

Welcome to the Millbury Public Schools!

You and your child are a very important part of our community.

Introduction

The intent of this handbook is to provide as much information as possible about your high school. Research indicates that parent/guardian and family involvement plays a key role in helping students succeed in school. This student handbook describes rights and responsibilities your child has while attending the Millbury Public Schools. Through understanding, we hope to improve the communication process and develop a rapport that results in the best educational environment possible for every student attending our facility. This handbook gives all the information you will need to make your year a successful and enjoyable educational experience. Please carefully read this handbook. Contact the office if you have questions. Upon completion, sign the Handbook Acknowledgement on page 55 and have your child return it to school. *An updated and searchable manual of Millbury School Committee policies is available on the Millbury School District's website on the Millbury School Committee page. The manual can also be accessed directly at <http://policy.ctspublish.com/millbury-masc>.* Thank you for your cooperation.

*****Approved by the Millbury School Committee on June 12, 2020*****

Accreditation Statement

Millbury Memorial Junior/Senior High School is fully accredited by the New England Association of Schools and Colleges (NEASC).

Millbury Public Schools Mission

The mission of the Millbury Public Schools is to provide a school climate that accepts all students of varying abilities and interests and provides them with a wide variety of learning experiences so that they will have the essential skills and abilities to be lifelong learners and contributors to improve the quality of life for themselves and future generations.

English

For more information or to request a translated copy of this handbook, please contact Director of Pupil Services at (508) 865-0875. Millbury will also arrange for a translator if you require one for meetings or school notices.

Portuguese

Para maiores informacoes ou para requisitar uma copia do manual do estudante traduzida, favor contactar o Diretor de Servicos ao Aluno no numero (508) 865-0875. Millbury providenciara um interprete caso voce necessite de um para os encontros ou avisos escolares.

French

Pour plus d'informations ou pour demander une copie traduite de ce manuel, s'il vous plait contacter le directeur du service des eleves au (508) 865-0875. Millbury s'arrangerait de vous aider pour la traduction si vous le demanderiez lors des reunions ou l'avis de l'école

Spanish

Para mas informacion para requisitar una copia del manual del estudiante, por favor conctacte al director de servicios de alumnos. Millbury tambien organizara un traductor si usted require uno para la reuniones o avisos de la escuela, gracias. 508-865-0875

Arabic

لقد أظهرت الأبحاث أهمية الدور الذي يلعبه الأهل في مساعدة التلاميذ على النجاح في المدرسة. هذا الكتاب يشرح الحقوق والمسؤوليات التي يجب على التلاميذ معرفتها أثناء التحاقهم بمدرسة ميلبري العمومية. للمزيد من المعلومات أو الحصول على نسخة مترجمة من هذا الكتاب، الرجاء الاتصال بالمدير المسؤول على الرقم التالي:

508- 865- 0875

مدرسة ميلبري يمكنها أن توفر لكم مترجماً عند الحاجة
الرجاء إعلام المسؤولين إذا أردتم من المكتب أن يرسل لكم نسخة مترجمة للإعلانات بلغة غير اللغة الإنجل

Superintendent's Message

Dear Students, Parents, Guardians, and Community Members:

On behalf of the Millbury Jr./Sr. High School faculty and administration, I am pleased to introduce the 2020-2021 Student Handbook. Guided by our school's core values and beliefs about student learning, the Student Handbook serves as a helpful guide and resource for our students and their families. It contains important information about policies and procedures that ensures the structure and consistency necessary for a safe and supportive learning environment. Please take a moment to review it and please refer to it whenever you have questions throughout the year. Do not hesitate to contact your child's teachers, Mr. Lowe, Mr. Krol, or Mrs. Thompson if you have any questions about this handbook.

We are very proud that Millbury Jr./Sr High School is fully accredited by the New England Association of Schools and Colleges (NEASC). This accreditation, which was renewed in 2018 after a very successful NEASC evaluation visit, is a measure of how well we adhere to the seven NEASC standards for education, which range from curriculum and instruction to school resources for learning. We are very proud of our NEASC accreditation and continue to look for opportunities to make the learning experiences of our students second to none.

The faculty, staff, and administration of Millbury Jr./Sr. High School remain steadfast in achieving our vision to create a school where all students may achieve at the very highest levels. We urge students to take full advantage of the many challenging and fulfilling curricular and extracurricular opportunities available to them. We offer a wide variety of electives, honors and Advanced Placement courses, extracurricular clubs, sports, and activities.

The Millbury Public School District is mission-driven, student-centered, and always seeking to improve. Please do not hesitate to contact our faculty members, administration, or central office personnel if you have any questions, concerns, or ideas. Have a great year!

Sincerely,

Gregory Myers
Superintendent of Schools

Principal's Message

Dear Students,

It is with great enthusiasm and pride that I present to you the 2020-2021 student handbook for Millbury Memorial Junior-Senior High School. The purpose of this handbook is to provide you and your family with all of the necessary information pertaining to the day-to-day operations of Millbury Memorial Junior-Senior High School. This includes information regarding attendance policies, academics, graduation requirements, student life, and much more.

Our goal, as a learning community, is to provide you with the necessary supports to foster growth academically, civically, and socially on a daily basis. The faculty and staff look forward to the challenge of providing you with a rigorous, yet supportive learning environment that allows you to take risks academically.

I wish you all great success in the upcoming school year in an environment that fosters every student the ability to take ownership of your learning.

Warmest Regards,

Christopher Lowe
Principal

Millbury Memorial Junior/Senior High School

12 Martin St. Millbury, MA 01527

High School Main Office Number: 508-865-5841
 High School Main Office Fax Number: 508-865-5845
 Junior High School Main Office Number: 508-865-0864
 Web Site: <http://www.millburyschools.org>

Administration

Principal, Mr. Christopher Lowe	508-865-5841	clowe@millburyschools.org
High School Assistant Principal, Mrs. Abigail Rigney	508-865-5841	arigney@millburyschools.org
Junior High Assistant Principal, Mr. Patrick Mara	508-865-0864	pmara@millburyschools.org

Central Office Administration

Superintendent of Schools	Mr. Gregory Myers
Business Manager	Mr. Richard Bedard
Director of Curriculum	Ms. Elizabeth Boutiette
Director of Pupil Services	Ms. Kate Ryan
Director of Facilities	Mr. Paul Halacy

School Committee Members

Mrs. Jennifer Nietupski - Chairperson
 Mr. Christopher Wilbur - Vice Chairperson
 Mrs. Julia Lagerholm
 Mr. Nicholas Lazarro
 Mrs. Jessica Bristol

The Millbury Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation, gender identity (M.G.L. c. 151B and 151C, Title VI, Title VII and Title IX), or on the basis of disability (Section 504 of the Rehabilitation Act of 1973/ADA) or homelessness. In addition, the Millbury Public School does not discriminate against its employees on the basis of age (M.G.L. 151B/ADEA) on the basis of veteran' status, or genetic information.

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Millbury Memorial Junior/Senior High School Belief Statement

We believe students acquire knowledge, skills, and habits of mind during their secondary school years to help prepare them for the modern workplace. We encourage students to connect authentic learning experiences with academics in order to support their transition into life after Millbury High School. We believe that the skills of communicating effectively, collaborating with purpose, and thinking creatively and critically are a significant part of a student's ability to contribute to society.

Core Values and Beliefs about Learning

Academic Curiosity and Growth

We believe that ACADEMIC CURIOSITY & GROWTH are achieved by connecting classroom learning to the world in which students live. We believe students' active engagement in their learning will foster a desire to continue to explore, investigate, and think critically about what they have learned and how it impacts the attainment of their future goals.

Citizenship

We believe that CITIZENSHIP is exemplified by having an awareness of the global world and a sense of one's role as a world citizen. One who embodies CITIZENSHIP demonstrates a respect for and values differing opinions and diversity; acts with honesty, integrity and empathy, and participates in the community in a positive and impactful way.

Independent, Lifelong Learners

We believe that INDEPENDENT, LIFELONG LEARNERS demonstrate the curiosity, ownership and resourcefulness to uncover problems and articulate them in such a way that solutions can be found and shared.

Respect & Responsibility

We believe that RESPECT and RESPONSIBILITY are fostered through a mutual effort of support by students, staff, parents/guardians, and community members. We believe in the importance of people taking responsibility for their actions and respecting the opinions of others, even when we disagree. We believe that a caring, trusting, and giving environment is the foundation for building RESPECT and RESPONSIBILITY.

Academic Expectations

The Millbury Memorial Junior/Senior High School Student will:

- Employ critical thinking skills to problem solve
- Communicate effectively across the spectrum and manner of audience
- Demonstrate motivation and resiliency

Social Expectations

The Millbury Memorial Junior/Senior High School Student will:

- Demonstrate Community Involvement
- Display Integrity

Civic Expectations

The Millbury Memorial Junior/Senior High School Student will:

- Collaborate with purpose
- Exhibit adaptability and tolerance

General Information

Acceptable Use Policy (Responsible Use Policy)

Millbury Public Schools

Student Expectations for the Responsible Use of Technology

Millbury Public Schools – Responsible Use Procedures

Millbury Public Schools Responsible Use Procedures Internet and Network Specific Terms and Conditions for Users
(Elementary/Intermediate Student and Parent Agreement)

Students and staff use technology to enhance student choice, personalization, and connectivity within and beyond the school day. As such, the Millbury Public Schools sees the use of technology as an important part of education in the 21st century. These procedures were developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at school (the acknowledgement of this procedure in the student handbook will serve as agreement).

Respect for Equipment

District technology is made possible by the tax dollars of the people of the Town of Millbury. It is expected that students will use this technology for educational purposes and preserve its working condition for others to use. Students should not install software/apps or alter the functioning of any piece of equipment nor cause any damage to it. Any damage to equipment should be reported as soon as possible so that it can be repaired and put back into useful service.

Students understand that any action that damages or impedes the use of the District technology will be dealt with in accordance with the measures described in the student handbook.

Bring Your Own Device (BYOD)

Students are allowed to bring their own technology device if it is to be used for educational use and to enhance their learning experience. Devices should be suitable to the task, appropriate for in-school use, and have sufficient battery life to last, as needed, during the school day.

Students are expected to understand that their device may not be allowed in some classrooms or school settings. The teacher present at the time will have full authority to determine whether students may use their device or not and this decision should be respected.

Students are solely responsible for their own technology device and will not hold the District liable or responsible, under any circumstance, for loss, theft, or damage of that device. The District is not under any obligation to offer technical support or peripheral equipment to students who bring their own devices.

District Disclaimer

Access to District technology is a privilege, not a right, and may be revoked at any time. The District shall not be held responsible for accuracy or usability of the content of third party resources. Students understand and acknowledge that using any of the District's technology resources (hardware or software) is not considered confidential and may be monitored to ensure appropriate use. If a student violates this policy then the following may apply with administration or teacher discretion:

- 1st offense - disciplinary action
- 2nd offense - parents/guardians notified by administration, loss of privileges (short term)
- 3rd offense - parents/guardians are called in by administration and loss of privileges (long term)

STUDENT UNDERSTANDING - Secondary grades 7-12* (adapted from Shrewsbury Public Schools) :

- Students shall understand and shall comply with all personal technology guidelines associated with their school.
- Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This

agreement extends to use of technology that students may be able to use. Students shall only use school technology for school-related tasks and not for their own personal use unless permitted by the teacher.

- Students shall respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.
- Students shall understand that they may use a personal device on the school network, that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies and that this privilege may be limited or revoked. Students understand that when using their own personal device on the school network, all conditions of this policy apply.
- Students shall understand the network is a valuable resource for teaching, learning and many other forms of productivity for students, staff, and parents. Students shall understand that downloading large files or attachments may compromise network speed and they will avoid this type of activity without permission even if they are using a personal device. Students shall limit their use of downloading large files to classroom lessons and research.
- Students shall understand that their participation in school interactive web resources—using a personal device or not—must represent what is expected from a student in the Millbury Public Schools. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
- Students shall understand that the district’s Bullying Prevention and Intervention Plan applies to online behaviors and they shall comply with all provisions of that policy.
- Students shall understand that school provided access to the Internet has to be filtered. If they need access to a blocked site for educational purposes, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
- Students shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else’s accounts on any device. Students shall not delete or tamper with anyone else’s files, folders, or work. Students shall not let another student use their accounts on any device.
- Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district’s network, devices, and services and anything they do can be viewed by administration at any time.
- When accessing shared drives or documents, student should only open and edit files as directed by a teacher
- Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
- Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.
- This policy will be reviewed within five years of adoption, or when necessary due to significant change in technology access or usage by students.
- I understand that District administrators and educators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- Students shall not photograph or video record other individuals on school or personal devices without their consent
- Students who are not using a personal device for school-based purposes will have their devices taken away and sent to the respective office. Consequences will align with the student handbook and code of conduct.
- Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

Please sign the form, which acknowledges your acceptance of our policy. Each student must sign his/her own name, accompanied by a parent/guardian signature.

Authorization to Photograph

Any parent/guardian or student who fails to return the Authorization to Photograph/ Video/Publish/Broadcast Form is deemed to have read and agreed to the terms regarding the photograph/video/publish/ broadcast of any student's likeness for the purpose of student recognition as well as promotional purposes of the Millbury Memorial Junior Senior High School. (**See page 56 for sign off sheet)

Automobile/Student Parking Regulations

In addition to the school lots, the Student Parking Area is located off of Orchard Street. Students who drive to school must observe the following rules:

- Drivers need to stay at a 10 MPH speed limit on school grounds.
- Park only in assigned student parking areas.
- Once the car is parked, students are not to sit in cars. They must go directly into the building.
- Students may not go out to their cars during the school day without permission of the Principal and/or Assistant Principal.
- Cars parked on school grounds without permission will be addressed by school administration.
 - o Consequences could include, but are not limited to, loss of social privileges, detention, suspension, or the automobile being towed
- Parking privileges will be revoked if a student is in violation of the parking rules- money will not be reimbursed.
- Parking privileges can be revoked if a student has accrued excessive absences or tardies to school at the discretion of administration.

Student parking fees are \$100.00 for the year. Students signing up for parking after midterms will be charged \$50.00. Please help to maintain your area.

IDLING of vehicles is prohibited: All drivers (students, staff, visitors, guardians) are prohibited from idling their vehicles on school grounds as per **M.G.L Chapter 90 Section 16B** and regulations adopted pursuant thereto and by DESE.

Automobiles are considered an extension of the belongings of a student and can be searched while on school grounds if reasonable suspicion presents itself.

Bathroom, Hall Pass, Locker, and Lost and Found Expectations

Bathroom Expectations

- The following bathroom expectations do not require a pass:
 - o Before tardy bell in the morning
 - o After dismissal from lunchroom
 - o After school
- Bathroom privileges at all other times require a pass.
- Do not hang around in the bathrooms.
- Graffiti on the walls or other damages may be grounds for legal action- restitution may be pursued.
- Students should be signing into the restroom log sheets at the entrances to the bathrooms.

Hall Passes

Any time students leave the classroom (other than to change classes or to go to lunch), you must have a pass in your possession. The teacher has passes and will issue one when necessary.

Lockers

- It is advised that students not leave valuables in their locker as not all lockers are secured with locks.
- Each student will be assigned a locker of their own and are expected to use their assigned lockers and not share them with others. Students will be issued school locks by request. Report any locker trouble to the office.
- The lockers are the property of the school. Students should use them carefully and not damage them. As school property, they may be subject to periodic inspection by the administration. Nothing is to be placed on the outside of lockers (unless approved by school administration). Lockers must not contain any sexually explicit materials and/or any profanity, alcohol or drug references. All stickers, pictures, etc., must be removed before the end of the school year.
- Students are responsible for all items in their assigned locker, which is why they are expected to not share lockers with others.

Lost and Found

There are lost and found facilities located in the storage area across from Room A103, in the main office, and in the junior high

office. If you have lost a valuable object, report it at once to the office. **The school suggests that you do not bring valuables or large sums of money to school and is not responsible for lost items.**

Books, Supplies and Equipment

The equipment you use while in school is the property of the Town of Millbury. Books, supplies, and equipment will be issued to you at the beginning of the school year. Keep track of your books and report immediately any loss to the teacher who issued the book to you. The student will pay for any book or supplies that are not returned, whether it has been lost, stolen, damaged or marked up beyond reuse. Replacement of books will be based on replacement cost. Failure to pay replacement costs or settle outstanding balances may result in loss of school-related privileges including the graduation ceremony. Students are responsible for placing a covering over textbooks for protective purposes.

Upon exiting MJSHS, all books or school supplies will need to be turned in and accounted for before a release of records can be completed. This is also true for participation in graduation and senior activities.

Dance Expectations

- Dances, including proms and semi-formals, are for Millbury High School students and their guests only.
- Guests must be in grade 9 or higher but be age 19 or under. A guest form must be submitted to the main office one week prior to the school dance and two weeks prior for the formal dances like proms and semi-formals. Guest forms are in the main office. **If a guest does not currently attend high school but is over the age of 18, that guest must submit a CORI form to the Superintendent's office 3 weeks in advance in order to have the option to attend. If the student is not in school but under the age of 18, that student must set up a meeting with the building administration in order to be able to attend.**
- Millbury High School students must purchase guest tickets in advance, from the group sponsoring the dance, and list the name, address and school attended by the guest on back of the ticket.
- Guests must come to the dance with some form of identification that shows the guest's name and address.
- Millbury High School students and guests must come to the dance together. The procedures listed above must be followed before a guest is permitted to attend any school dance.
- Millbury High students and guests need to arrive no later than 30 minutes after the start of a dance and stay until 30 minutes before the end of a dance.
- Millbury High School students will be responsible for their guests and for any infraction of the Code of Conduct committed by the guest. If the guest is asked to leave the dance, it may lead to the Millbury High School student losing the right to attend future Millbury High School dances.
- Infractions of the rules by the guest will be handled by the Millbury Police Department unless said dance is held in a different town. At that point, that community's police department will be contacted.
- At the conclusion of the dance, all rides must be on time, or attendance to future dances may be in jeopardy.
- Students may be required to submit to a breathalyzer to enter a school dance or during the event if alcohol use is suspected. Refusing to take a breathalyzer will result in the student not being admitted to the event. A positive reading from a breathalyzer test or refusal to take the test will result in the notification of the parent/guardian, removal from the event, possible police involvement, and possible disciplinary action from the Assistant Principal or Principal.

Dances Expectations- Junior High

- Junior High dances are for Millbury students in grades 7 and 8.
- Guest forms for the 7th and 8th grade students from other districts must be submitted one (1) week prior to the dances.
- No students are allowed to leave the dance early unless accompanied by a parent/ guardian.
- No high school students will be admitted to any Junior High dances.
- One police officer will be hired for each dance.

All junior high dances are from 6:30-9:00 p.m. unless otherwise noted. Students need to arrive 30 minutes before the start of a dance and stay until 30 minutes before the end of a dance. All students must be dropped off in the back of the school at the beginning of the dance. To limit traffic congestion at the end of the dance, 7th grade students will be picked up in front of the school and 8th grade students will be picked up in the back of the school. Please be prompt in picking up your son/daughter.

A minimum of one police officer will be hired for each dance.

Fire & Lockdown Drills

Fire Drill and Evacuation plans will be explained to each student at the beginning of the school year. Drills are conducted randomly throughout the year.

School Building Security and Safety

No hazardous objects, pets, etc., will be brought to school without the specific authorization of the School Administration. All laboratories and other equipment, which may be dangerous, will be used with safety rules in mind. In labs and shops, protective eyeglasses will be worn when students are involved with experiments or the use of machinery or tools or any functions that may be hazardous to the eyes. Safety regulations for movement in the buildings and fire and evacuation drills must be observed. Serious offenses, such as use of or possession of fireworks, possession of weapons, extreme vandalism, etc., which jeopardizes the safety of others within the school building will result in the immediate suspension of the student(s) involved.

School Closing Information

It is critical for parents to have an emergency plan in the case of an unexpected school delay, cancellation, or early dismissal. Please discuss this plan with your children, especially what to do in the event of an early dismissal. The district will make every effort to avoid early dismissals as they understandably can pose the greatest logistical challenge for families.

When inclement weather or unanticipated circumstances make a delay, an early-dismissal, or a cancellation necessary, announcements will be made in each of the following ways:

- A Connect Ed call will be sent to the telephone number on file with the school department.
- An announcement will be posted on twitter: @gmyers_millbury
- The following news stations will be notified: 7 New NBC, WBZ, NECN, FOX 25, and on WSRS 96.1
- An announcement will be posted on the district's webpage at www.millburyschools.org

If you would like an immediate text or email notifications of school closings, delays, and early releases in Millbury, please visit www.fox25boston.com/weather. Click the WEATHER tab and select "Text Alert Sign-up" from the dropdown menu. Follow the simple instructions outlined on the page and be sure to select "Millbury Public" from the list of participating schools and organizations.

Signing up is simple and receiving the alert is free. (Note: Your cell phone provider may charge you a fee for receiving text messages. Please check with your carrier).

School Resource Officer

As one of the Millbury Public School District's critical and ongoing initiatives, we are committed to regularly practicing and improving our safety procedures to ensure the safest possible environment for our children and the adults who support them. Our School Resource Officer, Nikki Oliveri is instrumental in these efforts and is dedicated to improving school safety, strengthening community partnerships, and delivering resources to the school community.

Our SRO will serve as a first responder in school emergencies, a safety expert to offer support and guidance, a liaison to the MPD and other community resources, and an educator to serve as a resource for students and adults alike. Officer Oliveri will serve each of the schools in the Millbury Public School District full-time when school is in session.

Surveillance Cameras and Security

To ensure the safety and security of all students, faculty, and staff, surveillance cameras are posted throughout the interior as well as the exterior perimeter of the building. Video data may be used to verify reports of misconduct during the day including but not limited to inappropriate behavior in the hallway, misuse of lockers, and inappropriate driving in the parking lots as well as suspected theft or vandalism. Surveillance footage will not be shared with parents or guardian.

School Lunch Program

The school lunch program is set up to provide every student with a nutritionally balanced meal during the regularly scheduled lunch period. To ensure that all students have a safe and relaxing lunch period, the following behavior is expected: The School Lunch Program provides a nutritionally balanced breakfast and lunch to every student. The price of school lunch is \$3.25 for a full lunch and \$.40 for a reduced lunch. Free/Reduced Lunch forms are given to each student on the first day of school. If you are applying for this program, return these forms immediately. If circumstances change in a family's income during the school year, a Free/Reduced Lunch form can be submitted at that time. At the Jr/Sr High School, students are offered a variety of a la carte items as well as a salad bar. Breakfast is provided every morning between 7:15 a.m. and 7:40 a.m. The price for breakfast is \$1.50 for regular payment and \$.30 for reduced payment.

- While waiting in line for your lunch, you will talk quietly and remain orderly.

- Sit where you wish and with whom you want but talk quietly. Stay in your seat until your lunch period ends unless you are emptying your trash or returning your lunch tray.
- Students are expected to keep the cafeteria clean. This means cleaning up after eating.
- Once the student has completed their lunch, the trash and any leftover food must be disposed of properly.
- **Students must eat only in their assigned cafeteria. No food or drink is to be consumed in the hallways or in the classroom.**
 - Cafeteria A = Grades 7, 8, and 9 only
 - Cafeteria B = Grades 10, 11, and 12 only
 - Courtyard = Seniors only during specified times/dates that are determined by administration.
- Students may not leave the cafeteria during their lunch period unless they receive permission from a teacher or administrator in charge of their cafeteria. Students should not be going to see teachers or guidance during the allotted lunch times.
- There is a **no charge policy**. However, the cafeteria has a computer/register that offers a “debit system” payment plan. Students may prepay on Monday and spend down money they have on account. This is a great opportunity for parents/guardians and students.
- **Students who do not act in an appropriate manner will face appropriate consequences and seats can be changed at the discretion of the administration.**

School Bus Regulations

The building Principal, working with the bus contractor and its drivers, will maintain discipline on the buses at all times. All discipline problems with students must be reported by the driver to the building Assistant Principal or Principal in writing. Action taken by the Assistant Principal or Principal will be consistent with the rules as outlined in this student handbook.

- It shall be the responsibility of the building Principal and/or Assistant Principal to ensure that each student receives instruction in safe school bus riding practices at least three times each school year. The first time shall be the first week of school, the second time must be before December 31st, and the third time must take place before the end of the school year. The school building Principal and/or Assistant Principal working with the Safety Officer shall conduct school bus evacuation drills at least twice each year.
- The building Principal and/or Assistant Principal should also work very closely with parents to resolve any of their concerns relating to discipline. If they cannot reach an agreement after an incident, the parent should contact the School Business Office followed by the Superintendent’s Office, and then the School Committee as outlined above.

Parent/Guardian and Student Responsibility:

Transportation by school bus to and from school is a privilege for all pupils. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that appropriate and safe behavior is required on the bus and at all bus stops. Parents/guardians are responsible for student behavior at all school designated bus stops.

- When walking where there are no sidewalks, walk on the side of the street facing traffic.
- Be on time; the bus cannot wait for you. Be at your bus stop five minutes before your regular pick-up time.
- While waiting for the bus, do not run, push, or play games.
- Each group will line up and permit the younger pupils to board the bus first. Leave the bus promptly at your destination.
- In crossing the road after exiting from the bus, cross only after the driver signals that it is safe to cross. Pass ten feet in front of the bus and look for traffic in both directions before crossing the road.
- Upon entering the bus, take your seat promptly and remain in it until you arrive at your destination and the bus has come to a complete stop. There will be no standing or saving of seats on the bus.
- Do not use profanity. Refrain from shouting or making other noises that might distract the driver. The lives of all the children (including your own) are in his/her hands.
- Do not enter into conversation with the driver while the bus is in motion, but report any emergency to the driver at once!
- Be respectful to your bus driver. They have a very important job and need your help. Their eyes and ears must be focused on the road in order to drive you safely to and from school.
- No student should ride home on any other bus than their assigned bus without permission from the Principal or Assistant Principal.
- All students must get off at their regular stops except when parents have submitted a written request to their school Principal or Assistant Principal and they approved such request.
- Keep your lunch boxes, books, musical instruments, and athletic equipment out of the aisles. Keep the bus neat and do not vandalize the bus.
- There will be no smoking, eating, or drinking on the bus. Students who smoke on the bus or at the bus stop will be disciplined consistent with the rules and regulations outlined in this student handbook.
- Inappropriate behavior will be submitted to the administration through a bus conduct report. If the above expectations are not followed, consequences will be issued including but not limited to detention, suspension, or potential loss of bus privileges.

Residency Checks and Verification (Chapter 76, Section 5 Massachusetts General Law):

In order to attend the Millbury Public Schools, a student must actually reside in the Town of Millbury. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. In determining residency, Millbury Public Schools reserves the right to request a variety of documentation and to conduct an investigation into where a student actually resides. Those families who cannot provide requested proof of residency will be referred for a residency check by the Millbury Police Department. Because residency can, and does, change for students and their families during the course of an academic year, we may continue to verify residency after the commencement of classes and may act upon suspicions regarding residency status. It is also the responsibility of parent(s)/guardian(s) to notify school personnel immediately if a change in residency occurs. Families found to be in violation of the residency guidelines will face strict penalties, including but not limited to immediate dismissal from school; per diem fines for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

M.G.L. Ch.76. Sec 5: Every person shall have a right to attend the public school of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. **Any person that violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools.** No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

Penalties: C.76 § 5 states that “Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public school”.

An individual who owns property in the Town of Millbury, but does not reside in the district, is not considered a resident.

Student Services: Child Find (Chapter 603 CMR 28.00)

Massachusetts General Law based on the acts of 1972 regarding Special Education services for students. This notice is provided in compliance with State and Federal regulations for conducting Child Find activities in order to identify students who may be in need of an evaluation to determine eligibility for special education services.

Parents/guardians of children ages 3-22, who reside in Millbury and feel their child is in need of an evaluation for the determination of eligibility for special education services, may contact the Office of Pupil Services (508) 865-0875. You may also contact your child's school directly and speak with the special education team chairperson to discuss your concerns.

Information related to the procedure for requesting an evaluation can be obtained by calling the Office of Pupil Services at (508)865-0875.

Non-Discrimination (School Committee Policy AC)

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for students, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness. It will be a violation of this policy for any student, district employee or third party based on the student's, employee's, or third party's actual or perceived protected class status to:

1. harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written); or to
2. inflict, threaten to inflict or attempt to inflict violence; or to
3. discriminate against a student, District employee or third party.

If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness, their complaint should be registered with the following individual(s) or the building principals who will serve as building level coordinators for these categories:

- Title II / Section 504 (disability) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- Title IX (gender) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- Civil Rights Compliance Officer (Kate Ryan, Director of Pupil Services) for all matters pertaining to:
 - o Title VI (race, color, national origin)
 - o Title VII (employment discrimination based on race, color, religion, sex, national origin),
 - o Boy Scouts Equal Access
 - o Age Discrimination
- Homelessness Compliance Officer: Kate Ryan, Director of Pupil Services

The complaint will be addressed pursuant to Millbury Public Schools' Non-discrimination/Anti-Harassment Procedures, which the Superintendent will adopt. The District will take appropriate action to respond to these incidents, which may include disciplinary action against any student or District employee who is found to have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination.

If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of alternate officials or any other school employee the student or employee chooses.

Non-Discrimination on the basis of sex (School Committee Policy ACA)

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees. The Committee will designate an individual to act as the school system's Title IX compliance officer which is the Director of Pupil Services, whose office is located at Millbury Memorial Junior/Senior High School, 12 Martin Street; 508-865-0875. All students and employees will be notified of the title and office address and telephone number of the compliance officer. At each school building, the principal will serve as the building Title IX Coordinator.

Non-Discrimination on the basis of handicap (School Committee Policy ACE)

Title II of the Americans With Disabilities Act of 1992 and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of a person's disability. The Millbury Public Schools is committed to maintaining an educational environment and workplace where individuals are not discriminated against on the basis of their disability. The Millbury Public Schools strives to create an environment where all students and staff feel welcome. To meet this end, the Millbury Public Schools will not tolerate the denial of access to activities, programs, or services to individuals with disabilities (as defined in Section 504 of the Rehabilitation Act 29 U.S.C. §705(20)).

The Millbury Public Schools does not discriminate against an individual with a disability with regards to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, or other conditions of employment.

The Millbury Public Schools is committed to supporting students who qualify under Section 504 of the Rehabilitation Act and to ensuring that such students are not denied admission or access to the activities, programs and services offered by the Millbury Public Schools because of their disability.

As well, the Millbury Public Schools is committed to ensuring that students with disabilities are not treated differently because of their disability. The Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to inform parents/guardians and students of their rights under Section 504 of the Rehabilitation Act, including the right to receive reasonable accommodations if the student is found to be qualified under Section 504 of the Rehabilitation Act. Additionally, the Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to ensure parents/guardians and students are informed of their procedural rights under Section 504 of the Rehabilitation Act.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Accommodations: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

A request for an accommodation should be made in writing to the Director of Pupil Services. Alternative means of filing a request will be made available if needed, such as large print or audiotape. Requests should include the name, address and telephone number of the individual request the accommodation, the location where the accommodation is required and why the accommodation is needed. For public meetings and hearings, the Director of Pupil Services should be notified at least seventy-two (72) hours in advance. For students, the Director of Pupil Services will respond to such a request in accordance with the Millbury Public Schools' Section 504 Policies and Procedures or Special Education Policies and Procedures. For all other individuals, the Director of Pupil Services will respond within ten (10) school days of receipt of the request.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with

hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Superintendent of Schools after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Website Accessibility: The Millbury Public Schools is committed to providing all users of their websites, including users with disabilities, with meaningful accessibility in this online environment. The Millbury Public Schools follow standards that are generally based on the standards used by the federal government for technology accessibility for individuals with disabilities and web content accessibility guidelines developed by the World Wide Web Consortium (W3C). The Millbury Public Schools' websites are regularly tested and reviewed by users to verify that the websites are compliant with applicable standards.

If an individual needs assistance in accessing materials, such a request should be made to the Director of Pupil Services.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA *or Section 504*. That individual for the Millbury Public Schools is the Director of Pupil Services, whose office is located at Millbury Memorial Junior/Senior High School, 12 Martin Street; 508-865-0875. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA *or Section 504*. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
 2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community.
- Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

Visitors

Visitors to the school must report directly to the main office, sign in, and receive a visitor's badge or they will be considered to be trespassing. Millbury students are not permitted to invite other students or college age guests for visits without prior approval from a school administrator. Adults from the community are always welcome at Millbury Jr/Sr High School but may not be on campus during regular school hours unless they check into the main office or have official business. Athletic facilities including the track are not available for use by the community when school is in session or being used by Millbury Jr/Sr High Athletics. Because of liability and safety issues, visitors are not permitted to bring animals to athletic events.

Time Bell Schedule

Warning Bell			7:35 am					
Tardy Bell			7:40 am					
Time/Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Min.
7:40 - 8:14	CDS	CDS	CDS	CDS	CDS	CDS	CDS	34
8:17- 9:14	A	F	D	B	G	E	C	57
9:17 - 10:14	B	G	E	C	A	F	D	57
10:17- 11:57 lunch	C	A	F	D	B	G	E	74
12:00 - 12:57	D	B	G	E	C	A	F	57
1:00 - 1:57	E	C	A	F	D	B	G	57

Students are NOT to be in the building before 7:00 a.m. or after 2:10 p.m. unless supervised by a staff member.

CDS = Common Directed Study

Lunch Schedule

Lunch 1 - Class 10:17 - 10:39, **Lunch 10:42 - 11:05**, Class 11:08 - 11:57
 Lunch 2 - Class 10:17 - 11:05, **Lunch 11:08 - 11:31**, Class 11:34 - 11:57
 Lunch 3- Class 10:17 - 11:31, **Lunch 11:34 - 11:57**

Use of Telephone

Office phones are not for student use during the school day except for emergencies.

Work Permits

Work Permits can be obtained in the Millbury High School office between the hours of 8:00 a.m. and 3:00 p.m.

1. Employment Standards of 14 and 15 year olds:

- Employment of 14 and 15 year olds is limited to certain occupations under conditions that do not interfere with their schooling, health and well-being.
- 14 and 15 year olds may not be employed:
 - during school hours
 - before 7:00 a.m. or after 6:00 p.m.
 - more than 3 hours a day on school days
 - more than 18 hours a week – in school weeks
 - more than 8 hours a day
 - more than 40 hours a week – in non-school weeks

2. Employment standards for 16 and 17 year olds:

- Employment of 16 and 17 year olds is permissible. There are limitations on hours and time of employment

and certain hazardous occupations are prohibited.

- b. 16 and 17 year olds may not be employed:
 - more than 9 hours per day
 - more than 6 days per week
 - more than 48 hours per week
 - before 6:00 a.m. or after 10:00 p.m. Restaurants may employ them until midnight on days preceding non-school days.

Academic Information

Academic Integrity

Millbury Jr/Sr High School students are expected to abide by and take pride in the principles of honesty and integrity with respect to all academic work. They are expected to do their best in all endeavors including homework, quizzes, tests, essays, research projects, and papers. Cheating and plagiarism compromise the educational environment and undermine the atmosphere of honor and fairness. Cheating and plagiarism undermines the trust between teacher and student.

Cheating is defined as follows:

- Copying homework, quizzes, tests, essays, research papers, projects, or reports
- Giving copies of homework, essays, research papers or reports to another student without the authorization of the teacher
- Allowing another to copy from quizzes, tests, or exams

OR

- The willful giving or receiving of unauthorized, dishonest, or unscrupulous advantage in academic work
- The above may be accomplished by any means including but not limited to the following: fraud, duress, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information

Plagiarism (intellectual theft) is defined as the intentional or unintentional use of the words, ideas, or works of another as one's own without giving acknowledgement to its creator. It is considered a serious offense in the academic world and in institutions of higher learning. The consequences are often expulsion and/or academic failure in the area of the offense. In preparation for the professional world, the following guidelines are offered for addressing student violation of academic integrity.

Consequences:

1st Offense:

- Student may receive a zero on the assignment
- Student's guidance counselor and parent/guardian will be notified
- A discipline report may be filed with administration
- A teacher detention may be given

2nd and Subsequent Offenses:

- Student will receive a zero on the assignment
- Student's guidance counselor and parent/guardian will be notified
- A discipline report will be filed with administration
- Student will be assigned inside suspension

*Any and all infractions of plagiarism may be carried forward to subsequent years.

**See National Honor Society Charter for cheating.

Common Directed Study (CDS) Expectations

Common directed study (CDS) will be under the direction of assigned members of the faculty. CDS blocks are to be quiet, orderly areas, which are conducive to study. In order to insure this, the following expectations will be followed as closely as possible:

- All students will be in CDS and in their assigned seats on time.
- All pencils, paper, etc., shall be procured before CDS begins.
- Attendance shall be taken and the names of students not accounted for shall be sent immediately to the office to be verified.
- Bathroom privileges shall be allowed one (1) student at a time. Students must sign in and out.
- No student shall be permitted to leave CDS to meet with faculty unless the student has a pass signed by that faculty member before coming to CDS.

- See section on Library/Media Center on using the center during CDS.

Homework Guidelines

- We recognize that homework can be an effective tool in reinforcing classroom activities as well as serving to review material already learned.
- At the beginning of each course, teachers will distribute a course expectation sheet to their students describing the material to be covered. The course expectation sheet will also include materials to be used, the amount of homework expected, and the type of homework required, as well as any special long-term assignments.
- ***The student must make arrangements with a teacher when said student is absent and work needs to be made up.*** His or her teacher will give assignments that are missed due to illness to the student on the first day he or she returns. It is the students' responsibility to remind the teacher they need to make up assignments.
- It is expected that students will complete all homework assignments on time and follow the standards and procedures established by the classroom teachers. It is also expected that assignments will be neatly done.

If your child comes home each day with the report that "I don't have any homework" or "I did it all in school", please call or email the teacher and inquire further. In the first part of the school year, check to be sure that your child has completed all his assignments, and that written work is neatly done. After that, more casual supervision of homework should be enough.

Library/Media Center

The library/media center is the heart of the educational program. It is our mission to ensure that students and staff are effective users of information and ideas. The library/media center provides a comprehensive collection of resources to support the curriculum, and a selection of young adult literature to encourage a love of reading. There is also a program to develop information literacy and research skills.

- The library/media center is open each day from 7:15 a.m. to 3:00 p.m. for students wishing to do homework and research.
- The library is available during Common Directed Study (CDS) for students who obtain a pass from their study teacher. Space is limited to 3 students per study. Students not adhering to the following expectations will be subject to loss of library privileges.
- Students using the media center are expected to have a purpose and all activities are expected to support the curriculum.
- All students are required to adhere to the Acceptable Use Policy (p.7) regarding the access of information. Students playing games on the computers in the media center will be subject to loss of computer use and Internet privileges per the Acceptable Use Policy. Students are required to document all sources of information.
- Students should not have food or drinks in the library except for water in closed containers.
- Water bottles are not allowed at the computers.
- Cell phones should only be used for academic purposes according to the Student Handbook section on Electronic Devices and Cell Phones (p.29).
- During academic periods, teachers may send a student or group of students to use the library/media center to do research or to check out books. Teachers are expected to call ahead or arrange in advance to make sure space and/or computers are available for student work. The student(s) will check out a book or do research and return to class.
- Print materials, with the exception of reference books, may be checked out for a period of three weeks but may be renewed as long as the item is not needed by someone else. Teachers may reserve books and materials for project work. Students who fail to return library materials within a reasonable period of time, or fail to pay the replacement charge for lost books, risk forfeiting borrowing privileges or may be subject to a loss of privileges at the discretion of administration.
- Lost Books are the responsibility of the student who checks them out.

Physical Education Guidelines

All students will be required to take and pass physical education for the four years of high school as a graduation requirement per the Massachusetts General Laws. Students will receive a list of expectations on the first day of their classes. Proper attire for participation will be required. Students who bring valuables to the gym during PE classes may be urged to secure their valuables with the PE teacher throughout the class. Students are urged to secure their valuables with a lock. Alternative assignments will be provided for students that classify under the medical exemption policy.

Senior Privilege

The school day begins at 7:40 am with CDS (Common Directed Study). However, members of the senior class are granted Senior Privilege. Senior Privilege is the privilege of coming into school for 8:14 am, the end of CDS, provided they remain in good academic, attendance, and disciplinary standings. **Seniors must remember that this is what the title states- a privilege not a right.**

Revocation of Senior Privilege

Any senior who is not passing a required course/credits needed for graduation on a quarterly report card, or incurs multiple disciplinary, or attendance, infractions, will not be eligible for the senior privilege of coming in late. Students will have an opportunity to academically earn their senior privilege back by earning an average that brings them back to passing at the next REPORT CARD. Students, parents, and the Main Office (Attendance Clerk) will be informed of the loss of senior privilege through an ineligibility list generated by the respective guidance counselor per each marking period. Guidance counselors will communicate with both parents and students about the status of the senior privilege. **Loss of Senior Privilege is at the discretion of administration.**

Sex Education Policy

In accordance with Massachusetts General Laws Chapter 71, Section 32A, parents/guardians are to be informed that part of the curriculum of this course includes human sexual education and/or human sexuality issues that will be taught by a certified health educator in a professional, factual manner. Our curriculum and textbooks are available to you for examination purposes, and any questions you might have about the course content may be directed to the classroom teacher or Principal.

Should you wish to exempt your child from any portion of this curriculum, you may do so through written notification to our school principal, Mr. Christopher Lowe, Millbury Memorial Junior/Senior High School, 12 Martin Street, Millbury, MA 01527. No child so exempted shall be penalized by reason of such exemption.

Summer Reading Guidelines

Students in grades seven and eight are required to read at least two (2) books during the summer, while grades nine through twelve are required to read at least one (1) book. In September, students will be asked to demonstrate their reading comprehension through various activities. The school provides reading lists for each grade. Lists are provided to the public library and are posted on the school's website.

Test/Quiz Guidelines

Evaluation of students' academic performance should, where appropriate, include the following measures: tests, quizzes, homework, daily class work, in-class performance, long-term projects, reports and performance evaluation of skills. Teachers will also provide appropriate comments regarding a student's affective growth including attitude, work habits, interactions with others, and effort.

Students who have had advanced notice of a test or quiz and are absent, should be prepared to take that test/quiz on the first day that they return to school. For exam clarification, please see the exam portion of the student handbook, within the guidance section. No field trips or school related absences will be permitted during the last week of any academic quarter.

Guidance Department

Counselor Assignments

2020-2021 Assignments

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
YOG	2026	2025	2024	2023	2022	2021
Ms. Courtney	A-Z	A-Z				
Mrs. Desautels			A-B	A-B	A-B	A-B
Mrs. Delucia			D-I	D-I	D-L	D-L
Ms. Meservey			C, J - Z	C, J - Z	C, M - Z	C, M - Z
Mrs. Mulligan	Guidance Secretary					

Directory Information Notice (FERPA)

- The Millbury Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.
- The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) dates of attendance, (7) post high school plans of the student.
- Directory information may be disclosed for any purpose in the discretion of the school system without the consent of a parent of a student or an eligible student. Parents/guardian of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.
- Any parent/guardian or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the 15th day of September.
- In the event that a refusal is not filed, it is assumed that neither a parent/guardian of a student or eligible student objects to the release of the directory information designated.
- Parents/guardians for students under the age of 18 and students over the age of 18 must sign and submit an Authorization to Photograph/Video/Publish/Broadcast a student's image for promotional purposes before a student's likeness may be included in any school promotional material. Forms are located in the main office as needed.

Family Education and Privacy Rights (FERPA)

Public Law 90-247, Title IV as amended 20 U.S. Code 1232g. The regulations are in Vol. 45 Code of Federal Regulations, Part 99, Privacy Rights of Parents and Students.

Student Information Release Opt-Out

Federal public law 107-110 section 9528 of the ESEA, The No Child Left Behind Act, requires school districts to release students' names, addresses, and telephone numbers to military recruiters upon their request. Parents/guardians and students have the right to opt-out of having this information released. The opt-out form is available in the Guidance Office.

Honor Roll

The Honor Roll, based upon all subjects is determined as follows:

- Principal's List (Highest Honors): An average of 90 or higher. Students must have all A's.
- Honors: An average of 80 or higher with all A's and B's.

Common Exams (Mid-Year/Final)

Mid-year and final examinations are held for each course at the end of each semester in grades 7 through 12. In half-year courses, a final exam will be administered at the end of the semester. In full year courses, a mid-year examination will be administered at the end of the first semester and a final exam administered at the end of the second semester. Examination grades will be posted on the report card.

Final exams will be administered to all students during the last week of the school year. Any students absent from a final exam due to a illness or excused absence will be required to make up that final exam and should make arrangements with their teacher to take the exam before the end of the school year. Each **final exam** is weighted as 10% of the total grade of a full year class and 20% of a semester class. Please see the table below for a breakdown:

Full Year Course	Q1= 20%	Q2= 20%	Mid-Term = 10%	Q3= 20%	Q4= 20%	Final= 10%
Semester Course	Q1 or Q3= 40%		Q2 or Q4= 40%		Final= 20%	

Exemption from Final Exam

Students with an “A” in class may be exempt from a class’ final.

- Definition of an “A”
 - a. “A” is a 90.0 unweighted
 - b. This grade is derived from an average of the first three terms with (each term counted twice) and the midterm exam.
- Determining the grade for the final exam on the report card
 - a. The final exam grade will be an average of the third and fourth term grades.
 - b. Because final exams are usually based on work completed during the third and fourth terms, an average of the first and second terms is not necessary in computing this grade.
- Conditions of Exemption
 - a. Students will be notified a week before the final exams whether or not they are exempt from taking the exam.
- Teacher Discretion
 - a. In determining whether or not a student is exempt from the exam, teachers will have some discretion:
 - The student must have an average of 90.0 or above as calculated under the above guidelines.
 - If a student’s progress is unsatisfactory (unsatisfactory is defined as any significant grade drop that would prompt the student’s overall average to fall below a 90.0) during the fourth quarter, the teacher may require the student to take the final.
 - b. Unless the above discretionary conditions are in place or unless the student opts to take the exam, each teacher must follow this policy as it appears.

Junior High School Exemption from Final Exam

Any 8th Grade student with a 90 or above average in a class at the end of the year will not be required to take the final exam for that class. 7th grade students are not exempt from finals.

MCAS

Competency determination in MCAS ELA, Math, and Science/Tech is a graduation requirement

Grade Level	Type of Test
7	MCAS Math, ELA, STE
8	MCAS Math, ELA, STE
10	English Language Arts Math Science Based Test
11	MCAS retake available
12	MCAS retake available

Notice on Transfer to Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents/guardians and eligible students that the Millbury Public Schools forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent/guardian or eligible student. Transcripts and records will be forwarded to the transfer school upon completing the necessary MJSHS exit/transfer information (see pg.8)

Parental/Guardian Rights

Under Section 504 of the Rehabilitation Act of 1973.

In addition to rights existing under the applicable laws, Section 504 of the Rehabilitation Act of 1973 provides that no individual with a disability shall solely by reason of his or her disability, be excluded from participation in or be denied the benefits of or be discriminated against under any program or activity receiving federal financial assistance.

“Individuals with disability” are defined as individuals who:

- Have a physical or mental impairment which substantially limits one or more of such person’s major life activities.
- Have a record of such impairment.
- Are regarded as having such impairment. A “major life activity” includes education and learning.

Under the law, an “individual with a disability” has the following rights with respect to education programs receiving federal assistance:

- The guarantee of a free and appropriate public education designed to meet the unique needs of the child in a setting comparable to those provided to students who do not have a disability.
- The right to request an independent educational evaluation for the purpose of determining whether a child is an “individual with a disability” as defined by the law.
- The right to examine all relevant records with respect to the identification, education and educational placement of the child.
- The right to have the appropriate school board representative advise persons of their rights under federal and state law in a language which they readily understand or to arrange for a translator if such is necessary to accomplish an understanding of their rights.
- The right to receive services and be educated in facilities that are comparable to those provided to students who do not have a disability.
- The right to file a grievance for the denial of any rights under the applicable federal laws.
- The right to have a surrogate parent appointed to be responsible for the oversight of all issues relating to the provision of a free and appropriate public education if a parent cannot be identified or found.
- The purpose of the law and the rights listed above are to insure the provision of educational benefits to children with a disability and to guarantee a free and appropriate public education designed to meet the unique needs of a child with a disability as defined by the law.
- Confidentiality of all matters relating to these rights is required by law and assured by the Millbury School Committee.

Rights of Parents/Guardians with No Physical Custody

It is very important to inform the administration of any custodial issues involving your child. Copies of any court orders are requested to ensure the safety of students and compliance with the court order. The Millbury Public Schools follows the law regarding the rights of custodial and non – custodial parents. As required by M.G.L.Chapter 71,§34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- A non – custodial parent is eligible to obtain access to the student record unless:
 - a. The parent has been denied legal custody or has been ordered to supervise visitation, based on a threat to safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation.
 - b. The parent has been denied visitation.
 - c. The parent's access to the student has been restricted by a temporary or permanent protective order (or any subsequent order modifying the protective order) specially allows access to the information contained in the student record.
 - d. There is an order of probate and family court judge, which prohibits the distribution of student records to the parent.
- The school shall place in the student's record documents indicating that a non – custodial parent access to the student's record is limited or restricted to 603 CMR 23.07 (5) (a).
- In order to obtain access, the non – custodial parent must submit a written request for the student record to the principal.
- Upon receipt of the request, the school must immediately notify the custodial parent of the receipt of this request. Notification must be made by certified mail and first class mail in both the primary language of the custodial parent and in English. The information will be provided to the non-custodial parent after 21 days, unless the custodial parent provides the principal with documentation that the non – custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).
- Upon receipt of a court order that prohibits the distribution of information pursuant to G.L.Chapter 71§34H, the school shall notify the non – custodial parent that it shall cease to provide access to the student record.

Amending Your Child's Record

- A parent/guardian has the right to add information, comments, data, or any other relevant written material to the student's record. The parent/guardian should submit the additional information in writing to the principal with a written request that the information be added to the student record.
- A parent/guardian has the right to request in writing deletion or correction of any information contained in the student's record except for information that was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the individual Educational Plan (IEP) or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
- If a parent/guardian is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the student's record, the parent/guardian shall present the objection in writing, and/or have the right to have a conference with the Principal or their designee to make the objections known.
- The Principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent/guardian a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent/guardian, the Principal or their designee shall promptly take such steps as may be necessary to put the decision into effect.
- If the Principal's decision is not satisfactory to the parent/guardian, the parent/guardian may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the Principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- If the Superintendent's decision is not satisfactory to the parent/guardian, the parent/guardian may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09 (4).

MINIMUM GRADUATION REQUIREMENTS

Beginning with the Class of 2020, all students must pass the following in order to graduate:

Subject	Requirements
English	4 Years (20 credits) **Includes Senior year
Math	4 Years (20 credits) **Includes Senior year
Science and/or Technology-Engineering	3 Years (15 credits)
Social Studies	3 Years (15 credits)
World Language*	2 Years (10 credits)
Health	1 Course (half-year) (2.5 credits)
Computer Applications	1 Course (half-year) (2.5 credits)
Physical Education	4 Years (half-year course) (2.5 credits)
Fine Arts (Performing and/or Visual)	1 year (full-year or two half-year courses) (5.0 credits total)

*State universities/colleges require two years of the same language for admissions.

Seniors and students who expect to graduate and do not meet graduation requirements may participate in all Senior activities EXCEPT THE GRADUATION CEREMONY itself provided ALL class dues (and any additional monies owed) have been paid and said student can fulfill all graduation requirements by the end of the calendar year.

PHASE-IN CREDITS FOR PROMOTIONS

Credit Revision Grid by School Year

	Promotion	Promotion	Promotion	Graduation
Class of 2020 & beyond	30/35 credits = 85.7%	60/70 credits = 85.7%	90/105 credits = 85.7%	125/140 credits = 89%

Junior High School Promotion Guidelines

Students in Grades 7 and 8 must successfully pass a minimum of 4 out of 5 major subjects but they **must** pass Language Arts and Mathematics to be promoted to the next grade.

MAJOR SUBJECTS: Mathematics, Language Arts, Science, Social Studies, Reading and/or Foreign Language.

In all situations, parents/guardians will be notified of potential failures as soon as possible and all avenues of remediation will be followed before a final decision on retention is made. As part of our efforts to keep parents/guardians informed of their child's progress, reports are sent home at the midpoint of each marking term.

Any student may seek help from a guidance counselor with respect to personal, social, educational, or vocational problems. Any time parents/guardians feel that their child is not making satisfactory school progress they are advised to make an appointment with their child's counselor.

Student Records

General Provisions:

The student record contains all information concerning a student kept by the school. Each student and parent/guardian with physical custody has the right to that student's records. Copies of any information in the records may be obtained upon request.

- The student's record is available to school contracted personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office, staff and clerical personnel. They do not need permission to see student records.
- No information in the student's record is available to anyone outside the school system without written permission from the student or parent/guardian. Exceptions to this would be a probation officer, court order or upon transfer to another school district. However, students and parents/guardians will be notified before these records are released. A written transcript release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to, prospective employers, other technical schools, colleges, and military services.
- The student and parent/ guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

Summer School Guidelines

Summer School operates at the secondary level (Gr.7-12) at Millbury High School as a regular program of the Millbury Public School System. The summer school grade will replace the lowest quarter grade for the school year. The recalculated final grade will be equal to a 60 (minimum passing grade). ***Semester courses have not been offered in summer school previously; consideration for this would be at administrative discretion.***

ELIGIBILITY:

- Students may take and pass only four (4) classes in Summer School or classes taken outside the regular school day or year for the **duration of enrollment in Millbury High School.**
- Attendance: In order to receive summer school credit, no absences are allowed without a doctor's note. Only one absence is allowed with a doctor's note. Vacation time will not be an exception.
- Three tardies will equal (1) absence. If more than one-half of the class time is missed, it is regarded as an absence.
- Students who have exceeded the maximum absence limit (14 days) at Millbury High School but have not exceeded 25 days absent will:
 - Be allowed to attend Summer School.
 - Not be allowed any absences or tardies to their Summer School class or classes. The director of Summer School will have discretion in all cases.
- Students who have exceeded twenty-five (25) days absent will **not** be allowed to attend Summer School.
- Tuition: There will be a tuition cost per course for all students involved in the program.

TRANSPORTATION: The parent/guardian must assume the responsibility for transportation.

Student Attendance Policies

Regular and punctual daily attendance is essential for students to be successful in school and has a direct correlation to higher graduation rates. It is the responsibility of parents/guardians, as well as students themselves, to ensure school attendance is timely and regular. Credit for all courses is based on class attendance as well as academic achievement. The intent of the following attendance policy is to encourage better attendance in order to improve student educational outcomes and teach them the importance of punctuality and commitment for future success.

Attendance Expectations (M.G.L. Ch.76, S.1): States that all children between the ages of six and sixteen must attend school. Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. If a child fails to attend school for seven (7) day sessions or fourteen (14) half-day sessions within any six (6) month period, the school district may address the situation. Each school committee shall have a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The notification policy shall require that the school principal or headmaster, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal or headmaster, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials.

Duties of Parents; penalties (M.G.L. Ch.76, S.2): States, "Every person in control of a child described in the preceding section shall cause them to attend school as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than \$20"

Inducing Absences; penalties (M.G.L. Ch.76, S.4): States, "Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than \$200."

Place of attendance; violations; discrimination (M.G.L. Ch.76, S.5): states, "Every person shall have the right to attend the public schools of the town where they actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly- attended public schools.

Notice to parent or guardian and meeting with school committee prerequisite to student permanently leaving school; annual report; application of section (M.G.L. Ch. 76, S.18): States no student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth (10) consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

Supervisors of Attendance: employment (M.G.L. Ch.76, S.19): of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school. An unauthorized absence from school for a day is considered truancy, and every class missed during that truancy is considered to be a cut. Truancy from school will be handled on an individual basis, and the consequence will include no credit for any class work and the student will receive either Saturday School or an Outside Suspension. When a student will be absent from school, a parent/guardian must notify the school attendance officer or a school administrator by the end of the regular school day. Notifying the school or submitting a note does not excuse the absence, it just verifies it. The administration will determine if any absence is excused.

An attendance officer is required to investigate all cases brought to their attention when a student fails to attend school regularly or is habitually tardy. It is a crime for a parent or guardian not to cause a child to attend school. Additionally a “CRA” (Child Requiring Assistance) petition may be filed in court if a child between the ages of six (6) and eighteen (18) persistently and willfully fails to attend school for 8 days in a quarter or persistently violates lawful and reasonable regulations of his/her school. The Court’s authority pursuant to a CRA petition includes the power to place the child in the custody of the Department of Child and Family Services (DCF).

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Child and Family Services (DCF). Under Massachusetts General Laws chapter 119, section 51A, a report can be filed on behalf of a child under the age of eighteen (18) for educational neglect if a child is not attending school on a regular basis.

Class Attendance:

- Students enrolled in school are expected to be present each time their classes meet.
- Students who are absent from school must have parental/guardian notification regarding their absence. Parents/guardians are expected to call the school on the morning of the absence and no later than the end of the regular school day to explain the reason. Upon returning to school, a student must bring in a note to verify the absence. No note will be accepted beyond five days after the student’s return to school.
- Note must indicate date(s) of absence, the reason for absence, and must be signed by the parent/guardian.
- A note does not excuse an absence.
- Any student that accumulates 5 unexcused absences during the school year may be required to attend a meeting, at the request of administration, with a parent/guardian and a member of administration for the purpose of planning mutually agreed upon action steps to ensure that the student understand the importance of being in school on a regular basis. Documentation may be requested for the days missed.
- **No opportunity to obtain credit for work missed due to an unexcused absence from class will be provided without administrative approval.** In particular, any quiz, test, or other classroom exercise missed will be given a score of zero. Faculty and Administration’s Responsibility

Faculty and Administration’s Responsibility

Faculty:

- Daily class attendance will be sent to the office in a timely fashion
- Teachers will record all absences from and the number of times tardy to class
- Teachers will contact parents/guardians when a student is being habitually late to class or has excessive absences.

Administration:

- Notify the student when he or she has 5 unexcused absences in a school year.
- Notify students when they have accumulated excessive tardy disciplines to both school and class.
- Notify the Parent/Guardian and Counselor when a student has accumulated 5 unexcused absences in a school year and notify the Parent/Guardian and Counselors when a student has accumulated excessive tardy disciplines to both school and class.

College Visits

High school students (juniors and seniors) that visit colleges and universities must submit documentation on official letterhead from the college/university upon return to school to the Assistant Principal or Principal. Seniors will be allowed three excused college visits and juniors allowed two excused college visits in a school year.

Dismissal Guidelines

To help ensure the safety of all the students at Millbury High school, no student will be permitted to leave school grounds during the day without being properly dismissed by the attendance clerk or school administration.

- To be dismissed, a student must bring in a signed note from a parent/guardian to the main office before the first class of the day. The note must contain a reason and time for dismissal along with a parent/guardian contact number for verification.
- No dismissals are permitted by phone, however an administrator may give permission in extenuating circumstances.
- A student who becomes ill during the school day must report to the nurse to be evaluated and the nurse will decide if the parent/guardian should be contacted for dismissal.
- All dismissals must be for legitimate reasons, i.e., medical and dental appointments and/or court appearances.
- Classes missed due to dismissals count toward maximum absence limit unless excused according to School Absences Not Counting Toward Maximum Absence Limit section of the handbook, which can be found on page 23. A dismissal without proper documentation or which does not follow proper procedure is an unexcused absence.
- A parent/guardian or approved contact person must pick up the dismissed child from school unless they have received approval by an administrator to let them leave on their own.

- All dismissed students must check out through the main office.
- Students who receive four unexcused dismissals will receive a detention. Every unexcused dismissal after four will result in a detention as well.
- No student will be allowed to drive another student anywhere during the school day or from school to any school-sponsored event without administrative approval.
- Any student who violates these procedures may be subject to disciplinary action.

Family Vacations

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. Therefore, the school does not condone alternate vacations for the student. Students are NOT able to receive credit for days missed due to family vacations. Each day of an alternate vacation will count toward the maximum absence limit. Families are strongly discouraged from planning vacation time during times that are not designated as school vacations. Students will have the opportunity to make-up major exams (determined by the administrator) if they are missed during the time of vacation. Administrative exemptions may be requested when exceptional circumstances exist. ***The school encourages parents to plan vacations 5 days after the tentative last day of school. This will allow for the built in 5 days for potential snow.***

Loss of Credit

- The administration is authorized to implement a procedure that will result in the loss of academic credit.
- All students are expected to attend school daily and during the day attend all classes, lunch, advisory periods, and studies.
- If the student accumulates 7 unexcused absences from a class in a one-semester course or 14 unexcused absences in a full- year course, they may lose credit in that class.
 - Once a student reaches 5 unexcused absence, tardies, and or dismissals, a letter will be sent home from the main office to set up a meeting between the parent/guardian and the administration to come up with mutually agreed action steps to improve the attendance issue. If their poor attendance continues to increase without appropriate documentation, the student may lose credit for the class in question or be put on a attendance based plan in order to recoup time lost. This plan is commonly referred to as a “buy-back” plan.
- The student will meet with their Assistant Principal and a guidance counselor at the end of the semester in such a case to review the situation.
- After that meeting, if a student feels there are unusual and/or extenuating circumstances that should be considered, they may appeal the loss of credit within 10 school days to the Principal.
- Students may recover credit in any course by significantly improving their attendance, attending summer school, or taking an agreed upon credit recovery plan.
- The Principal and Assistant Principal will jointly make the final determination for credit restoration.
- A doctor’s note is required when dealing with an ongoing, chronic, or long-term illness. The Principal or Assistant Principal will determine the validity of such medical notes.
- A tardy or dismissal from school that causes a student to miss more than half a class may also be considered an absence from that class.

*When a student fails to receive credit for any course due to failing to adhere to the approved attendance policy, the final grade that is achieved will be recorded on their permanent record, **but an asterisk* will be on the final record as well signifying they lost credit in the course.**

Absences not counted towards the maximum absent totals:

- Observance of religious holiday (documented by a note from parent or guardian)
- Because of various medical conditions that occur within a school year, we will accept up to 4 parent/guardian notes for medical reasons. We will need medical notes for illness after the initial 4 allowed parent/guardian notes.
- Medical appointment (documented by a doctor’s note or Nurse Practitioner on official letterhead) must be submitted within five days from the day the student returns to school in order to excuse an absence.
- Medical dismissals from the school nurse, prolonged illness (documented by a note from a doctor on official letterhead).
- Surgery/Hospitalization (documented by a note from the doctor/hospital on official letterhead)
- Death in the family /extenuating family emergency (documented by parent/guardian to Principal or Assistant Principal)
- School-sponsored field trip (may be limited to 4 per school year at the discretion of the Principal)
- Absences warranted by unusual circumstances: (must be approved by the Principal or Assistant Principal)
- Court appointment: (documented by an official court note)
- College Visits (see College Visit sections)

Unexcused Absences that count toward maximum:

- Being absent due to truancy (students may not make up work).

- Cutting Class (**students may not make up work**).
- Vacations other than specified school holidays (**make up work is at discretion of the assistant principal or principal**).
- Any absence from class without proper authorization from school staff (**students may not make up work**).

****Family vacations are not recognized as an excused absence and will be counted against the student's total absences.**

Absences Exempt from Loss of Credit:

- Medical Waivers.
- Students Suspended from School (students will be allowed to make up work within a reasonable amount of time set by Administration).
- Exemptions granted by the Principal.

Tardy Procedures:

Students arriving late to school after **7:40 a.m.** will report to the main office to sign in and secure a pass before going to their first class of the day. A tardy discipline report will be issued. **Parents/guardians will be notified once a student has accumulated 5 unexcused tardies.**

Number of Tardies	Sessions to be Served	When Tardy Session is to be Served
4 Tardies to school	1 hour	Served the next available session
8 & 12 Tardies to school	2 hours to be served	Served the next available Sessions
15 Tardies to school	Saturday School	Served the next available; Work will not be an excuse to miss an assigned Saturday
Every 3 Tardies to school after 15	Saturday School	Served the next available Saturday

- Students arriving late to any class other than the first period will be marked tardy by their teacher.
- Students will be assigned teacher detentions when they accumulate 3 or less classroom tardies.
- Students that accumulate four (4) or more tardies to a class will be referred to administration.
 - Every four (4) tardies is considered to equal 1 absence.
- A student who is absent for more than half of a class is considered absent from that class.
- For students who change classes during a semester, the total accumulation of absences in the former class will be carried into the new class.

Students who habitually receive unexcused tardies, absences, and dismissals may be considered **ineligible** to participate or attend school-sponsored events including, but not limited to; dances, winter carnival, athletic events, band, or musical productions, etc. **This will be at the discretion of the school administration.**

Code of Conduct

General Procedures

Acceptable behavior on the part of the student is essential to the classes of our school program. Therefore, the student is to conduct themselves in a manner, which will reflect self-discipline and will show respect for their school, to their fellow students and to all school personnel. All students are required to obey all rules and regulations of the school as well as the policies of the School Committee.

Students are expected to conduct themselves appropriately and cause no distractions or disturbances, which interfere with the rights of other students to learn and the right of teachers to teach.

Basic Guidelines

***All discipline is at the discretion of the school administrator**

Introduction

A discipline system is designed to provide a climate for learning and should emphasize the following guidelines in order to be advantageous to the learning process. This discipline code means to establish:

1. Frequent parent/guardian contact.
2. Strong administrative support to the teacher who is given the responsibility to enforce and maintain order.
3. A variety of alternatives and options in dealing with discipline problems.
4. Counseling and rehabilitation for the continuous offender.

The objective of this code is to create a fair, orderly and effective system of discipline for the secondary schools of Millbury.

Role of the Staff Member

Staff are asked to make appropriate use of their discretion in handling problems involving one or more students except as specifically noted in the general policy section of this code. This discipline system has been cooperatively designed to aid the staff by encouraging and enforcing good student attitudes and performance. Each staff member and administrator has the authority and responsibility to discipline any student whenever it is necessary. The staff are urged most strongly to handle incidents of misbehavior in a professional manner. An emotional reaction by the staff member is in most cases ineffective. Staff should document all offenses reported to school administration.

Role of the Principal and Assistant Principal

The Principal and Assistant Principal are charged with the responsibility for handling those cases referred to them by the teacher and/or cases involving major infractions: i.e., smoking, truancy, leaving school property, cutting class or study hall, etc. Their options include the following:

- Counseling referral
- Issuing citations and discipline reports
- Sending misconduct letters to parents/guardians
- Office detentions
- Suspending
- Maintaining records of infractions

General Rules

1. No food or drink except water is allowed outside of the cafeteria.
2. Any food or drink brought into the school building is subject to be checked or confiscated.
3. Food may not be delivered to students by restaurants during school hours. Parents/guardians may drop off school lunches that students forget to bring to school. The main office will not allow parents/guardians to frequently deliver food to students as it causes a disruption in the day-to-day operations of the school and poses a safety issue with the main door being frequently opened.
4. Book bags or other large bags need to be stored in the lockers. **Students may use a small string carry bag.**
5. No card playing or gambling.
6. Jackets and outerwear should be stored in lockers.
7. Students are not allowed to use the office phones during the school day unless there is an emergency.
8. Except for lunch, students are never allowed to text or call from their cell phones during school hours without administrative approval.

School Events Conduct

Sporting Events

- If you are in the gym as a spectator for a sporting event or any activity all school rules apply.
- Remember people often judge a school by the way students and spectators behave at athletic events and school activities.
- Cheering is welcome but poor sportsmanship such as whistling, booing, or yelling at officials, opponents, or players is unacceptable.

Auditorium

When there is a program in the auditorium, a few basic rules should be remembered:

- Enter quietly and in an orderly manner.

- Be a respectful audience by being polite, and courteous. Do not whistle, boo, or stomp your feet. Show your appreciation by applauding.
- No food or drink allowed.

Dress Code

The Dress Code encourages students to take pride in their appearance and to choose clothing that reflects academic purpose. The dress code is intended to reduce distractions that interfere with learning and to promote a positive school image.

We recognize that the dress code expectations may not match the current fashions enjoyed by adolescents. We also understand that this can lead to tension between what students want to wear and what we expect them to wear to school. We ask students to consider school as they would their job, and the clothes they choose to wear should reflect a professional and scholarly disposition.

1. Students may wear skirts or shorts that adhere to a fingertip test, whereby, when asked, the student will put both hands to their sides, and the skirt must be as long as the student's fingertips.
2. Pants or shorts that are excessively torn or ripped above the knee that may possibly expose undergarments will not be permitted.
3. Students may wear shorts that are at least mid-thigh length. They may also wear Capri pants.
4. Spaghetti straps, tank tops, tube top, halters, muscle shirts, midriff, low cut shirts, tops exposing large areas of the back, and off the shoulder shirts will not be allowed. Students will be allowed to wear sleeveless tops and dresses that are at least three fingertip width.
5. No clothing that exposes undergarments is allowed. No low riding pants or shorts are allowed.
6. Wearing of hats, bandanas, sweatbands, and/or sunglasses while in the building is not allowed. Students may only wear prescription eyeglasses.
7. Students will not be allowed to wear the hood of a hooded shirt during the day.
8. No clothing with profanity, alcohol, or drug references is permitted.
9. No metal studded attire or accessories are allowed.
10. No attire that is deemed to be pajamas or house slippers is allowed in class.
11. Members of the MHS staff (advisors, coaches, and teachers) have the authority to require higher standards of dress in order to participate in special activities, including field trips and events, which take place beyond the school campus.

Students who arrive to school wearing what is considered "inappropriate attire" will be given three options:

1. Call home to parent/guardian to see if they can bring a change of clothing
2. Change into something appropriate of their own
3. Borrow a shirt, sweatshirt, or pair of pants from the school's supply

****To avoid having to make this choice, please report to school dressed appropriately. Students who repeatedly violate the dress code or refuse to adhere to it may be suspended from school.**

Electronic Devices and Cell Phones

Students may possess cell phones and electronic devices provided the following procedures and rules are strictly adhered to:

1. Parents/guardians should call the school for any emergency situation. We will contact your child. Do not try to contact them by cell phone while they are in classes or school-related events. Students will be disciplined if they use their cell phones without teacher or administrative approval.
2. Cell phones and other electronic devices may be used before school, during lunch, and in class/study with either teacher or with administrative approval. Electronic devices should be used for academic purposes within the classroom and CDS.
 - a. Earbuds should not be worn on the outside of clothing or be dangling from the ears of students during the school day.
3. The school will not be responsible for any lost, misplaced, or stolen cell phones or other electronics.

The use of MP3 players, radios, recorders, tablets, iPods, iPads, tablets, electronic games, cell phones, cameras, etc., are prohibited during school between the time of 7:40 and 1:57 unless they are used in lunch or in class with either teacher or administrative permission. Students who violate this policy will be subject to the item being confiscated with the following consequences. ***Any student who fails to turn over an item to a teacher, teaching assistant, administrator, or other staff member may be subject to a suspension.***

1st Offense:

- Item will be confiscated and turned in to the Assistant Principal
- Item will be given back to the student by the end of the day
- Discipline report will be issued

2nd Offense:

- Item will be confiscated and turned in to the Assistant Principal

- A parent/guardian must retrieve the confiscated item
- Discipline report will be issued and the student and parent will be notified that the next infraction may result in inside suspension.

3rd Offense:

- Item confiscated and turned in to the Assistant Principal
- Parent/Guardian will be notified and must retrieve the confiscated item
- Student may lose their privilege to use electronic devices in school for the remainder of the school year
- Student may serve one day inside suspension

Note: Student may receive an Outside Suspension of 1-3 days for any future electronic device infractions, parents will be notified, and the item in question may be retained in the office during school hours for the remainder of the school year.

Bullying/Cyberbullying Prevention Plan

Prevention/Protection

An act relative to bullying in schools, SB 2404 was signed into law in MA by the Governor on May 3, 2010. The Millbury Public Schools will implement the following plan that continues to promote tolerance and respect for diversity and one that encourages positive dialogue to manage differences.

It is the priority of the Millbury Public Schools to provide a safe, secure environment in which all students are taught well and therefore, learn the behavioral and academic expectations of their grade level. It has been and will continue to be the past practice of the school system to implement “No Tolerance” procedures, meaning that an appropriate consequence will always be given to any student(s) who perpetrates bullying incidents. Bullying may include, but is not limited to, teasing, taunting, threatening, hazing, hitting, intentional exclusion, cyber bullying, or cyberbullying that is done away from school but brings problems into the school.

For a behavior to be considered “bullying”, all of the following must occur:

- Must be a **repeated** action(s) by one or more students.
- Must be a written, verbal or electronic expression or a physical act or gesture.
- Must be directed at a victim, causing one or more of the following:
 - Physical or emotional harm to the victim.
 - Damage to the victim’s property.
 - Places the victim in reasonable fear of harm to himself or of damage to their property.
 - Creates a hostile environment at school for the victim.
 - Infringes on the rights of the victim at school.
 - Materially and substantially disrupts the education process or the orderly operation of the school.

Although students may be disciplined for one-time incidents that are mean or cruel, a one-time incident is not considered bullying according to the law.

Possible Discipline Procedures for Bullying:

Discipline procedures may include, but are not limited to the following, and are typically assigned in progressive order:

1. Meeting with a staff member and participation in a session(s) on the problem of bullying in our culture and in our school.
2. Apology to the victim.
3. Meeting for student and parents with School Administration.
4. Detention
5. Research of academic work on the topic of bullying.
6. Loss of extracurricular activities
7. Further counseling
8. In-school suspension
9. Outside suspension
10. Possible expulsion

The Building Administration will always contact the parent/guardian of the perpetrator and schedule a meeting to discuss the behavior with the student.

Harassment Guidelines (School Committee Policy ACAB)

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

similarly unlawful and will not be tolerated.

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

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

Sex-based harassment includes both sexual harassment and gender-based harassment.

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

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

Gender-based harassment: includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person's nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity, or sexual orientation of the harasser or target of the harassment.

Sexual assault: the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force.

Hostile environment: unwelcome conduct that is sufficiently severe, persistent, or pervasive to interfere with or limit one or more students' abilities to participate in or benefit from the education program or creates a threatening, intimidating or abusive environment or sufficiently severe or pervasive so as to alter the conditions of the victim's employment and create an abusive working environment.

Retaliation: any form of intimidation, threatening, coercion or discrimination, directed against a student/staff/third party who reports a sex-based harassment, provides information during, assists in or participates in an investigation of sex-based harassment, or witnesses or has reliable information about sex-based harassment.

The Grievance Officer: The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual and gender-based harassment complaints in accordance with-procedures that the Superintendent adopts.

Complaint Procedure:

The Superintendent will adopt procedures to respond in a confidential, impartial, and equitable manner to all complaints, whether formal filing or informal identification of harassment /discrimination has occurred, by employees, students, or third parties. The Millbury Public Schools requires that any staff member who receives a complaint, observes or otherwise learns or becomes aware of possible sex-based harassment, report the incident to the principal at the respective school site or the Title IX Coordinator with the assurance that the investigation process will take place promptly and be consistent with the policies and procedures as outlined.

Because the Millbury Public Schools takes allegations of sex-based harassment seriously, it will respond promptly to complaints of sex-based harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, where appropriate, as outlined in the Millbury Public Schools' Non-Discrimination and Anti-Harassment Procedures, which the Superintendent will adopt.

Note: If at any time during this process a mediator or school official is made aware of behavior that may constitute a criminal offense, they are obliged by law to report such actions to the legal authorities.

Discipline procedures for harassment are same as sexual harassment discipline procedures.

Possible Discipline Procedures

The range of possible disciplinary procedures includes one or more of the following:

1. Participation in a session(s) on the problem of sexual harassment in our culture and in our school.
2. Apology to the victim
3. Detention
4. Research of academic work on the topic of sexual harassment.
5. Further counseling
6. Conference with parent/guardian
7. Inside Suspension
8. Outside suspension
9. Possible expulsion

Persons who make false allegations of sexual harassment which are determined to be frivolous or harassing in intent may also be subject to disciplinary action. Approved - Millbury School Committee - 5/10/95.

Non-discrimination and anti-harassment procedures

It is the policy of Millbury Public Schools ("District") to maintain a learning environment that is free from harassment or discrimination of any kind, including sex-based harassment. It is a violation of this policy for any member of the school community to harass or discriminate against another individual as outlined in this policy. Any allegation of harassment or discrimination will be investigated, and, if a violation of this policy is substantiated, disciplinary action will be taken. All reports of harassment or discrimination shall be investigated promptly, impartially and in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances.

Any employee, student or third party who believes that he or she has experienced harassment or discrimination on the basis of his or her actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, homelessness, disability, sexual orientation, gender identity or age or who has witnessed or learns about the harassment of or discrimination against, another person in the school environment, should inform the principal of the relevant school site or appropriate discrimination/harassment complaint official immediately or as soon as possible. The District further does not deny equal access to or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society

Harassment and discrimination is banned not just at school, during school hours, but also before or after school hours on all school property, including the school bus, school functions, or at school events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.

Problems and complaints regarding discrimination and harassment should be resolved in a prompt and equitable manner. When possible, such problems and complaints should be resolved in an informal manner.

I. Reporting Responsibilities

Everyone in the school community is responsible for immediately reporting incidents of harassment, discrimination and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or at a school sponsored event or of which they otherwise learn. Failure to cooperate with an investigation of such an incident will result in disciplinary action. Deceptive reporting may also be subject to a disciplinary response.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer the complaint to the principal or the discrimination/harassment complaint official. If a School Guidance or Adjustment Counselor, School Nurse, or any member of the teaching staff, is contacted concerning a complaint or possible complaint, he/she should refer the matter to the principal immediately. Staff who observe conduct which violates this policy are to report the conduct to the principal immediately.

Employees who need help or wish to talk about harassment should contact the school principal, the appropriate discrimination/harassment complaint official, the perpetrator's immediate supervisor or any other school administrator immediately.

If one of the discrimination/harassment complaint officials is the person alleged to be engaged in discrimination/harassment, the complaint may be filed with one of alternate officials or any other school employee the student or employee chooses.

The discrimination/harassment complaint officials for the District are the following individuals on a district wide level:

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- o Title II / Section 504 (disability) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- o Title IX (sex) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- o Civil Rights Compliance Officer (Kate Ryan, Director of Pupil Services) for all matters pertaining to:
 - Title VI (race, color, national origin)
 - Title VII (employment discrimination based on race, color, religion, sex, national origin),
 - Boy Scouts Equal Access
 - Age Discrimination
- o Homelessness Compliance Officer: Kate Ryan, Director of Pupil Services

The school principals will serve as the building level coordinators for these categories.

II. Procedures for Investigating

The procedures set forth in this policy may be invoked even if other appeals and adjudication procedures have been provided by state law or federal law. Retaliation in any form for the filing of a complaint or reporting of harassment or discrimination is prohibited and will result in serious disciplinary action.

When a complaint of harassment or discrimination is received by the District, that allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to the extent consistent with the law and collective bargaining agreements. The District will not issue any gag orders against the alleged victim or alleged aggressor. The grievance officer or discrimination/harassment complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

The investigation will include a private interview with the person filing the complaint and with witnesses. The investigation will also include an interview with the person alleged to have committed the harassment or discrimination. Each party will have the opportunity to provide evidence and witnesses.

In certain cases, the harassment of a student may constitute child abuse under state law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

The specific procedures to be followed in conducting the investigations are set forth more fully below.

1. Any staff member who receives a complaint verbally or in writing concerning harassment or discrimination or observes conduct which he/she believes may constitute harassment or discrimination is required to document the complaint and refer it to the school principal or discrimination/harassment complaint official immediately. Although the District encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well. The principal or discrimination/harassment complaint official shall ensure that the report is documented in writing within two (2) days of receiving the complaint. The principal must send copies to the relevant discrimination/harassment complaint official within two (2) school days.
2. If the alleged victim or the alleged perpetrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure. The informal process is completely voluntary and individuals can opt-out at any time.
3. The informal process will be a voluntary conversation between the alleged victim and the alleged perpetrator, which is facilitated by a school employee or by a designated discrimination/harassment complaint official. If the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator **will** notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment. The results of an informal resolution shall be maintained by the facilitator, in writing.
4. If the alleged victim does not want to deal directly with the alleged perpetrator, or if the matter is not resolved informally, the complainant should **immediately** notify the school principal or the discrimination/harassment complaint official for formal resolution.

5. For a formal complaint, the alleged victim (or complainant, if not the alleged victim) will be asked to complete the incident form which begins the formal investigation process conducted by the school principal or the discrimination/harassment complaint official. If the alleged victim is not able to complete the form, the principal or discrimination/harassment complaint official will complete it and ask the alleged victim to sign it. If requested, a Guidance / Adjustment Counselor, a School Nurse, or a School Psychologist may assist a student in completing the incident form.
6. During the investigation, the school principal or discrimination/harassment complaint official will:
 - Keep the investigation group as small as possible to protect the rights of all parties and to prevent the investigation from becoming overly publicized and to protect the alleged victim (in addition to the complainant, if not the alleged victim) from retaliation.
 - Complete the investigation as soon as possible from the date that it is reported, but no later than thirty (30) work days from the date of the complaint or report, unless impracticable. The investigation will include interviewing the complainant, the alleged victim (if different than the complainant), the alleged perpetrator and such other person(s) named by the complainant, alleged victim (if different than the complainant), or the alleged perpetrator who may have witnessed or have information pertaining to the incident. An opportunity will be provided for all parties to be heard and present witnesses.
 - Throughout the investigation the District will maintain ongoing contact with the alleged victim. In determining whether the alleged conduct constitutes a violation of this policy, the school principal or discrimination/harassment complaint official shall consider the age and level of understanding of the student(s) involved, surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the District's policy prohibiting discrimination or harassment based on the actual or perceived protected class status of a student, employee or third party, requires a determination based on all of the facts and surrounding circumstances. Given that victims often experience continuing effects of harassment in the educational setting, during the investigative process the District will consider off-campus conduct to determine whether there is a hostile environment on campus.
7. After completing the investigation, the school principal or discrimination/harassment complaint official will conclude whether a violation of the policy has occurred or not; complete the written investigation report form and send copies of the report to the discrimination/harassment complaint official, if the school principal is conducting the investigation, the superintendent, the alleged victim (in addition to the complainant, if not the alleged victim) and the alleged perpetrator. The report shall include:
 - a statement of the allegations investigated;
 - a summary of the steps taken to investigate the allegations;
 - the findings of fact based on a preponderance of the evidence gathered;
 - the District's conclusion of whether discrimination or harassment did or did not occur;
 - the disposition of the complaint;
 - the rationale for the disposition of the complaint; and
 - if the District concluded discrimination or harassment occurred, a description of the District's response.

The school principal or the discrimination/harassment complaint official shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred.

If the complaint is supported, the report should recommend what action, if any, is required and will identify what steps the District is going to take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

8. Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates that the alleged conduct occurred. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement. The seriousness of the offense, including the nature and degree of harm caused, shall be considered when deciding the appropriate disciplinary action.
 - If the person alleged to have violated this policy is a staff member, possible discipline includes, but is not limited to, letters of reprimand, reassignment, and other disciplinary actions, including suspension or job termination.
 - If the person alleged to have violated this policy is a student, possible discipline includes reprimand, classes or instruction on appropriate behavior, counseling, class transfer, detention, suspension or expulsion, consistent with the Student Code of Conduct.

- Any discipline of students will focus on changing behavior and ensuring that students learn about the impact of their behaviors and attitudes. Possible remedial action includes:
 - o Interventions for the alleged victim, such as counseling, academic support, health services, assigning an escort to allow the student to move safely between classes, and instruction on how to report other incidents of harassment or discrimination.
 - o Training or other interventions for the larger school community to ensure that students, staff and parents understand the types of behavior that constitute harassment or discrimination, and how to report it.
 - o Interventions for the individual who engaged in the conduct, such as parent notification, counseling, guidance, education about the impact of the conduct, positive behavior support, referral to a student success team, transfer to alternative programs, denial of participation in extracurricular or co-curricular activities or other privileges, and discipline.
- If it is established that the conduct involves a violation of law, report the matter immediately to the appropriate law enforcement authorities.

9. Appeal Procedure

- The alleged victim (or complainant if different than the alleged victim) or alleged perpetrator has the right to appeal the decision of the Superintendent in writing within two (2) school days after the decision is formally made. The Superintendent of Schools will respond in writing to the alleged victim (or complainant if different than the alleged victim) or alleged perpetrator within ten (10) school days.

III. Interim Measures

The District shall take immediate steps to protect the alleged victim, alleged perpetrator, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination.

Examples of interim measures include, but are not limited to:

- Providing counseling services via the school adjustment counselor and/or school psychologist for both the alleged victim and the alleged perpetrator;
- Providing academic support services;
- Ensuring no contact between the alleged victim and alleged perpetrator in District programs and activities (e.g., through stay away orders); the District will take care to minimize the burden of such steps on the alleged victim;
- Providing an alternate schedule to ensure that the alleged victim and alleged perpetrator do not attend the same classes;
- Informing the alleged victim of how to report any recurring conduct or retaliation;
- Providing the alleged victim with alternative movement between classes and activities; and
- Making community based referral to medical and counseling services.

In the case of alleged sexual assault, the school principal or the discrimination/harassment complaint official will take additional steps as necessary to ensure the alleged victim is safe. This may include, for example, referring the student to a rape crisis center, creating a safety plan and designating an individual at the site level to act as a support person during the investigation. If the circumstances suggest a threat to others, the school principal or the discrimination/harassment complaint official will ensure that the District informs relevant members of the school community. This may include, for example, notifying parents and employees, if a student is sexually assaulted on the way home from school, or notifying employees of areas where harassment or discrimination frequently occurs.

IV. Referral to Law Enforcement and Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The school principal or the discrimination/harassment complaint official will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

The school principal or the discrimination/harassment complaint official will follow this procedure regardless of whether the alleged conduct is also being investigated by another agency, unless the fact finding process would impede a law enforcement investigation. In such cases, the school principal or the discrimination/harassment complaint official will determine whether interim measures to protect the well-being of the complainant and the school community and prevent retaliation are needed while the law enforcement agency's fact-gathering is in progress. Once notified that law enforcement has completed its gathering of evidence (not the ultimate outcome of

the investigation or the filing of any charges), the school principal or the discrimination/harassment complaint official will promptly resume and complete the investigation.

Additionally, several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any persons involving sexual molestation or exploitation of a child, including, but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also constitute physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Children and Families within twenty-four (24) hours of the time the educator becomes aware of the suspected abuse. All school personnel are identified as being mandatory reporters.

V. Conflict of Interest

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusing from the process the person for whom a conflict or potential conflict of interest exists.

VI. Retaliation

Retaliation in any form for the filing of a complaint, the reporting of discrimination, including harassment, or participating in an investigation is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. If retaliation is established, it can be considered grounds for disciplinary action. Any allegations of reprisal will be subject to the same kind of investigation and disciplinary action as described above. The school principal or the discrimination/harassment complaint official will inform all involved individuals that retaliation is prohibited, and that anyone who feels they have experienced harassment, coercion, intimidation, or discrimination for filing a complaint or participating in the resolution process should inform the school principal or the discrimination/harassment complaint official.

VII. Right to Alternative Complaint Procedures

In addition to the remedies set forth above, if you believe you have been subjected to harassment or discrimination, you may file a formal complaint with the government agency or agencies set forth below. Using the District complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim.

A. Students

If you believe you have been subjected to harassment or discrimination, you may file a formal complaint with:

Massachusetts Department of Elementary and Secondary Education
Program Quality Assurance Services
75 Pleasant Street, Malden, MA 02148-4906
Phone: (781) 338-3700
FAX: (781) 338-3710
Email: compliance@doe.mass.edu

The time period for filing a claim is one year from the action.

United States Department of Education
Office for Civil Rights("OCR")
5 Post Office Square
Boston, MA 02109
tel. (617) 289-0111

The time period for filing a claim with the United States Department of Education Office for Civil Rights is 180 days.

Hazing

An Act Prohibiting the Practice of Hazing - Chapter 536, The Commonwealth of Massachusetts, 1985

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

Adding the following three sections hereby amends chapter 269 of the General Laws:

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

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

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

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each institution of secondary education and each public or private institution of postsecondary 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 seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of 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 that fails to make such report.

Possible Hazing Discipline Procedures

Hazing: both verbal and physical is punishable by law and is prohibited on school property or in connection with school-sponsored activities.

PUNISHMENT may include but is not limited to the following:

Verbal Hazing

- Issuance of Discipline Report
- Detention
- Inside Suspension
- Outside Suspension
- Communication with parents

Physical Hazing

- Outside Suspension
- Counseling sessions regarding the offensive action
- Communication with parents
- Parent/guardian conferences

Detentions

- The teacher for such classroom infractions as creating a disruption, talking in class, or other classroom offenses may assign a student to a school detention.
- An administrator for various infractions may assign a student an office detention.
- Following fifth period, students will report to the designated detention room by 2:00 p.m.
- Students must be punctual to all detentions.
- Students will be given twenty-four hour notice before receiving a detention and they must arrange transportation. A late bus is provided on Thursdays at 3:30pm.

Saturday School

1. Truancy- Any student who has an unexcused absence for the entire school day without parental/guardian and approval from school administration will be considered truant. The student will receive NO credit for any work missed on the day

of truancy and upon return to school, will be assigned a Saturday School.

2. Cutting any class. If a student is missing from class without permission for an extended period of time, it will be treated as cutting class.
3. Students may receive Saturday School from a school administrator for other infractions as well.
4. Students must enter from the back door of the high school and it is often held in room A103
5. Students must arrive by 8:00 am and stay until 12:00 pm in order to receive credit for this extended detention.
6. Students who are late to Saturday School will not be allowed to enter and will not receive credit for the extended detention. Only a school administrator may permit a student to leave early, arrive late, or reschedule due to extenuating circumstances.

Tobacco and Nicotine Policy

If students are found to be in possession of tobacco and/or nicotine products or tobacco/nicotine-related paraphernalia, including pipes, lighters, papers, vaporizers, E-cigarettes, hookah pens, and cigarette holders on school property or on Martin Street from North Main Street to C & S Lumber (45 Martin Street), on Dewey Street, or at a school bus stop, the faculty and/or administration shall confiscate the tobacco/nicotine-related items and may return such items only to the parent/guardian of the student upon graduation or withdrawal from the Millbury Public School District. If a student is caught buying or selling these products on school grounds, they will face more severe consequences such as multiple days of out-of-school suspension. **The administration may also choose not to give these items back.**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school districts' tobacco use policy will be referred to the school nurse to obtain information required to complete a vaping/ tobacco-use diversionary program. Those students who do not complete the program within 5 weeks of original violation will be referred to administration for disciplinary action. Parents/guardians will be notified of all violations and actions taken by the school. Participants in any athletic or extracurricular activity will be required to read and sign that the student and parent/guardian understand the provisions of this policy.

1st Offense

- Student will be issued a 1 day outside suspension, a potential loss of privileges, and be required to participate in a school-based training that addresses the dangers associated with tobacco and nicotine-based products.
- Parent/ guardian notification including clarification of rules regarding second and third offenses and parental signature of awareness of the second and third provisions.
- Notification to athletic and activity directors (including extracurricular activities; band, chorus, drama, etc.).
- Suspension from two consecutive interscholastic events or two-week suspension from athletics and activities, whichever is the greater number of contests.

2nd Offense

- Student will be issued a 3 day outside suspension and a loss of privileges.
- Parent/ guardian notification.
- Notification to athletic and activity directors (including extracurricular activities; band, chorus, drama, etc.).
- A second offense any time during the school year will result in loss of athletic and activity eligibility for the season or for twelve consecutive interscholastic events or twelve weeks, whichever is the greater number of contests.

3rd Offense

- Student will receive a 5 day outside suspension and a loss of privileges.
- Parent/guardian notification.
- Notification to athletic and activity directors.
- A third offense any time during the school year will result in suspension from athletics and activities.

Subsequent Violations: Up to 5 days out of school suspension per violation and permanent loss of privileges.

Vaping or Electronic Devices that contain marijuana based products will be handled under the drug and alcohol policy not the tobacco/nicotine policy.

Drug and Alcohol Policy

Students are forbidden to be under the influence of alcoholic beverage and/or controlled substances on school property or in connection with a school sponsored event.

UNDER THE INFLUENCE:

First Offense: Minimum of a five (5) day outside suspension, notification of parents, possible police involvement, and a statement by a family physician that the student is able to return to school. **The principal and or assistant principal may require the student to attend counseling within the school to try and prevent any further incidents. The number of sessions will be set by the assistant principal and/or principal.**

Second Offense: Minimum of a ten (10) day outside suspension, notification of parents, possible police involvement, and a statement by a family physician that the student is able to return to school. **The student may be required to attend drug counseling at the expense of the student and/or family.** There may also be a possible Expulsion Hearing.

POSSESSION OF ALCOHOL, DRUGS, or DRUG PARAPHERNALIA:

First Offense: Ten (10) day outside suspension, notification of parents, police notification/possible involvement, and a statement by a family physician that the student is able to return to school.

Second Offense: Expulsion Hearing, police notification/possible involvement.

****Any alcohol, drugs, or drug paraphernalia will not be returned and will be handed over to the Millbury Police Department for disposal.**

POSSESSION WITH INTENT TO SELL OR DISTRIBUTE ALCOHOL

The Principal or Assistant Principal will automatically suspend the student from school for ten (10) school days and may be subject to an expulsion. The Principal or Assistant Principal will immediately notify the police and follow up with a written report to the Superintendent as well as notify the parents.

DISTRIBUTION OR SELLING OF ANY PRESCRIPTION OR OVER THE COUNTER MEDICATION

In all cases where it has been established that a student has been distributing prescription or over the counter medication on any school property and/or during school events on or off the school property, they will be subject to an outside suspension to be determined by the Principal and may be subject to expulsion. The Principal or Assistant Principal will immediately notify the police and follow up with a written report to the Superintendent as well as notify the parents.

Controlled Substances and Weapons

*****Administration withholds the right to waive progressive discipline at their discretion.***

Chapter 71, Section 37H Controlled Substances, Dangerous Weapons and Assaults on School Personnel

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, 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 their discretion, suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- A. 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 (10) days from the date of the expulsion to notify the superintendent of their 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.
- B. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

SECTION 37. Section 37L of said chapter 71 of the General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

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 system must provide the new school system with a complete school record. 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.

Felony Complaints/Convictions

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

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 day following the effective date of the suspension. The superintendent shall hold a hearing with the calendar days of the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. Added by St. 1993, c. 380, s 2.

Due Process for All Students

All students must be afforded due process whenever deprived of their right to an education through suspension or expulsion from school. Due process requires the Principal or their designee give such students a fair hearing. In cases of suspension, the hearing includes: (1) an oral or written statement of the charges; (2) an explanation of the evidence; and (3) an opportunity for the student to present their side of the story. Notice of the suspension and the hearing must occur before the student may be directed to leave school except for emergency situations. An emergency situation exists if the student's conduct presents a clear and immediate threat to the physical safety of the student or others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.

Rules and regulations of Millbury High School are for all students regardless of race, color, religion, national origin, gender identity, sexual orientation, age, or disability.

Suspension

Inside Suspension under Ch 71 §37H ¾ - The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The principal or assistant 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. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, such suspension shall be deemed a long-term suspension. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Program for Inside Suspension

1. Report to the inside suspension room at the beginning of Period 1.
2. Bring all books, and materials necessary to work on assignments.
3. Locker passes will be given at the discretion of the ISS supervising teacher.
4. Students will eat their lunch in the ISS room at a designated lunch TBD determined by administration.
5. Work will be completed at the discretion of the teacher on duty.
6. Students who do not have class work will be given work.
7. Students will follow all inside suspension rules.
8. Students sent to the office for disruption of the inside suspension room may:
 - Receive no credit for time spent that day on inside suspension.
 - Be disciplined at the discretion of the Assistant Principal or Principal.
9. Students who have Inside Suspension will not be allowed to participate in after school activities, sporting events, or extracurricular activities..

Outside Suspensions

Under Ch 71 §37 H ¾, Any student who is serving any type of suspension shall have the opportunity to 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. Students will have reasonable time to make up their work. Except as provided in 603 CMR 53.07, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent/guardian oral and written notice, and providing the student an opportunity to be heard and the parent an opportunity to participate in such hearing. A principal is considered to have made good faith attempts to contact parents/guardians if a written notice was given and two oral attempts to contact the parent/guardian were made.

Emergency Removal under Section §37H ¾- Nothing in 603 CMR 53.00 shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

1. 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);
2. Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
3. Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or (3), as

applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d), as 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.

1. Students on outside suspension are prohibited from coming on school grounds or attending school activities and events. Any student who violates this will be escorted off school grounds and will receive an extended outside suspension.
1. The principal or assistant principal will encourage a student and their parent/guardian to have a reentry meeting for any or all outside suspensions.
2. **“Short-term suspension”** means the removal of a student from the school premises and regular classroom activities for ten (10) or fewer consecutive school days. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days
3. **“Long-term suspension”** means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. **A principal’s hearing is required for any long-term suspensions.**
4. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the suspension to the superintendent.

Possible Infractions leading to an Inside or Outside Suspension – Administrator’s Discretion

1. Disruption or obstruction of any lawful mission, process, or function of the school, insubordination
2. Damage, destruction of school property. Restoration will be made by the student/family
3. Wearing, possessing, and/or distributing sexually explicit materials
4. Leaving school grounds without permission
5. Theft of school or private property
6. Profanity directed towards any staff member, school employee, or student
7. Physical assault on a school employee
8. Physical abuse of a student or other person not employed by the school (fighting)
9. Verbal or written threat to any staff member, school employee, or student
10. Sexual Harassment (see Sexual Harassment Policy)
11. Bullying (See Bullying Policy)
12. Physical Hazing (Repeated Verbal Hazing)
13. Under the influence and/or in possession of drugs or drug paraphernalia
14. Being under the influence or in possession of alcohol
15. Being charged with a felony
16. Pressing an emergency call button, bomb scares, and false alarms
17. Repeated school violations
18. Using any tobacco/nicotine products or paraphernalia like hookah pens/vaporizers inside the school building

Suspensions and Extra Curricular Activities — A principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student’s misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H ¾ or 603 CMR 53.00.

The policy stated here reflects both inside and outside suspensions:

- Any student who receives a suspension will not be allowed to participate in any school-related or extra-curricular activities when that suspension is being served or that takes place on the same day as the suspension.
- A student who is suspended part way through the school day for the remainder of that day and for the entire next school day: their suspension begins immediately and the student will not be allowed to participate in an extracurricular activity on either day.
- A student who is suspended for multiple days which carry through a weekend and into the next school week: Their suspension would not only be on the school days in which the suspension is served but would also mean the student would not be allowed to participate over the weekend because they are still within the time confines of their suspension. This policy also includes being suspended during a vacation week.

Suspensions for Students on Individualized Education Programs

All students are expected to meet the requirements for behavior as set forth in this handbook. MGL Chapter 71B, 603 CMR 28.00, IDEA-2004 and Section 504 of the Rehabilitation Act of 1972 all address this issue. These laws and regulations require that additional provisions be made for students who have been found by and Evaluation TEAM to have special needs. These students have program modifications mentioned in either an Individualized Educational Program (IEP) or a Section 504 Accommodation Plan. The following additional safeguards must be followed:

- The IEP or Accommodation Plan for each child will indicate whether the student can be expected to meet the regular discipline code.
- The building administrator will notify the Office of Student and Instructional Services of a suspendable offense of a child with special needs.
- Students with disabilities who are suspended for more than ten days are entitled to continued provision of the services contained in their IEP or 504 Plan. The IEP TEAM must determine if the behavior resulting in the discipline is a manifestation of the child's disability. If it is, the student is not suspended and the TEAM must address the appropriateness of the approved IEP, program, Behavioral Intervention Plan, and placement. If the behavior is deemed **not** to be a manifestation of the disability, the suspension may continue but services will be provided during the suspension period to enable the student to progress in the general curriculum and toward achieving the IEP goals. The parent/guardian may appeal such a determination.
- Students with a disability may be removed to an alternative educational setting for up to 45 days for serious safety issues of drugs, weapons, or serious bodily injury.

Expulsion/Exclusion

*****Administration withholds the right to waive progressive discipline.***

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, §37H. The grounds for exclusion or expulsion include but are not limited to the following:

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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his or her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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.

Any student who is suspended or expelled pursuant to this section 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.

Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Student Rights during Suspension or Expulsion

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

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Search and Seizure – Guidelines

- Student lockers, person, personal belongings, and vehicles are subject to search if the Administration has reasonable suspicion to believe that contraband, illegal material, or stolen goods are present. In determining whether there is paraphernalia, a school official may consider, among other things, the following factors: the presence of smoke or cigarette odor emanating from the student; observation of tobacco products or tobacco-related paraphernalia on or near the student's person.
- A school administrator may search, with a witness present, a student that has re-entered the school building after they left without permission.
- If at any time a student refuses to submit to a search the student may be immediately suspended from school for a period of up to ten (10) school days. Notification will be made to the Millbury Police.
- A second instance in which a student refuses to submit to a search within the same school year may result in an exclusion or expulsion hearing. Police will be notified.
- The Police, as deemed necessary, will conduct a search of the individual person.
- At the discretion of school administration, canine searches may be used during the year on school property.

Discipline Reports

Discipline Reports will be issued for the following and other infractions that may not be listed below.

Infraction	Disciplinary Action
Assembly misconduct	Detention, Suspension, and/or loss of privilege to attend
Being in an unauthorized area	Detention or Suspension
Being on school grounds without permission	Detention or Suspension
Bomb scares or false alarms	Suspension and Police Notification
Bullying	See Bullying procedures on page 26
Bus infractions	Reprimand, Detention, Saturday School, Suspension, and/or temporary/permanent removal from school bus
Consuming food or drink outside of the cafeteria without permission. No open container in building after 1st bell rings to 1 st period class unless it is water..	Detention or possible Saturday School depending on repeat infractions
Cutting class	Saturday School or possible suspension depending on repeat offenses
Detention skipping	Skip a teacher detention = 1 Office Detention Skip an office detention = 2 detentions or 1 Saturday School
Dishonesty or lying	Detention or Suspension
Dress code violations	Change of clothing, parental notification, confiscation of hats, and possible detention or suspension
Driving to endanger on school property	Detention or Suspension and/or loss of driving privileges
Drug and alcohol abuse	See policy on Drug/Alcohol Use on page 30

Electronic devices	All confiscated devices will be sent to main office and given to an administrator. 1 st offense: the student may pick up device at end of school day. 2 nd Offense: Parent/guardian must pick up device from school. Subsequent Offenses: Suspension and possible loss of use of device in the school for remainder of school year.
Excessive unexcused tardiness	Detentions, Saturday School, parent/guardian conference, loss of privileges, and suspensions are possible
Failure to attend Saturday/administrative detention	In-School Suspension or Outside Suspension for repeated infractions
Failure to follow directions during emergency drills	Detention or suspension
Failure to have hall pass	Possible Detention or possible Saturday School for repeated infractions
Failure to report to the main office when directed	Detention, Saturday School, or Suspension
Failure to turn in handbook signature page	Detention or Saturday School
Felony violations: being charged with or convicted of a felony	See M.G.L. Ch 71. 37H ½ Possible Suspension or Expulsion
Fighting	3-5 days Suspension. Consequence could be longer depending on severity and repeated infractions.
Forgery related to school matters/documents	1-3 days Suspension
Gambling	Suspension
Harassment	See Harassment procedures on page 27
Horseplay which endangers other students or staff	Saturday School, Suspension
Illegal or unauthorized parking	Loss of parking privileges and possibly car being towed
Inciting other students to act violently toward any person	Suspension
Insubordination or insolence (e.g. failure to follow a reasonable faculty directive or boldly disrespectful in speech or behavior)	Saturday School, Suspension
Leaving school building and or grounds without permission	Saturday School or Suspension
Offensive language or obscene gesture to a student	Detention or Suspension
Offensive language or obscene gesture to a teacher or faculty member	Suspension
Plagiarism or cheating	Grade of zero "0", possible parent/guardian conference, possible suspension, and possible exclusion from extracurricular activities
Possessing tobacco or smoking within school zone	See tobacco policy on page 29
Possession of obscene and offensive material	Confiscation of material and detention or suspension
Public displays of affection	Warning, Detention, or Suspension
Repeated Infractions	Progressive Discipline (Detention or Suspension)
Selling items for personal profit	Suspension
Smoking tobacco or using tobacco products in the school building	Suspension
Stealing	1-5 day Suspension and police notification
Threats, assaults, or harassment directed at student/ staff member	Suspension or possible expulsion
Throwing food during lunch or purposely making a mess	Clean up cafeteria and possible Detention or Suspension
Throwing snowballs or any other object that may injure others	Detention or Suspension
Truancy	Saturday School or Suspension for repeated infractions
Uncooperative behavior that causes an excessive disruption in the school or interferes with student learning	Suspension and possible police notification for Disturbing a School Assembly
Vandalism	Suspension, restitution, and possible police notification

Health Services

Basic Information - Phone # 508-865-3256; Fax # 508-865-5845

The Health Office is staffed by a registered nurse who provides medical care and first aid to both students and staff. Parents/guardians may contact the school nurse at any time. You are encouraged to update the nurse regarding any new medical issues or concerns.

When To Keep Your Child At Home

Sick or injured students are not able to spend the day in the nurse's office. If your child is not able to attend classes or is contagious, please keep him/her home.

Do not send your child to school if he/she:

- Has a fever over 100 degrees Fahrenheit or higher.
- Has a persistent cold or cough.
- Has had vomiting or diarrhea within the past 12 hours.
- Has an unidentifiable skin rash.
- Has "pink eye" with itching and drainage.
- Has a contagious illness such as Chicken Pox or Strep Throat.
- Has active head or body lice.

Students who have been prescribed an antibiotic may return to school after 24 hours on the antibiotic only if there is no fever, and he/she feels well enough to return.

Universal Precautions

All blood and body fluids will be treated as if known to be infectious for bloodborne pathogens.

- Gloves will be worn when cleaning up body fluids.
- Gloves will be changed between treating individuals.
- Hands will be washed after removing gloves and before treating another individual.
- Spills will be cleaned up with appropriate disinfectant or 1:10 bleach solution.
- All disposable material used to clean up a spill will be disposed of in a plastic bag.
- Mops will be cleaned with a virucidal disinfectant or discarded in a plastic bag.
- School door knobs and handrails are disinfected nightly as a preventative measure.

Emergency Form

It is extremely important for the school to have the correct contact information as well as up to date medical information for your child. Your child will receive an emergency form at the beginning of each school year. It is to be completely filled out, signed and returned with your child the next day. It is essential that you notify the office of any changes in emergency information during the school year.

First Aid Emergencies

The Health Office provides immediate first aid to students. After students are evaluated and treated, they are either returned to class, sent home, or sent for further medical evaluation. A parent/guardian or other designated adult will be contacted if a student needs to be sent home or needs to be sent out via ambulance. Parents/guardians must supply phone numbers in case of emergency so a responsible adult may be contacted. It is essential for the nurse to be able to contact a parent/guardian or designated adult who can assume responsibility in your absence. In the case that a student needs to be transported via ambulance, every effort will be made to have a staff member accompany the student on the ambulance ride, and in the hospital, until the designated adult arrives.

Health Screenings

The following state mandated screenings are done annually:

- | | |
|-----------------------|---|
| o Gr 1,4,7,10 | Height, weight, BMI |
| o PreK - Gr 6, Gr. 10 | Vision |
| o PreK - Gr 3, 7, 10 | Hearing |
| o Gr 5-9 | Scoliosis (spine curvature screening) |
| o Pre, K, 4,7,10 | Physical exam reports must be provided to the school nurse. |

****NOTE:** Only those *who do not pass a screening* will receive written notification.

BMI Notification

Upon written request of the parent/guardian, their child's Body Mass Index (BMI) and screening results will be mailed to them. By submitting a written request by September 15th of each school year, parents/guardians may request that their child's measurements not be taken.

MGL c.71 §57 and MDPH 105 CMR 200.500:

"The Body Mass Index (BMI) and corresponding percentile of each student in grades 1, 4, 7, and 10 (or, in the case of ungraded classrooms, by a student's 7th, 10th, 13th and 16th birthday) is calculated and reported directly to the Massachusetts Department of

Health using appropriate reporting tools as per their guidelines.

The Millbury Schools encourage collaboration between parents/guardians and the school in this effort. In the event your child has a special medical concern, please call the Health Office to share information.

Illness/Injury

Long Term Illnesses

Contact the Guidance Department regarding home instruction if your child is expected to be absent for longer than 14 consecutive school days due to an illness, injury or chronic health condition.

Policy for students with HIV/AIDS

HIV/ AIDS diagnoses are confidential. You are not required to disclose HIV infection or AIDS diagnosis. You may choose to inform the nurse confidentially of a diagnosis. Specific, informed written consent from the parents/guardian is necessary before further disclosure of his/her HIV/AIDS is allowed.

Orthopedic Injuries

If your child has an orthopedic injury requiring the use of crutches, braces, casts, slings, splints, etc., please have your child return to school with a note from their physician that clearly states the nature of the condition. Clearance to return to school, any restrictions and/or need for supportive devices, and clear time frames for any special accommodations must also be clearly stated. Physical education will be restricted until a physician's note stating no restrictions is submitted.

Immunization Policy

All Millbury students, including those transferring in, must meet the state requirements for necessary immunizations. Written proof from your physician that your child has met the age/grade appropriate requirements must be on file at school on or before the day the child enters. Throughout the year, the nurse will notify parents of students in need of immunizations. The Massachusetts Department of Public Health requires (105 CMR 220.000) the following immunizations:

- Grade K-6: 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella
- Grade 7-12: 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 1 TDAP, 2 Varicella

Failure to comply with this request will result in exclusion from school until all immunizations are documented, in accordance with state regulations. Reminders are sent out regularly from the nurse when a student needs updated immunizations.

Medication Administration

All public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: The Administration of Prescription Medications in Public and Private Schools.

- All medication, prescription and non-prescription (over the counter), requires a physician's written order (excluding OTC cough drops) and must be in the original container.
- All medication requires written consent from the parent/guardian. High School students receive notices yearly on the first day of school regarding administration consent of standing orders such as ibuprofen, acetaminophen, Tums, etc.
- All medication must be transported to and from the school by a parent or guardian and delivered directly to the school nurse or designee.

Medications are kept in a locked cabinet in the nurse's office and are only dispensed by the nurse. Any medications not claimed by the parents/guardians by the last day of school will be discarded. The school recognizes that some students require self-carrying and others self-administration of medication. The school nurse must receive written physician/NP and written parent/guardian approval prior to allowing self-medication or self-carrying. The school nurse will determine if this is safe and appropriate to allow.

Transportation by Ambulance

The Millbury School Department will call an ambulance if it is deemed necessary by the nurse. Trained emergency medical technicians and/or paramedics are responsible for all emergency care of the student upon their arrival at the scene and during transportation to the hospital. The school's responsibility ends when emergency care is transferred to the EMT/Paramedics. Millbury Public Schools is not financially responsible for medical treatment outside of school or for providing transportation or ambulance service for a child who is injured or becomes ill at school.

Suicide & Drug Abuse Help

*For youth between the ages of 10 and 24, suicide is the **SECOND** leading cause of death.*

Suicide Warning Signs:

- Talking (or joking) about wanting to die or kill oneself
- Looking for a way to kill oneself, such as searching online or buying a gun

- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Showing lack of interest in previously enjoyed activities
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Difficulty focusing
- Withdrawing from friends or feeling isolated
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings

National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

TEXT Crisis Teen Line- Text “CONNECT” to 741741 - www.crisistextline.org

Massachusetts Substance Abuse Information and Education Helpline

1-800-327-5050 or 1-617-445-1500 -www.helpline-online.com/

In School Resources: Please reach out to the school’s Mental Health team if you are looking for help...

- **MJSHS School Psychiatrist: Lauren Wilson: lwilson@millburyschools.org**
- **MJSHS Clinical Social Worker: Keri Vokes: kvokes@millburyschools.org**

Extracurricular Activities

Academic Guidelines

Extra-Curricular Activity

- A student will not be able to participate in any school activities on any particular day they are absent from school.
- Students who arrive late to school (after 10:00 a.m.) must see the Principal and present their reasons for being late in order to participate in said practice or game. Students must present their note upon arrival at school.
- Students, in order to continue to participate in any extracurricular activity, must receive 30 out of the possible 35 credits during the previous marking period.
- Eligibility for the next school year will be based on the student’s fourth quarter and final grades from the previous school year.
- Field trips should not be scheduled during the last week of any academic quarter.

Academic Eligibility (including but not limited to sports, clubs, band, chorus, etc.)

- Incomplete grades may not be counted toward eligibility.
- A student cannot count for eligibility any subject taken during the summer vacation unless that subject has previously been pursued and failed.
- Students receiving services under 603 CMR 28.00 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by their Principal provided that all other eligibility requirements are met.
- Ineligible students will not be able to practice with a team at any time and in order to participate on a team, a student must be academically eligible at the start of the season/activity.

Class Dues

Each class incurs expenses during the course of its years at Millbury High School. For this reason, classes must either perform certain fund-raising functions and/or students must pay class dues. Each member is obligated to do his or her fair share in the fundraising work and/or pay class dues as assessed. Students who do not pay their class dues may be refused an opportunity to participate in school activities including but not limited to school sponsored dances, homecoming events, Winter Carnival, Prom, Senior Semi, Senior Trip, etc. The senior class treasury for unpaid expenses will not subsidize seniors who do not pay their dues in full by the end of their senior year. This may limit participation in Senior Week activities.

Clubs and Activities

The following clubs may have meetings at times designated by the group:

- | | |
|--------------------------|--------------------------------|
| • National Honor Society | • Yearbook |
| • Peer Education | • Business Club |
| • Robotics Team | • Environmental Council (Club) |
| • Student Council | • Creative Writing Club |

- Math Team
- Best Buddies
- Gay Straight Alliance Club (GSA)
- Social Issues Club

- Reflector- School Newspaper
- Student Advisory Council
- Drama Club

*For eligibility guidelines, please see **Academic Guidelines** section.

Musical Activities

BAND – Includes the marching, stage, jazz, and dance band. The band participates at all home football games and town functions as well as presenting Holiday and Spring Concerts.

CHORUS – Auditions are open to all high school students. The chorus participates in the Blackstone Valley and Central District Music Educators Festival, as well as presenting Holiday and Spring Concerts.

National Honor Society

Students must achieve and maintain a cumulative scholastic average of 90 or the equivalent thereof. This average is cumulative beginning in grade 9. Students in grades 11 and 12 are eligible for membership. In addition to the scholarship requirements students must also meet requirements for service, leadership, and character.

Horace Mann Award

The Horace Mann Award is given to students who have averages of 90 or better for two consecutive years.

Senior Honor Group

The Senior Honor Group consists of those students who are members of the National Honor Society.

Student Advisory Council

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 school district.

Officers:

- There should be, at the minimum, a chairperson and a recorder/secretary for the student advisory council.
- Each student advisory council should have the power to establish, at its discretion, other officers as needed.
- The student advisory council members, not in a general election by the student body, should choose all officers.
- The responsibilities of the chairperson, or their designee should be able to:
- Attend every regular and special open school committee meeting. If unable to attend, it should be their responsibility to secure another student advisory council member to serve as their designee.
- Add items to the school committee's agenda after approval by the other student advisory council members. Said items should be added in accordance with the school committee's own procedures.
- Be the official representative of the student advisory council.
- Meet with the Superintendent and the Principal on a regular ongoing basis in order to inform them of the activities of the student advisory council and to gather suggestions and reactions.
- Establish and maintain liaisons with the advisor to the student government, faculty members, and appropriate outside organizations.

Additional information may be obtained from the building principal.

Student Council

The Student Council assumes the role of leading the Student Body towards establishing and maintaining school spirit. This council is composed of students elected by the student body. It meets with the advisor(s) to study school problems and mutual concerns.

Athletics Program

Millbury High School has a well-organized and diversified athletic program for all the boys and girls who are interested in participating in interscholastic programs. For more information on the program, consult the Athletic Department Handbook which may be obtained through the athletic website provided below or a print copy may be obtained through the office.

Academic Eligibility

- For a student-athlete to be eligible for participation in interscholastic athletics at Millbury Jr./Sr. High School they must receive 30 out of the possible 35 credits during the previous marking period.

- Eligibility for the fall season will be based on the student's fourth quarter and final grades from the previous school year.
- A student-athlete must earn 30 credits both for the school year and for the fourth term to gain eligibility for the fall season. Special care must be taken to ensure both quarter 4 and final grades adhere to this guideline.
- Only academically eligible student-athletes will be allowed to participate in any MIAA sponsored event for Millbury Jr./Sr. High School.
- If a student-athlete becomes ineligible during the season, e.g., grades come out in the middle of the season and he/she does not earn the appropriate amount of credits, the student-athlete is not allowed to participate in athletic competition until the next marking period.
- Subjects taken during the summer vacation may not be used for eligibility unless that subject has been previously pursued and failed during the previous marking period or academic year.
- If, in your opinion, there is any doubt concerning your eligibility, you should consult the Director of Athletics or the Principal of Millbury Jr./Sr. High School.

Athletic Code of Conduct

The following Millbury High School Athletic rules, regulations, and expectations of conduct are to be adhered to by all interscholastic team members:

1. Any athlete who, in the opinion of his/her coach, the Athletic Director, or the Principal, has acted in a way which violates the spirit of sportsmanship, teamwork, or the positive nature of competition may be suspended or dismissed from the team. This is not limited to on-field behavior.
2. Attendance is mandatory at both practices and games. The Head Coach must approve all absences from practices or contests in advance. Missing a practice because of a teacher or office detention is not an excused absence.
3. Family vacations are not excused absences and we ask that every effort be made by families not to schedule such vacations during school sports season. Students who miss practices or games for this purpose are not guaranteed playing time upon their return.
4. No athlete may participate in any way with their team on any day in which they are absent from school. Students absent from school on Friday may **not** participate on that day or during the weekend. Students absent on the day preceding a vacation may **not** participate on that day or on the vacation days.
5. Athletes who miss more than half of the school day, per the attendance policy, or who leave school grounds during the school day without permission, are considered absent. In order to participate in athletics a student must arrive at school prior to 10:00 and cannot be dismissed prior to 11:00. A student whose tardy is excused will be allowed to participate in athletics that day.

NOTE: Student-athletes are reminded that Millbury High School is an academic institution and that a full day of classes are expected of all students. If a student is habitually tardy, coaches and administrators may deem him or her ineligible, along with the inability to participate in athletics when an office detention for tardiness must be served.

6. Courtesy and obedience must be shown to all staff members and officials. ***Disrespect or a lack of sportsmanship will not be tolerated.*** Any such violations may result in disciplinary action at the discretion of the head coach.
7. All team members must go and return on the team bus for every athletic contest unless granted permission by the athletic department. In order for permission to be granted, a **signed** "Travel Release Form" must be presented *at least one day prior* to the scheduled event. The form must also indicate which parent/guardian is transporting the student athlete. No permission will be given without a parent signature.
8. Destruction or vandalism of personal, athletic, or school property will not be tolerated. Confirmed violation of this rule shall result in suspension or dismissal from the team, depending on the severity of the act.

9. Student-Athletes are responsible for all equipment or uniforms issued to them. Student-Athletes who lose or damage equipment will be required to pay replacement costs for comparable equipment. Future athletic participation may be disallowed until proper return of equipment is adhered to.

10. Student-Athletes are expected to represent their team and school in a positive and respectful manner when attending school-sponsored events as spectators. Any athlete whose actions as a spectator are deemed inappropriate may be subjected to a suspension or ultimate dismissal.

11. Hazing is illegal and will not be tolerated in any form. Please reference the Athletic Department Hazing Policy for intended consequences.

12. No student-athlete will be allowed to practice or play unless the athletic office has deemed the student academically and physically eligible. Academics will be checked through the guidance office while physical exams within the prior 13 months must be on file with the nurse for the student-athlete to be eligible for participation.

13. Student-Athletes will report all injuries to their coaches. If a player visits a doctor for an injury sustained through participation in Millbury High School Athletics, that athlete will not be allowed to resume participation without completing the MIAA Return to Action Form. For further information on return to play situations as well as concussions, please visit the athletic handbook.

14. Parents/guardians are responsible for picking up their children at the conclusion of games and practices. The supervisory responsibilities of team coaches within the town of Millbury conclude at the end of practices or games. For out-of-town competitions, the supervisory responsibilities of coaches conclude once the team has returned to MHS.

15. Millbury High School will adhere to the consequences of the MIAA Drug, Alcohol, and Tobacco use policy. Any MHS student athlete who, after investigation, is deemed to have been in possession of or has consumed drugs, alcohol, or tobacco will adhere to the consequences of the MIAA rule.

16. Millbury Memorial Jr/Sr High School has a memorandum of understanding with the Millbury Police Department. Therefore any student, after investigation, who is found to have been at a party and in the presence of drugs, alcohol, or tobacco will serve an athletic suspension as outlined in our Athletic Handbook. Students whom, after verification, were found to have left the party will not be subjected to such consequences.

*It is important for both students and parents/guardians to be aware of the dangers associated with posting photos on Internet websites such as Facebook, Instagram, Twitter, and other electronic social networks. *Several times in recent years MHS student-athletes have served athletic suspensions for photos which show students violating the substance abuse policy.* Students and parents/guardians need to be aware that these sites are only semi-private and can lead to serious problems if not maintained in a respectful manner.

17. The Head Coach may make suspension and/or dismissal decisions for infractions of the athletic code of conduct. Appeals may be made to the athletic director.

***For any further questions please direct your attention to the Millbury Athletic Handbook which is online through the Athletic Department's Web Page at www.millburyathletics.com

Concussions

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. Concussions can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice *one or more* of the symptoms listed below. It can also be you "don't feel right" soon after, a few days later, or even weeks after the injury.

- Headache or "pressure" in head

- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parent/guardian.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other healthcare professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself. Use the proper sports equipment including personal protective equipment. In order for equipment to protect you, it must be:

- The right equipment for the game, position, or activity.
- Worn correctly and the correct size and fit.
- Used every time you play or practice.
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you would like additional information regarding what is a concussion or how to prevent one, you may pick up a fact sheet in the main office.

Opioid Awareness

On March 14, 2016 Governor Charlie Baker signed landmark legislation into law to address the deadly opioid epidemic plaguing the Commonwealth. The bill is titled An Act relative to substance use, treatment, education and prevention. This new law includes multiple provisions including a 7-day limit on every opiate prescription for minors (with certain exceptions), a mandate for a verbal screen for substance use disorders in students and a requirement that information on opiate-use and misuse be disseminated to all students participating in an extracurricular athletic activity prior to their athletic season. This information can be found at the DPH sports concussion website (www.mass.gov/sportsconcussion) at:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>.

Here you will find information on substance use and misuse, where to get help for your child, resources and a link to the Dept. of Public Health Bureau of Substance Abuse Services.

Thank you for continuing to ensure the safety and health of all our student-athletes.

Further information can be obtained at <http://helpline-online.com/> and on our athletic website at www.millburyathletics.com under the Information tab click Documents.

Millbury Memorial Junior / Senior High School

Student Handbook

My child and I have read and reviewed the rules and regulations in the Millbury Memorial Junior/Senior High School Student Handbook for the 2020-2021 school year.

Student Name _____ Grade _____

CDS Teacher _____

Parent / Guardian Signature



Authorization to Photograph & Acceptable Use Policy

Student's Name: _____

Grade: _____

Please check the box(es) that apply, sign and return to CDS teacher.

VIDEO / PHOTOGRAPHS:

Any photographs or involvement in videos done by Millbury Junior Senior High School staff will be used only for educational purposes. Sometimes school events or students' accomplishments might be published in print or electronic media. Signing the video/photographs permission form allows the school to publish photographs / video. If you have concerns about your child's name or photograph appearing in the media, please contact the principal.

☐

YES - My child **has** my permission to have his/her picture taken for school and/or media use.

☐

NO - My child does **not** have my permission to have his/her picture taken for school and/or media use.

ACCEPTABLE USE POLICY (INTERNET USE):

At Millbury Junior Senior High School students use the internet and computers for educational purposes. They are supervised by staff when using the internet.

☐

YES - My child may use the internet for educational purposes under the supervision of staff.

☐

NO - My child may **not** use the internet for educational purposes under the supervision of staff.

If you do not want your child to use the internet for educational purposes, please contact the building principal in order to discuss your concerns.

Parent/Guardian Signature

Date

Millbury Public Schools School Calendar 2019-2020											
July	M	T	W	TH	F	January	M	T	W	TH	F
	1	2	3	I	5				NY	2	3
	8	9	10	11	12		6	7	8	9	10
	15	16	17	18	19		13	14	15	16	●1/2PD
	22	23	24	25	26		MLK	21	22	23	24
	29	30	31				27	28	29	30	31
August				1	2	February	3	4	5	6	7
	5	6	7	8	9		10	11	12	13	14
	12	13	14	15	16		Pres.	18	19	20	21
	19	20	NT	NT	23		24	25	26	27	28
	TP	PD	PD	①	30*						
September	L	3**	4	5	6	March	2	●1/2PD	4	5	6
	9	10	11	12	13		9	10	11	12	13
	16	17	18	19	20		16	17	18	19	20
	23	24	25	26	27		23	24	25	26	27
	30						30	31			
October		1	2	3	4	April			1	2	3
	7	8	9	●1/2PD	PD		6	7	8	9	10
	CL	15	16	17	18		13	14	15	16	17
	21	22	23	24	25		P	21	22	23	24
	28	29	30	31			27	28	29	30	
November					1	May					1
	4	PD	6	7	8		4	5	6	7	8
	V	12	13	14	15		11	12	13	14	15
	18	19	20	21	22		18	19	20	21	●1/2PD
	25	26	0	TD	TD		M	26	27	28	29
December	2	3	4#	5#	6	June	1	2	3	4	⑤
	9	10	11	12	13		8	9	10	11	12*
	16	17	18	19	20		15	LD	17	18	19
	23	24	25	26	27		22	23	24	25	26
	30	31					29	30			

LEGEND						
July 4	Independence Day	I		Dec. 23-31	Vacation	V
Aug. 21, 22	New Teacher Orientation	NT		Jan. 1	New Year's Day	NY
Aug. 26	Welcome/Teacher Prep Day	TP		Jan. 17	Half-day all schools – PD	*PD
Aug. 27	Professional Development Day	PD		Jan. 20	Martin Luther King's Day	MLK
Aug. 28	Professional Development Day	PD		Feb. 17	President's Day	Pres
Aug. 29	Students' First Day	①		Feb 18-21	Winter Vacation	V
Aug. 30	Kindergarten Starts	*		March 3	Half-day all schools PD	●PD
Sept. 2	Labor Day	L		April 20	Patriot's Day	P
Sept. 3	Preschool Starts	**		April 21-24	Spring Vacation	V
Oct. 10	Half-day all schools - PD	●PD		May 22	Half-day all schools	●PD
Oct. 11	Professional Development Day	PD		May 25	Memorial Day	M
Oct. 14	Columbus Day	CL		June 5	Class of 2020 Graduation	⑤
Nov. 5	Professional Development Day	PD		June 12	Kindergarten Last Day without snow days	*
Nov. 11	Veteran's Day	V		June 16	Last Day of School	LD
Nov. 27	Half-day all schools	0		June 17-23	5 days allotted for Inclement Weather	----
Nov. 28, 29	Thanksgiving Break	TD				
Dec. 4 & 5	Parent Conferences Shaw & Elmwood 1/2 day	#				
			Total 182 - Instructional Days			
			Total 187 – Professional Days			

School Committee Approved 2.13.2019