
- d. Once a person leaves the building after a dance has started, he/she will not be permitted to return.
- e. Dances are school functions and students who attend are responsible to the school for their behavior.
- f. All school dances must be chaperoned by no less than 8 faculty members or other adults approved by the school administration.
- g. Students who choose to leave school functions prior to their stated conclusion time do so at their own discretion and/or with the permission of their parents/guardians. School officials and/or the school district are not to be held responsible for students who leave school functions early.

- h. Students must be present in school on the day of a function (if a weekend function, the student must be in school on the day prior to the function).
- i. Thirty minutes following the start time of the function the doors will be closed and no students will be admitted without prior approval from the school administration.
- j. No student will be permitted to enter a school function with any food or beverage of any sort unless warranted by a medical need.
- k. Students in possession of a purse, backpack, book bag, or any other type of similar storage container must understand that the container is subject to search by school officials. Any student found to be in possession of any contraband item will be subject to discipline consistent with the student handbook.
- l. All school rules and policies are in effect at school dances and proms, including alcohol, tobacco, and other drug policies. No student or guest may have on his or her person alcohol, tobacco, or other illegal drugs nor will persons “under the influence” be allowed to enter the dance.
- m. Students entering school dances or proms may be required to participate in an alcohol screening evaluation, which may include the use of an alcohol detection device or “breathalyzer” administered by the principal, assistant principal, or other school official. Every attempt will be made to conduct the evaluation in a private setting. If the student receives a positive reading, the evaluation will be repeated after fifteen minutes to exclude the possibility of residual mouth alcohol from cough syrup or mouth wash. If a student tests positive after a second screening, his/her parents will be contacted and he/she will be released directly to his/her parents. If school officials believe there is a need for possible medical services, they will also contact medical emergency services. If a student arrives at a school dance or prom and refuses the alcohol screening test, his/her parents will be notified and asked to transport the student from the dance. If evidence suggests that the student is under the influence of alcohol, the student will be interviewed by school administrators and, if it is determined that he/she has consumed alcohol, disciplinary procedures will be followed. Disciplinary consequences of alcohol and other illegal drug use will be assigned in accordance with the discipline code of the school handbook. Any student who is determined to be in possession of or under the influence of alcohol or other illegal drugs at a school dance or prom may be prohibited from attending school dances or proms for one calendar year. Any senior who tests positive or brings drugs or alcohol or is otherwise determined to be under the influence of or in possession of drugs or alcohol to any school sponsored function following the last official day of school for seniors may not be permitted to attend any remaining school sponsored functions up to and including the graduation ceremony. Additionally, any senior student who is suspended from school for a period that extends up to graduation may be prevented from participation in school-sponsored activities occurring beyond the last official day of school for seniors; this includes prevention from participation in the graduation ceremony. The student’s diploma will be withheld for presentation at a later date.

School-Sponsored Overnight Trips

All school-sponsored trips must receive school committee approval and must be made on school committee approved vehicles. On school sponsored trips, all rules and regulations contained in this handbook are in effect. Behavior is expected to reflect favorably on the school at all times. Students are to dress appropriately while on school-sponsored trips. All students are required to be considered in good standing (see page 35) and must submit parental approval for school sponsored trips.

Fundraising Activities

The North Reading School Committee recognizes the value of certain fundraising activities undertaken by student groups and authorized booster groups to provide students with worthwhile but non-essential goods, services, and activities which cannot be purchased through the school budget. However, the Committee also recognizes the need to control these fund-raising activities so that unreasonable

demands are not placed on business and individuals in the community. Therefore, the following guidelines are to be used in authorizing and regulating school-related fund-raising activities:

1. Requests for permission to raise money must be made on the appropriate application form available from the high school principal.
2. All applications must be completed and returned to the Assistant Superintendent of Schools by way of the high school principal, with as much advance notice as practically possible.
3. No fund-raising activities will be authorized until this review has been completed.
4. Changes in the authorized schedule may be made only with approval of the Assistant Superintendent.

Rules for Participating in Extra-Curricular Activities

1. All students who participate in extra-curricular activities will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived. A student who is absent, dismissed or suspended (either internally or externally) on the day of an activity will not be allowed to participate in the activity. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in an athletic practice, athletic contest, or other extra-curricular activity provided that they have attended at least 50 percent of the school day. (In exceptional cases, the Principal or his designee may waive these conditions). In the case of a multi-day suspension, a student will not be allowed to participate in any activity for the duration of the suspension, including weekends.
2. Any student found to be in violation of the Chemical Health Policy as outlined below is subject to the discipline procedures identified as they relate to participation in extracurricular activities.

During the entire school year no student shall, regardless of the quantity, use, consume, possess, buy, sell, or give away any beverage containing alcohol or any tobacco product, marijuana, steroids, or any other controlled substance. Prescription medication prescribed for the student's use is to be stored in the nurse's office, unless otherwise noted by a licensed physician, consistent with school committee policy.

- a. First violation: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of two weeks beginning with the first regularly scheduled activity of the extracurricular program following the determination of the violation.
- b. Second violation: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of four weeks beginning with the first regularly scheduled activity of the extracurricular program following the determination of the violation. In addition, the student must participate in a chemical dependency educational program as approved by the principal.
- c. Subsequent violations: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of a full calendar year. In addition, the student must participate in a chemical dependency educational program as approved by the principal.

Eligibility

To be eligible for membership in any athletic program or extra-curricular program one must be in good standing in one's academic work and one's school citizenship. Beyond meeting all requirements of "Interscholastic Athletic Eligibility Rules," students at North Reading High School must pass the equivalent of seven major subjects to remain eligible for athletics.

Extra-Curricular Activity Fees

Students who wish to participate in student organizations/clubs must complete the on-line registration process and apply the requisite payment prior to the stated deadline in the given school year. This includes participation in the performing arts options at the high school. There are a number of extra-curricular activities that may require additional fees for participation in related events (e.g., Adventure Club, Student Council, Student Leadership Academy and Mentoring, World of Sciences, Model United Nations, Academic Decathlon). Please note that the extra-curricular activity fee is non-refundable and non-transferable.

Student Organizations/Clubs

Membership in most of the student organizations listed below is open to any student in the high school. An extra-curricular activity fee of \$200.00, payable to “Town of North Reading,” enables a student to participate in as many extra-curricular activities as he/she desires. The user fee for participation in any of the musical and theatrical performances, flag squad, a cappella (NOTEorious), and stage band is \$100.00. Please note that no class in which a student is enrolled will have a fee assessed to it (examples include Band, course #760, Stage Band, course #770 or Technical Theater Production, #752 in the high school’s Program of Studies). The \$100 fee applies only to activities outside of a student’s schedule of classes.

Payment of the extra-curricular activity fee and the accompanying paperwork is to be made through the Family ID program by September 30th of the given school year. Please note that refunds of the extra-curricular activity fee will not be honored should a student decide that he/she wishes not to participate in a particular activity(ies) regardless of when the student might make such a decision. These activities are offered for the pleasure and benefit of students, as student interest indicates. Students must remain cognizant of not overloading themselves so as not to run the risk of being unsuccessful in extra-curricular activities. Doing too much neither benefits the student nor the school. Officers of all clubs, classes and organizations must be academically eligible to hold office. Academic eligibility is defined as passing seven out of eight subjects each marking period. Officers are subject to dismissal or removal from their office due to academic ineligibility and/or chronic violations of the school’s Code of Conduct.

Proposals for new clubs are encouraged. Proposals for new clubs must be submitted to the high school principal on or before October 1 in the school year in which the club is desired to be formed. If approved, the club will be active in the current school year. Proposals received after October 1 will be instituted, with approval, for the following school year.

North Reading High School’s student organizations/clubs are as follows:

Academic Decathlon	Marching Band	Student Advisory Council to the
Adventure Club	Literary Magazine; Popsicle	North Reading School Committee
American Red Cross	Masquers Club	Students Against Destructive
Art Club	Math League	Decisions (SADD)
ASL Club	Mock Trial Club	Student Council
Book Club	Model United Nations	Students Ending Alzheimer’s Disease
Chess Club	National Honor Society	Student Leadership Academy and
Dance Club	Newspaper; <i>Deliberator</i>	Mentoring (SLAM)
Debate Team	NOTEorious (<i>a cappella</i> chorus)	Student Senate
Environmental Club	Photography Club	Team Cure
Flag Squad	Political Society	Ultimate Frisbee Team
DECA	Samantha’s Harvest	World of Sciences Club
Gay Straight Alliance (GSA)	Social Activism Club	Yearbook
Interact Club	Stage Band	
International Travel Club	Strings Ensemble	

Student participation is essential for any club or activity to succeed. Clubs may enter a period of dormancy if student participation falls below the reasonable number for the club to effectively exist.

Interact Club

The Interact Club was founded in 1962; “Interact” stands for “International Action.” The first club was established in Melbourne, Florida, but the movement quickly spread internationally. Today it is a thriving organization with over 150,000 members in 93 countries. The North Reading High School Interact Club is sponsored by the North Reading Rotary Club, which is also responsible for providing guidance on a continuing basis. The club is open to all North Reading High School students who possess good character and leadership potential. The club meets an average of twice per month with monthly community service opportunities throughout the year. Interact benefits its members, the Rotary Club, and the community that the Interact students serve. Through Interact, the young members develop initiative, leadership skills, and lasting friendships.

Mock Trial Club

This program, developed for students interested in taking active legal roles, is sponsored by the Massachusetts Bar Association. Its goal is to help students develop their critical thinking skills, enhance understanding of the judicial process, and improve their ability to present themselves in public in a competent manner. Students are placed in a simulated courtroom situation where they must assume roles of lawyers and witnesses in a hypothetical case. The case is developed by a group of volunteers whose goal is to make the case relevant to young students’ lives. Those who participate on the team are required to engage in extensive preparation and intensive study.

Color Guard

The color guard is a part of our band program and performs at all band functions such as the home football games, rallies, field show competitions both in and out of state and parades at home and out of town. The students’ routines, which include dancing, marching and use of flags, ribbons and various other visual effects, are coordinated to enhance the musical as well as visual effects of our band.

Popsicle Literary Magazine

The Popsicle is the high school’s literary magazine. The Popsicle publishes students’ poems and stories. The staff votes on work submitted by students. Staff members and contributors may be from any class. Meetings are held regularly and announced by the faculty advisor.

Masquers Club

The Masquers Club is the dramatic organization which produces the Fall Play and the Annual Spring Musical. All students are welcome to join but to maintain membership each student must work in some capacity on each show. Besides acting, members design and make costumes, design and construct scenery, run the lighting, handle publicity, tickets, programs and all other aspects which make a show run smoothly. In addition, students earn points toward membership in the National Thespian Society, an international honorary society which recognizes outstanding work in dramatics.

National Honor Society

The North Reading High School Chapter of the National Honor Society recognizes students with outstanding qualities of scholarship, character, leadership and service. Membership is both an honor and a responsibility. Members are selected by a faculty council, under rules established in the Bylaws of the North Reading Chapter, consistent with the rules and regulations of the Constitution of the National Honor Society. Once selected, members have the responsibility to continue to demonstrate the qualities listed above.

Selection: Students in the Junior and Senior classes are eligible for membership. Selection is made after the close of the first semester of the school year. The minimum grade point average, as determined by the faculty council, is 3.50 (*unweighted) and includes the student’s cumulative grades and further includes the student’s grades earned on mid-year examinations. Candidates who meet this requirement are then evaluated on the basis of character, leadership, and service. Eligible candidates must perform 30 hours of

service to the school or community in the induction year in order to meet qualifications for induction into the National Honor Society.

For a detailed description of selection and membership rules, see the Bylaws of the North Reading Chapter of the National Honor Society available in the Main Office.

*The use of the unweighted G.P.A. supports the belief that students shape their education around courses which incorporate their passions and interests. Students are fundamentally encouraged to take courses which appropriately challenge them. Student eligibility in the National Honor Society is not predetermined by the courses a student chooses, but by how a student performs in her/his selected courses.

Newspaper/Deliberator

The Deliberator is the school's newspaper. It is published in the local newspaper, *The Transcript*, periodically during the school year. Students contribute news stories, feature articles, and opinion pieces, and works with the staff of *The Transcript* on publishing the articles.

Regional Student Advisory Committee

CHAPTER 95-An act establishing student advisory committees to school committees.

Be it enacted etc., as follows:

Chapter 71 of the Massachusetts General Laws are hereby amended by the inserting after Section 38L the following section:

Section 38M. School committees of cities, towns and regional school districts shall meet at least once every month, during the months that school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional district. Students interested in seeking election to the Regional Student Advisory Committee are urged to speak to the high school principal or assistant principal.

Stage Band

The Stage Band is a small ensemble which performs jazz, rock and general dance and show music. The Stage Band is a class offered to students and meets weekly for an extended block of time outside of the regular school day under the direction of the Band Director. The instrumentation consists of saxophones, trumpets, trombones, drums, string bass guitar, guitar and piano. Admission is by audition only, and meetings are outside of the normal school hours. This group also participates in jazz festivities, competitions, and exchange concerts.

Marching Band

The Marching Band is a class offered to students during the Power Block. Student participants engage in various opportunities to display their talents including concerts at the schools within the school district, community events, and athletic competitions, to name but a few.

Yearbook

The purpose of the yearbook is to capture the particular personality of the whole school for the school year while focusing on the seniors. Distributed during senior week, the book contains all fall and winter activities, spring activities from the previous years, faculty, and students. More than just a compiling of facts and records, it contains many memories which may be recalled and enjoyed in years to come. Students are strongly encouraged to participate in the work of the yearbook to defray costs, contribute their own creative ideas and wishes, and work collaboratively with the yearbook advisor on the publishing of the yearbook.

Academic Decathlon

Academic Decathlon is open to all students. Each year North Reading High School enters the state competition in November and hosts a small schools tournament in February. The team "practices" on a

regular basis to prepare for these events. The curriculum, which changes from year to year, is published in May. Consequently, some volunteer summer sessions are held.

Students Against Destructive Decisions (SADD)

Students Against Destructive Decisions (SADD) was established in 1981 in Wayland, Massachusetts. Founded as Students Against Driving Drunk, SADD has developed into a national peer education organization. The goal of SADD is to positively influence students by having student role models encouraging all students to say “no” not only to drinking, but all destructive decisions. The club meets twice a month and has monthly goals and activities. These goals and activities are centered on educating the entire student population about the dangers of destructive decisions.

Student Leadership Academy and Mentoring (SLAM)

The Student Leadership Academy and Mentoring program provides students with an opportunity to refine their leadership potential, positively impacting the overall school environment. Students learn about the following topics through their participation in SLAM: Personal Effectiveness, Self-Talk and Attitude, Enhancing Listening Skills, Goal Setting, and Honor and Integrity. Additional objectives of SLAM include elevating students’ leadership skills, fostering a supportive student-to-student environment, building a program that brings teachers and students together in a way that encourages healthy activity and discussion centered on core themes that are essential for building one’s character and a foundation for success, and participating in a student mentoring program.

Eco-Team

The Eco-Team provides students with an opportunity to create and implement environmentally conscious “action plans.” Field trips and community service projects outside of the normal school hours provide students with opportunities to demonstrate a commitment to preserving the environment.

Ultimate Frisbee Team

The Ultimate Frisbee Team is an activity that engages students in this increasingly popular team endeavor. Student participants will play Ultimate Frisbee teams from other, neighboring communities.

Photography Club

The Photography Club provides students with the opportunity to learn more about the art of photography and also to put into practice what they learn through their own photographic work. The work of the Photography Club will culminate with a display of students’ work both throughout the high school and in the larger community.

Debate Team

The Debate Team meets regularly with its faculty advisor to learn and practice the strategies and techniques of effective debate on contemporary, relevant issues of importance.

Chess Club

The Chess Club meets weekly throughout the school year. Participants hone their skills through practice of the game of chess. Competitions with other area high school Chess Clubs as well as on-line competitions highlight the Chess Club’s activities.

A Cappella (“Noteorious”)

The *a cappella* singing group, “Noteorious,” performs for both school and community activities. Rehearsals are held regularly throughout the school year and may increase given the schedule of performances.

Strings Ensemble

The Strings Ensemble provides student violinists, violists, and cellists at the high school with an opportunity to enhance their musical education and to perform as a group. The Strings Ensemble meets regularly throughout the school year and rehearsals may increase given the schedule of performances.

Student Advisory Council to the North Reading School Committee

The Student Advisory Council to the North Reading School Committee is an elected representation of the student body that meets regularly with the Superintendent of Schools to discuss relevant issues. Attendance at and presentations to the North Reading School Committee are among the expectations of the elected members of the Student Advisory Council to the North Reading School Committee.

Model United Nations Club

Given the interdependence of today's world it is necessary for us as global citizens to understand all facets of world affairs. As such, the Model United Nations Club seeks to educate students and the community about world affairs and the importance they play in our lives today. The club meets weekly throughout the first half of the year in preparation to compete in the Academic Worldquest competition sponsored by WorldBoston, the Boston branch of the World Affairs Council. Meetings will allow for an open discussion among students to voice their opinions relating to issues of global concern and will also serve as review sessions for the Academic Worldquest competition. The club will focus on understanding new reports from the previous week and discuss the impact these events may have on students' lives in the United States as well as the impact these events will have on their lives in the future. There will also be an emphasis on understanding the context of global information such as why it is important to know world history, capitals of nations, forms of government, languages, religions, etc. A faculty club organizer will help facilitate instruction by staying updated on the week's global events.

Student Book Discussion Group

The Student Book Discussion Group will meet monthly in the high school library during Power Block to discuss the selected books and foster an appreciation and love of literature and reading. The books read by students will be pre-approved by the school administration.

International Club

The International Club is designed to enhance students' understanding and appreciation of many of the facets of other cultures. Open to all students, the International Club encourages student involvement in the selection and viewing of foreign films, sampling cuisine, celebrating holidays, participating in cultural games, and experiencing other aspects of daily cultures.

Adventure Club

Members of Adventure Club are invited to participate in a variety of exciting activities including downhill and cross-country skiing, snow-shoeing, rock climbing, hiking, kayaking and even indoor sky-diving. This is an experiential organization whose members believe in taking healthy risks and engaging in challenging activities which improve self-confidence, overall wellness, and a reliance on others and self for success. There is often an additional cost associated with the "adventures" beyond the payment of the requisite extra-curricular activity fee.

Art Club

The Art Club allows students a formal time to meet after school to create artwork in an art studio accompanied by their peers. Students may choose to elaborate on a style that they are experimenting with or develop new artistic ideas with suggested projects. Meetings will consist of creating artwork that students would not normally have a chance to make in art class. Art portfolio students will have an opportunity to work with a professional artist as they build on their work for college submission. The Art Club will host

artists from the community to visit and share their work and techniques. The high school Student Art Gallery space will showcase the efforts of the club in a spring art exhibit for the school and the community.

World of Sciences

The World of Sciences Club is designed to provide students with additional information about science and science careers beyond that which they may learn in science classes. Activities include collaborating with peers and science teachers around pre-determined science topics generated by the participating students to further their study of said topics; assisting peers with their study of science through tutoring during Power Block; preparing for science competitions such as Science Bowl and Science Olympiad; and considering other opportunities to expand science comprehension.

Media Club

The Media Club provides students with the opportunity to work with various technologies in order to share information about events concerning North Reading High School with the greater community. Students create, edit, and share their productions in order to increase interest in school events.

Gay Straight Alliance

The Gay Straight Alliance is open to all students and serves to promote the goals of acceptance for all and to support each other and learn about related issues.

Samantha's Harvest

The overarching goal of Samantha's Harvest is to raise awareness and funds for programs and organizations that directly enhance the lives of individuals with Down syndrome and other developmental disabilities. The club celebrates inclusion in schools and teaches acceptance. Club members participate in activities which support people with developmental disabilities to validate that they are capable, strong, smart, and independent. The club's mantra is that together we can make a difference in the world for people with developmental disabilities.

Future Business Leaders of America/DECA

The Future Business Leaders of America (FBLA) Chapter at North Reading High School is a registered chapter of the Future Business Leaders of America, a national nonprofit education organization. The mission of FBLA and our local North Reading High School Chapter is to bring business and education together in a positive working relationship through innovative leadership and career development programs. To uphold this mission, FBLA of North Reading High School works with FBLA of Massachusetts to provide an extracurricular activity where students may become members of FBLA and gain knowledge in the field of business and other related careers. Members will learn about different aspects of business, and then will have the opportunity to compete in an annual statewide competition hosted by FBLA of Massachusetts where, based upon their performance, they may be eligible to proceed to the national level competition and claim a scholarship granted by the FBLA. Members are also presented the opportunity to participate in the annual Massachusetts State Leadership Conference where students will develop leadership skills and networking opportunities.

Student Council

North Reading High School Student Council Constitution

Article I - Name

The name of this organization shall be the North Reading High School Student Council.

Article II - Objectives

The objectives of the Student Council shall be to:

1. To provide the highest quality of leadership by demonstrating respect for ourselves, for others, and for our community.
2. To develop critical social skills, such as effective communication, tolerance, and teamwork.
3. To provide an abundance of school-appropriate events in which all students feel included.
4. To foster a safe, united environment in which all students, faculty, and community members, feel welcome and involved.
5. To create a strong sense of school pride.
6. To provide exceptional service to the community, both on our own and through collaboration with other organizations.

Article III - Membership

The membership of this organization shall consist of any interested student attending North Reading High School as described below:

1. Any student currently enrolled in grades nine through twelve at NRHS shall be eligible for membership in this organization.
2. Members must be in good academic standing as defined in the student handbook, and are expected to demonstrate high moral character, as determined by their teachers, principal, and/or other school administrators.
3. The NRHS Student Council will hold a total of sixty positions. No more than fifteen members from each grade level shall be elected during an election period.
4. Members are allowed no more than five absences from meetings and mandatory events combined.

Article IV - Officers

1. The officers of this association shall be President, Vice-President, Secretary, Treasurer, and Publicity Coordinator.
2. Each candidate for office shall be a Student Council member in good standing of the freshman, sophomore, or junior class at the time of election.
3. Officers will be elected before the election of the council and will not need to run for reelection as their spot on the council is guaranteed.
4. The duties of the President shall be: to preside over all meetings of the NRHS Student Council and be an official representative of the NRHS Student Council.
5. The duties of the Vice-President shall be: to assume the duties of the President in the event that he/she is unable to carry them out.
6. The duties of the Secretary shall be: keep the official minutes of all NRHS Student Council meetings, keep an official list of membership, including, but not limited to: grade level and attendance, and assist the publicity coordinator with the correspondence for the NRHS Student Council.
7. The duties of the Treasurer shall be: record deposits and expenses of the events coordinated by the NRHS Student Council, collect and record money within the NRHS Student Council, and maintain a budget report for the NRHS Student Council with the supervision of both the advisor of the organization and the assistant principal.
8. The duties of the Publicity Coordinator shall be: maintain the correspondence for the NRHS Student Council, including, but not limited to: email, social media platforms, daily announcements, local press, etc.

Article V - Elections

1. The membership of this organization shall consist of any interested student attending North Reading High School who completes the membership procedure by the stated deadline described below.
2. A member must complete a nomination form for the student council. The nomination form must contain: student information data, fifty-five signatures, forty of which must be from the class that

the student will be representing, ten signatures from students in other classes, five signatures from faculty members, and a one-page essay on why the student would like to be a member of student council and how leadership skills can be enhanced.

3. On election day, ballots will only be cast by students in attendance that day unless announced by administration.
4. Elected officers do not need to run for reelection as they are guaranteed a spot on the council.

Article VI - Associations

1. The NRHS Student Council shall be a member of the North Eastern Massachusetts Association of Student Councils and be represented at all NEMASC biannual conferences as well as other NEMASC meetings and workshops.
2. The NRHS Student Council shall be a member of the Massachusetts Association of Student Councils and be represented at all MASC annual conferences as well as other MASC meetings and workshops.
3. The NRHS Student Council shall be a member of the National Association of Student Councils and shall invite delegates to attend the NASC Annual Conference and other events.

Article VII

1. All matters and business related to the Student Council are conducted at the discretion of school administrators, advisors, and officers.

Athletics

Philosophy

The North Reading Public Schools, by law and tradition, are responsible for the provision of a complete curriculum for the children of the community. The athletic program is part of the total curriculum. School athletics constitute educationally desirable activities when kept within reasonable bounds, and in proper perspective can make a very valuable contribution to the character, personality, and health of those who participate and to the whole school system.

The high school athletic program consists of two parts:

1. Interscholastic competition for both boys and girls in Cape Ann League activities approved by the School Committee and any other competition approved by the School Committee.
2. A comprehensive program of intramural athletic activities with strong emphasis on recreational type activities. This program should not be limited to the types of activities that can only be provided in school facilities.

In order that the many rather than the few may be the beneficiaries of the athletic program, the Committee believes that the following principles should guide the administration of the athletic program:

1. There must be maintained at all times complete and effective control of all phases of the athletic program by appropriate school authorities.
2. A comprehensive program of intramural competition may be provided in addition to interscholastic competition.
3. Equal and equivalent programs shall be provided for all pupils regardless of sex.
4. All physically able pupils should be provided the opportunity to participate in any athletic program that the school offers so long as they maintain standards of acceptable eligibility. (Rule 46) The "one sport per season rule" has been amended by the MIAA to permit a student to change to another sport if recommended and approved by a licensed physician. Additionally, the student may change from one sport to another, but only in the first half of a season, provided written approval is given by the principal, athletic director, and both head coaches involved in the change.
5. A proper environment for participants and spectators must be provided at all times.
6. The safety and well-being of the pupil must be protected at all times.

7. Coaches, faculty managers and intramural sponsors shall be the best trained persons available who are fitted to provide sound leadership for young adolescents.
8. The interscholastic athletic program is herein defined as any interscholastic competition between school districts without regard to sex.
9. Junior high school athletics activities are not to be considered primarily as feeder programs for the development of athletes for the senior high school. The emphasis shall be on participation by all. The best interests of the individual must always be the paramount consideration.
10. The total athletic program for grades 9 through 12, both interscholastic and intramural, shall be evaluated yearly by the athletic director and recommendations for additions or deletions in the program shall be submitted through proper channels.
11. Anyone not acting courteously and with consideration for others will be asked to leave the athletic contest immediately and may be prevented from attending any and all future athletic contests at the discretion of the school administration.

Insurance and Medical Care

All students participating in athletics must have their parents sign a permission form issued by the athletic department. All athletes are insured under a special limited policy carried by the Town of North Reading which is accessed only after the individual's (family) insurance or HMO has been applied. When a claim is to be made, obtain an insurance form from the athletic director, and receive instructions on how to complete it. Immediate action must be taken to get satisfactory results on a claim.

Students needing medical care during interscholastic athletics must bring a written, medical clearance to the nurse in order to return to practice or play. The school nurse may request written information from a doctor for serious illnesses/injuries or in instances of absence from school. All immunizations and physical examinations must be documented in writing by a health care provider.

Head Injuries and Concussions: Massachusetts General Laws, Chapter 222

Interscholastic athletic head injury safety training program; written authorization required for participation in extracurricular athletic activity following unconsciousness or diagnosis of concussion; maintenance of records showing compliance with section; liability [Text of section added by 2010, 166, Sec. 1 effective July 19, 2010. See also, Section 222 added by 2010, 197, Sec. 6 effective October 28, 2010 and Section 222 added by 2010, 288, Sec. 9 effective August 10, 2010, below.]

Section 222. (a) The department shall direct the division of violence and injury prevention to develop an interscholastic athletic head injury safety training program in which all public schools and any school subject to the Massachusetts Interscholastic Athletic Association rules shall participate. Participation in the program shall be required annually of coaches, trainers and parent volunteers for any extracurricular athletic activity; physicians and nurses who are employed by a school or school district or who volunteer to assist with an extracurricular athletic activity; school athletic directors; directors responsible for a school marching band; and a parent or legal guardian of a child who participates in an extracurricular athletic activity.

In developing the program, the division may use any of the materials readily available from the Centers for Disease Control and Prevention. The program shall include, but not be limited to: (1) current training in recognizing the symptoms of potentially catastrophic head injuries, concussions and injuries related to second impact syndrome; and (2) providing students that participate in any extracurricular athletic activity, including membership in a marching band, the following information annually: a summary of department rules and regulations relative to safety regulations for students' participation in extracurricular athletic activities, including the medical protocol for post-concussion participation or participation in an extracurricular athletic activity; written information related to the recognition of symptoms of head injuries, the biology and the short-term and long-term consequences of a concussion.

(b) The department shall develop forms on which students shall be instructed to provide information relative to any sports head injury history at the start of each sports season. These forms shall require the signature of both the student and the parent or legal guardian thereof. Once complete, the forms

shall be forwarded to all coaches prior to allowing any student to participate in an extracurricular athletic activity so as to provide coaches with up-to-date information relative to an athlete's head injury history and to enable coaches to identify students who are at greater risk for repeated head injuries.

(c) If a student participating in an extracurricular athletic activity becomes unconscious during a practice or competition, the student shall not return to the practice or competition during which the student became unconscious or participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director. If a student suffers a concussion as diagnosed by a medical professional, or is suspected to have suffered a concussion while participating in an extracurricular athletic activity, the student shall not return to the practice or competition during which the student suffered, or is suspected to have suffered, a concussion and shall not participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director.

(d) A coach, trainer or volunteer for an extracurricular athletic activity shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student, including using a helmet or any other sports equipment as a weapon.

(e) The superintendent of the school district or the director of a school shall maintain complete and accurate records of the district's or school's compliance with the requirements of this section. A school that fails to comply with this section, as determined by the department, shall be subject to penalties as determined by the department.

(f) Nothing in this section shall be construed to waive liability or immunity of a school district or its officers or employees. This section shall not create any liability for a course of legal action against a school district, its officers or employees.

(g) A person who volunteers to assist with an extracurricular athletic activity shall not be liable for civil damages arising out of any act or omission relating to the requirements of this section, unless such person is willfully or wantonly negligent in his act or omission.

(h) The division shall adopt regulations to carry out this section.

All students participating in programs as noted above will participate in a head-injury concussion awareness program conducted under the direction of school personnel.

Athletic Programs

The inter-scholastic athletic teams at North Reading High School are:

Fall	Winter	Spring
Cheering	Basketball	Baseball
Cross Country	Cheerleading	Softball
Football	Gymnastics	Tennis
Golf	Ice Hockey	Track and Field
Soccer	Indoor Track	Lacrosse
Volleyball	Wrestling	
Field Hockey	Swimming	
	Ski Team	

An intramural sports program may be offered and is dependent upon student interest and is subject to the approval of the high school principal.

Athletic User's Fee

A surcharge or user's fee is assessed to each student who chooses to participate in interscholastic athletics. The yearly fee of \$400.00 for a first sport, \$200.00 for a second sport, and \$200.00 for a third

sport, with a family cap of \$1300.00, is payable to the “Town of North Reading” and is due prior to the day of the initial practice session.

The user’s fee is not refundable nor is it transferable. User’s fees are not allowed to be applied to future participation in an athletic season nor is the user’s fee transferable within a family (that is, should a student choose not to participate in an athletic program once the user’s fee has been paid, the fee is not allowed to be applied to a sibling’s participation in an athletic program). Extenuating circumstances will be evaluated at the discretion of the high school principal.

Additional information with respect to participation on coop teams can be found on page 84.

Massachusetts Interscholastic Athletic Association (MIAA) Philosophy and Purpose

The MIAA recognizes the use of chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members and other significant persons in their lives.

The close contact in MIAA activities of advisors and coaches and other athletic department personnel provides them with a unique opportunity to observe, confront and assist young people. The MIAA, therefore, supports education and awareness training in adolescent chemical use problems including the symptoms of chemical dependency and special issues affecting activities for administrators, athletic directors, coaches, advisors, participants and their families.

The violation of any eligibility rule may result in forfeiture of game won or the elimination of a player from participation for one year. A mistake could spoil a season. If there is any doubt concerning eligibility, consult your Principal or Athletic Director. The rules apply to all teams (i.e. varsity, sub varsity, and the freshman), to all grades, and to both girls’ and boys’ sports.

A student is not eligible who:

1. Was not a member of some secondary school for a minimum of two (2) months, exclusive of summer vacation months, and who has not received a report card preceding the contest. (Reference: Blue Book Rules of Eligibility #55)
2. Transferred from any school to a MIAA member school. (Reference: Blue Book Rules of Eligibility #57)*
3. Is taking fewer than twenty periods of prepared work. (Reference: Blue Book Rules of Eligibility #58)*
4. Has not secured during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) passing grades in the equivalent of seven major subjects. To satisfy this requirement, a student must have passed sufficient courses so as to be earning for that marking period credits totaling the equivalent of four, 1 year English courses. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to seven, 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 seven, 1 year major English courses. The academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents of all the students. Incomplete grades may not be counted toward eligibility.*
5. After entering grade 9, twelve (12) consecutive athletic seasons have passed, regardless of participation. (Reference: Blue Book Rules of Eligibility #59)
6. Becomes 19 years of age before September 1. (Reference: Blue Book Rules of Eligibility #60)
7. Has graduated from any secondary school. (Reference: Blue Book Rules of Eligibility #61)
8. Is in a Trade School or Vocational division or Alternative school that is not under the jurisdiction and supervision of the High School Principal. (Reference: Blue Book Rules of Eligibility #9)
9. Was “persuaded” or influenced to transfer to the present High School by a Coach, Athletic Director, Principal or other person connected with the school. (Reference: Blue Book General Rules #27)

10. Is put out of a game for fighting or flagrant unsportsmanlike conduct and is not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, then you are disqualified from any further participation in that sport season for one full year. (Reference: Blue Book General Rules #49)
11. Physically assaults an official, is ineligible in all sports for one full year. (Reference: Blue Book Rules of Eligibility # 49)
12. In the judgment of the game official, willfully, flagrantly or maliciously attempts to injure an opponent, in any sport, and will be immediately excluded from participation in that sport season for one year. (Reference: Blue Book Rules of Eligibility # 49)
13. Only awards of no intrinsic value and approved by his/her State High School Association may be accepted by a high school student-athlete as a result of participation in school or non-school competition in a sport recognized by that State Association. (Reference: Blue Book Rules of Eligibility # 47)
14. A student is not eligible for tournament participation in that sport if he/she misses a single high school practice or competition in order to practice or compete with an out of school team. (Reference: Blue Book General Rules #45)
15. From the first allowable day of fall practice through the end of the academic year or final athletic competition, whichever is later, uses or consumes, possesses buy/sells or gives away any beverage containing alcohol, marijuana or any controlled substances. (Reference: Blue Book Rules of Eligibility #62). The period of ineligibility is defined under "Part I: Chemical Health Rule" as noted herein.

The MIAA has established a procedure which provides a full and multifaceted review of all requests to set aside an eligibility requirement for an individual High School student.

The MIAA waiver process is published in the MIAA Blue Book. (Reference: Blue Book Student Eligibility Waiver-The Process)

There are too many other important rules and regulations that must be adhered to. Those listed above are the most common and must be understood. Consult your Principal or Athletic Director if there is any possible doubt.

*There are some exceptions or variations to this rule. Consult your Principal or Athletic Director if there is any possible doubt.

Interscholastic Athletic Eligibility Rules

The following intends to exceed the provisions of "Chemical Health Rule #62" as delineated by the Massachusetts Interscholastic Athletic Association (M.I.A.A.)

During the season of practice or play, no student shall, regardless of the quantity, use, consume, possess, buy, sell, or give away any beverage containing alcohol or any tobacco product, marijuana, steroids, or any other controlled substance. Prescription medication prescribed for the student's use is to be stored in the nurse's office, unless otherwise noted by a licensed physician, consistent with school committee policy. This policy includes products such as "NA or near beer." This standard is not intended to render "guilt by association;" e.g. student athletes might be present at a party where only a few violate this standard. However it is suggested the student athlete show leadership and leave such a compromising situation. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

PENALTIES:

FIRST VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. The student shall be allowed to remain at practice for the purpose of rehabilitation but not be allowed to play in regular season games during the penalty period. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 25% of the season as follows:

Number of Events/Season and Number of Events/Penalty			
No. of Contests	Penalty	No. of Contests	Penalty
1-7	1	16-19	4
8-11	2	20 or over	5
12-15	3		

SECOND VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. The student shall be allowed to remain at practice for the purpose of rehabilitation but not be allowed to play in regular season games during the penalty period. The student must participate in a chemical dependency educational program as approved by the principal. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 60% of the season as follows:

Number of Events/Season and Number of Events/Penalty			
No. of Contests	Penalty	No. of Contests	Penalty
1-3	1	12-13	7
4	2	14	8
5-6	3	15-16	9
7-8	4	17-18	10
9	5	19	11
10-11	6	20 or over	12

SUBSEQUENT VIOLATIONS: The student will be ineligible to play any interscholastic athletics for a period of one calendar year. The student must participate in a chemical dependency educational program as approved by the principal.

OTHER PROVISIONS: Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Further, all students who participate in athletics will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived. A student who is absent, dismissed or suspended (either internally or externally) on the day of an activity will not be allowed to participate in the activity. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in an athletic practice, athletic contest, or other extra-curricular activity provided that they have attended at least 50 percent of the school day. (In exceptional cases, the Principal or his designee may waive these conditions). In the case of a multi-day suspension, a

student will not be allowed to participate in any activity for the duration of the suspension including weekends.

FOR PURPOSES OF REFERENCE ONLY: Rule #62 of the Massachusetts Interscholastic Athletic Association states:

Rule #62.1 of the Massachusetts Interscholastic Athletic Association (MIAA) states:

PART 1- Chemical Health Rule

The Chemical Health Rule has been extended to be inclusive of the period: “From the first allowable day of fall practice through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA [non-alcoholic] or near beer.” It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This MIAA statewide minimum standard is not intended to render “guilt by association”; e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

Minimum Penalties

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contest(s) totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season [in which] the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated; i.e. all fractional parts of an event will be dropped when calculating the 25% of the season.

Number of Events/Season and Number of Events/Penalty			
No. of Contests	Penalty	No. of Contests	Penalty
1-7	1	16-19	4
8-11	2	20 or over	5
12-15	3		

Second & Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contest(s) totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season [in which] the violation occurs. All decimal parts of an event will be truncated; i.e. all fractional parts of an event will be dropped when calculating the 60% of the season.

Number of Events/Season and Number of Events/Penalty			
No. of Contests	Penalty	No. of Contests	Penalty
1-3	1	12-13	7
4	2	14	8
5-6	3	15-16	9
7-8	4	17-18	10
9	5	19	11
10-11	6	20 or over	12

If after the second or subsequent violation the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 40% of the season.

Number of Events/Season and Number of Events/Penalty			
No. of Contests	Penalty	No. of Contests	Penalty
1-4	1	13-14	5
5-7	2	15-17	6
8-9	3	18-19	7
10-12	4	20 or over	8

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

It is expected that the penalty for an infraction of this policy will be served only through bona fide participation in an athletic program. Such determination will be made by the high school principal.

Attendance and Participation in Athletics

All students who participate in athletics will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived. A student who is absent, dismissed, or suspended (either internally or externally) on the day of an activity will not be allowed to participate in the activity. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in the athletic practice, athletic contest, or other extra-curricular activity provided that they have attended at least fifty percent of the school day. (In exceptional cases, the Principal or his designee may waive these conditions). In the case of a multi-day suspension, a student will not be allowed to participate in any activity for the duration of the suspension, including weekends.

MIAA Position on Out-of-Season Activities

The MIAA position on out-of-season activity is simple. Student athletes may do whatever they and their parents choose when they are not participating in interscholastic athletics during a specific high school sports season. In addition, high school coaches are not to have direct influence over those decisions.

The spirit of MIAA Out-of-Season Rules 40 and 41 is probably more important than the letter of the rules. The fundamental concept of these standards is fairness. All student athletes and their families across the state should feel free to make choices about the use of their out-of-season time without the fear of being placed at a disadvantage within their local school athletic program or in eventual in-season competition against high school opponents. It is the MIAA position that fairness to the student athletes in competing schools can only be ensured if *all* coaches and *all* school administrators are in compliance with the stipulations of these rules.

Specific Interpretations of Out-of-Season Coach/Athlete Contact Limitations

Acceptable

1. Coaches may offer *general* counsel to student-athletes and parents about credible and beneficial out-of-season activities via handouts or website postings.
2. Conditioning and weightlifting programs *open to all students* which include no sport-specific activity may be sponsored by a school and supervised by members of the coaching staff.

3. Each school, through the administrators and coaches, must make it empathetically clear in all communications with student athletes and parents, including handbooks and/or website postings, that there are no requirements or expectations for student athletes involving participation in out-of-season activities, nor will there be any consequences if they chose not to participate.
4. *High School Coaches* (paid or volunteer) of one sport may be involved in out-of-season activity of another sport during the summer.
5. *High School Coaches* may attend out-of-season sports activities of their student athletes, during the summer only (such as summer basketball leagues).

Unacceptable

1. A school's name and/or school uniforms may not be used by teams and/or student athletes participating in out-of-season activities.
2. No member of a school's athletic staff (paid or volunteer) in any sport may avoid the applications of the MIAA rules.
3. A student athlete's status relative to tryouts, cuts, and playing time may not be impacted in any way due to their participation or non-participation in out-of-season activities.
4. Coaches may not communicate with their student-athletes regarding their ongoing attendance at or participation in a specific out-of-season activity.
5. Out-of-season sport camps that offer enticements to coaches or teams to participate must be avoided.

School Admission/Residency

Only students who actually reside in the Town of North Reading may attend the North Reading Public Schools. "Residence" is a place where a person actually lives. Unless expressly permitted under the approved guidelines, temporary residence in the Town of North Reading solely for the purpose of attending the North Reading Public Schools is not considered "residence" for admissions to the North Reading Public Schools.

In determining residency, the North Reading School Committee retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. Students found to be in violation of the residency policy may be dismissed immediately from the North Reading Public Schools and the parent(s), guardian(s) or responsible adult may be jointly and severally liable to the North Reading Public Schools for the student's tuition for the full academic year(s). The North Reading Public School District may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

Legal References:

MGL Chapter 76, § 5

McKinney – Vento Homeless Assistance Act

First Reading January 22, 2007

Approved February 12, 2007

Reviewed April 8, 2013

Reviewed February 9, 2018

Reviewed June 4, 2018

The North Reading School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. Residency

In order to attend the Public Schools of North Reading, a student must actually reside in the Town of North Reading, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, the Public Schools of North Reading retain the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of North Reading renders the student ineligible to enroll in the Public Schools of North Reading or, if the student is already enrolled in the Public Schools of North Reading, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency may appeal the determination to the Superintendent of Schools, whose decision shall be final.

II. Verification of Residency

Before any student is enrolled in the Public Schools of North Reading, his or her parent or legal guardian must provide:

1. A signed Residency Statement; and (if necessary) a Responsible Adult Affidavit
2. Proof of residency in the Town of North Reading (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

Column A	Column B	Column C
<u>Evidence of Residency</u>	<u>Evidence of Occupancy</u>	<u>Evidence of Identification (Photo ID)</u>
Record of recent mortgage payment and/or property tax bill	Recent bill dated within the past 60 days showing North Reading address	Valid Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Gas Bill	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Oil Bill	Passport
Section 8 Agreement	Electric Bill	
	Home Telephone Bill (not cellular)	
	Cable Bill or Excise Tax Bill	

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five days of the change.

III. Enforcement

Should a question arise concerning any student's residency in the Town of North Reading while attending the Public Schools of North Reading, the student's residency will be subject to further inquiry

and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that if returned to the Public Schools of North Reading because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than the Town of North Reading, the student's enrollment in the Public Schools of North Reading shall be terminated immediately.

IV. Penalties

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of North Reading reserve the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

V. Exceptions

1. The Residency Requirements Shall Not Apply to the Following:

- a. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. Children of non-resident employees of the Town of North Reading, who meet the conditions established from time to time by the School Committee in the policy pertaining to such students;
- d. Students who are entitled to attend the Public Schools of North Reading under the McKinney-Vento Homeless Assistance Act.

2. Extraordinary Circumstances:

a. Tuition Basis

Students already enrolled in the Public Schools of North Reading who move out on or after February 1st of a given school year, or in the case of 8th graders and North Reading High School seniors who move out on or after October 1st of a given school year, may complete the current school year.

b. Tuition Waivers

At the discretion of the Superintendent or his designee, tuition may be waived in the following cases:

1. Students in their senior class at North Reading High School who move from North Reading on or after October 1 of their senior year, and who have resided in North Reading during the entire previous school year.
2. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
3. Students whose parents divorce or separate, provided one custodial parent remains a resident of North Reading.

3. Dwellings that are Intersected by the Town Line:

a. Dwellings that are Intersected by the Town Line prior to the Adoption of the Policy:

1. In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line prior to the adoption of this policy,

and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.

b. Dwellings that are Built or Altered After the Adoption of this Policy:

1. In the case of a single family dwelling that is intersected by whatever degree by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the town boundary, persons residing therein may attend the Public Schools of North Reading.

2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent if such apartment, suite or family unit, is located within the Town boundary, persons residing therein may attend the Public Schools of North Reading.

VI. Potential Waiver when Residency is in Transition

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling

The children of families who have a signed and accepted a Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of North Reading may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the schools until actual residence occurs.

2. Construction of New Dwelling

Children of families which are building a primary residence in North Reading may enroll in the Schools at the beginning of the school year if they have obtained certificate of occupancy from the Town.

3. Residence in Rental Properties

Children of families who plan to rent a primary residence in North Reading may enroll in the North Reading Public Schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.

4. Brief Residence Outside the Town

North Reading Schools' students whose families must briefly live outside the Town because they are (a) moving from one North Reading residence to another, or (b) renovating a current North Reading residence, may continue to attend the North Reading Public Schools. Evidence of the intention and ability to resume residency in North Reading within 90 days may be required.

VII. Notification

The Public Schools of North Reading residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the North Reading School Committee Policy Manual, and published in each school handbook.

Legal Reference: M.G.L. Chapter 76, Section 5

Revised, First Reading April 29, 2013

Approved May 6, 20013

Reviewed June 4, 2018

Bullying

The North Reading School Committee prohibits any act of bullying or retaliation for reporting bullying behaviors. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The School Committee directs the Superintendent and/or his/her Designee to develop administrative guidelines and procedures for the implementation of this policy. The guidelines and/or procedures will address prevention and education efforts, expectations of student and staff conduct, school responses, including disciplinary action to bullying incidents, and procedures for reporting and addressing complaints of bullying.

A. Definitions

A **hostile environment** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Bullying is defined as the repeated use, by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target's property;
- (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Perpetrator is now defined as: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but 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:

- (i) The creation of a web page or blog in which the creator assumes the identity of another person or,
- (ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v) , inclusive, of the definition bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures, audio recordings, or images of others.

Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

B. Where Bullying Is Prohibited

Bullying, included cyber-bullying, is prohibited (i) on school grounds, property immediately next to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district, or through the use of technology or an electronic device owned, leased or used by the school district and (ii) at a location, activity, function, or program that is not school-related, or through the use of technology or electronic device that is not owned, leased or used by the school district if the bullying 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, the health or well-being of the target during school hours, or the orderly operation of the school.

C. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The North Reading Public Schools absolutely prohibits bullying and retaliation as defined in Section A. Students or members of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior conducive to a non-hostile environment in the school district. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

D. Reporting Obligations

Staff, faculty, and students are obligated to report bullying to the school principal or his or her designee. Specifically:

- (i) School staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation he or she has witnessed or become aware of to the school principal or his or her designee.
- (ii) The district expects students and parents/guardians who witness or become aware of any instance of bullying or retaliation involving a student to report it to the school principal or his

or her designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

- (iii) In the event that bullying or retaliation is substantiated, the school principal or his or her designee will notify the local law enforcement agency if he or she believes that criminal charges may be pursued against the aggressor. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public day school, approved private day or residential school or collaborative school, the Superintendent of the North Reading Public Schools or his or her designee will notify law enforcement if she or he believes that criminal charges may be pursued.
- (iv) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, and the North Reading Public Schools is the first to be notified of the bullying and retaliation, then the Superintendent of North Reading Public Schools or his or her designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.
- (v) Members of the North Reading community are encouraged to report incidents of bullying, including cyber-bullying, as defined in Section A, to the Superintendent as appropriate.

E. Investigation

The Principal or his/her 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 aggressor, 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.

F. Determination

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, 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 by each school to the

Assistant Superintendent.

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

G. Target Assistance

The North Reading Public Schools shall provide counselling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

H. Closing the Complaint and Possible Follow-Up

School staff will promptly provide written notice to the parents or guardians of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or a designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

I. 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.

J. 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 North Reading Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:37O

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

CROSS REFS.:

Non-discrimination

Sexual Harassment

Prohibition of Hazing

ABBA, GAAB-R

GAAB, GAAB-R, JCAD, JCAD-R

JHCD, JHCD-R

Student Discipline JD
Non-Discrimination: Discrimination JCAD
and Harassment Prohibited

First Reading June 23, 2009
Approved July 21, 2009
Revised and First Reading October 25, 2010
Approved November 8, 2010
Reviewed November 13, 2012
Revised October 7, 2013

ATHLETIC FEES AND CO-OP TEAMS

Athletic fees paid to the North Reading Public Schools by students who participate on cooperative teams hosted by other schools shall be handled in the following way: (A cooperative team is an athletic team sponsored by another school district that allows North Reading students to participate.)

1. All payments for participation on a cooperative team shall be made payable to the North Reading Public Schools, not the host school.
2. Regardless of the fee charged by the school hosting the cooperative team, the student shall pay the amount of the North Reading Public Schools athletic user fee.

The hosting school will, in turn, invoice the North Reading High School Athletic department for North Reading students' participation on the cooperative team. Payments will be made directly to the hosting school within 30 days of receipt of the invoice which must list the participating students' names.

First Reading July 29, 2013
Approved August 26, 2013
Revised, First Reading May 23, 2016
Approved June 6, 2016
Revised, First Reading March 26, 2018
Approved April 9, 2018

Section 504

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools that receive federal funds. Section 504 provides that: “No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”

Section 504 protects all persons with a disability who:

1. have a physical or mental impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. have a record of such an impairment; or
3. are regarded as having such an impairment.

The North Reading Public School district recognizes a responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services which allow the student to participate in the general education program.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to file an internal grievance with the Building 504 Coordinator, the Principal, or the District 504 Coordinator, the Pupil Personnel Services Director. A copy of the grievance/complaint form is in the Student/Parent Handbook. You may request the grievance procedures from the Pupil Personnel Services Office.

If the parent/guardian disagrees with the identification, evaluation or placement decision, he/she may request an impartial hearing before a hearing officer at the Bureau of Special Education Appeals, whether or not the party has pursued or is pursuing an internal grievance. Parents may examine the records relevant to the District’s identification, evaluation, and placement actions.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent/guardian the right to:

1. Inspect and review his/her child’s educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, violates the child’s rights; and
6. A hearing, before the Superintendent, on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Mrs. Cynthia Conant, the Director of Student Services and District 504 Coordinator, at 978-664-7823.

Approved June 23, 2009

Updated August 19, 2011

Reviewed November 13, 2012

Accommodations for Religious Observances

Our American tradition requires respect for religious diversity and upholds freedom of religions and equality before the law. The North Reading Public School District serves children from many different religious backgrounds; therefore, it shall be the policy to uphold this tradition in its schools.

State and federal laws require schools to make reasonable accommodations to the religious needs of students and employees in observance of religious holy days. As part of these accommodations, students may miss school in order to participate in celebrations of their families' major religious holidays. Students are entitled to have individual accommodations made to allow them to participate in their family religious observances without detriment to their education or grades, including extensions of due dates on assigned work (at minimum: number of days absent plus one), opportunities to make up material missed in class, including examinations and reasonable accommodations as may be appropriate.

Any pupil absent from school because of a religious holiday may not be deprived of any school-sponsored award, or of eligibility or opportunity to compete for any award because of such absence. Students whose observance of a religious holiday conflicts with participating in a school-scheduled event such as try-outs, athletic contests, theatricals, or concerts, will not be required to participate nor be penalized for their non-participation.

Teachers shall refrain from scheduling one-time school sponsored events (field trips, athletic events, music performances, theater plays and productions, auditions, and back to school functions), on major non-national religious holidays. Long-term assignments will not be due the day after a major non-national religious holiday. This policy should not prevent coaches and advisors from holding practices for these events during major non-national religious holidays.

The North Reading School District reserves the right to adjust the school calendar to provide a school year of at least 180 school days, while taking into account possible days of low attendance due to student and/or staff observance of religious holidays.

Legal Ref

MGL 151B, section 4 (1)(A) and 151C, section 2B

First Reading November 24, 2008

Approved December 8, 2008

Pregnant Students

The North Reading School District wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities. Student mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly. After giving birth, the student will be permitted to return to the same academic and extracurricular program as before the leave of absence.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; that a space is dedicated as a lactation room with break time built into the day, as needed; and that every opportunity to complete high school is provided.

LEGAL REFS: M.G.L. 71:84
 Title IX: 20 U.S.C. §1681
 34 C.F.R. §106.40 (b)
 29 U.S.C. 207 (r) (1) (A,B)

First Reading March 10, 2014
Approved April 7, 2014