

# **Luther Burbank Middle School**

## **Student and Parent Handbook**

**2021-2022**



1 Hollywood Drive  
Lancaster, MA 01523  
(978)365-4558 (Office)  
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[Translation Assistance](#)

## **COVID-19 UPDATE FOR 2021-2022 SCHOOL YEAR**

**Due to the continuing impact of the Covid-19 pandemic, school protocols, procedures, offerings, and activities may be adjusted to meet safety guidelines. The physical and social-emotional safety of our school community remains our priority.**

**Protocols and procedures for safety and daily operations will be communicated with families prior to the start of the school year, and will replace the corresponding wording herein as appropriate.**

### **NOTICE OF NON-DISCRIMINATION**

The Luther Burbank Middle School is an equal opportunity educational institution. All students have equal access to educational opportunities and co-curricular activities. No one may discriminate against any other person because of their age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, or for any other reason.

Dear Families,

At Luther Burbank, we are committed to joining in partnership with the Lancaster community to achieve our school's mission of fostering life-long academic curiosity, love for learning, and compassionate and responsible citizenship. We value the partnership we share with our community, and we take great pride in our mission.

Our collective purpose is to build wisdom, knowledge, responsibility, and compassion by engaging the head, hands, and heart of all our students. We are extremely proud of our students who accept the challenges that our school offers in order to achieve on multiple fronts, academically, artistically, and athletically. Our school atmosphere is respectful, safe, welcoming and inclusive. Each day we aim to support and appreciate our differences for we know that is our individual differences that bring us together.

We hope that you will find this student and parent handbook helpful. In it, you will find important information about our school. Since both students and parents will be using this handbook, it is written with both groups in mind.

We hope that you will consult this handbook often so that you are familiar with our school's policies, rules, and other important information. Please be aware that revisions to district policies, referenced in this handbook, are conducted on an ongoing basis throughout the school year. As revisions to the Luther Burbank handbook are made on an annual basis, families should refer to the [district website](#) for all current policy language.

At the start of school, parents/guardians and students will be asked to sign and send back a form indicating that they have read and discussed the contents of the handbook as a family. We always value feedback and ask that you send along any feedback you may have about the content and format of the feedback as the year progresses.

Kind Regards,

Laura Friend  
Principal

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## **School Directory**

### **Luther Burbank Middle School**

<http://burbank.nrsd.net/>

Main office: (978) 365-4558

Fax: (978) 365-6882

Principal

Laura Friend                      ext. 1000

Assistant Principal

Steven Grant                      ext. 1003

Administrative Assistant

Judy Ursuliak                      ext. 1001

Nurse

Darlene Perkins                      ext. 1002                      Direct line: (978) 365-5629

School Counselor

Judy Karlin                      ext: 1041                      Direct line: (978) 368-3309

Social Worker

Emily Lavine                      ext. 1050

Special Education Team Chair

Michael Pease                      ext. 3053

Nashoba Regional School District Central Office                      (978) 779-0539

Mary Rowlandson Elementary School                      (978) 368-8482

Nashoba Regional High School, Bolton, MA                      (978) 779-2257

Florence Sawyer School, Bolton, MA                      (978) 779-2821

The Center School, Stow, MA                      (978) 897-5230

Hale Middle School, Stow, MA                      (978) 897-4788

## **Basic Information**

### **School Hours**

School hours are from 7:45 until 2:15. Students are considered tardy at 7:45. On early release days, students are dismissed at 11:30.

### **Student Drop-off and Pick-up**

Students should not arrive at school any earlier than 7:20 unless prior arrangements have been made with a teacher. Students being driven to school should be dropped off by the flagpole in the center of the parking lot. Students should enter the school via the crosswalk from the sidewalk adjacent to the flagpole. Under no circumstances should students be dropped off in the bus lane during arrival.

Parents/guardians who wish to pick up their child at dismissal should use the access road to the back of the school and will be directed by LBMS personnel.

Following the guidelines for drop-off and pick-up will ensure student safety. State law prevents any vehicle from passing a school bus when its lights are flashing, even if in a parking lot.

### **Walking/Biking Home**

Students will not be excused to walk or bike home or leave school grounds without written parent/guardian permission. Students with bicycles on campus must wear helmets and are responsible for their own locks. Students will not be allowed to ride their bike home without wearing a helmet. Students biking home must wait until buses have exited the parking lot. Skateboards and roller blades are not allowed.

### **Taking the Bus**

Bus routes are published on our website usually the week before school begins. The same expectations for behavior at school apply on the bus. Students should wait for the bus on the sidewalk or side of the road. When the bus pulls up, students should walk to the door after it is open and without any pushing. Students should NEVER approach the bus when it is still moving. Students should be seated at all times and nothing should be outside the window. Seatbelts have been added to the bus seats and should improve the security of the students while riding the bus. Parents/guardians are asked to practice fastening seat belts at home as the bus drivers are not able to buckle each child. All standards of proper behavior in school will be followed on the bus.



## **After School Expectations**

Students who stay at school after dismissal must be supervised. Teachers are often available for after school help with prior arrangements and there are many after school activities that can be taken advantage of on a daily basis. Students may not roam the school grounds or halls unattended. Appropriate behavior is expected after school at all times. Students who do not meet these expectations may not be allowed to remain after school for future events.

## **School Calendars**

Calendars are available on our school [website](#).

## **School Security**

All schools in the Nashoba Regional School District hold the safety of students in the utmost regard. Our schools have numerous security measures in place to ensure the safety of students, staff, and visitors in each building. All visitors must use our security system to enter the front door, sign in with the office, and be issued a visitor pass.

## **School Messenger**

School Messenger enables the staff to record, schedule, and send personalized email and voice messages to the Burbank community. If you do not receive messages, please contact the [office](#) to be added to the list.

## **School Cancellations**

Announcements of closings and delays will be communicated via SchoolMessenger, local tv and radio stations, and the NRSD website. **Please do not call the school or police department** to learn if school has been cancelled or has a delayed opening.

[Local tv and radio stations](#)

[NRSD Website](#)

For SchoolMessenger purposes, it is **critical** that emergency contact information is kept up to date. This includes cell phone numbers, home and work phone numbers, and email addresses.

## **Delayed Openings**

In the event of a 2 hour delayed opening, students should not be dropped off prior to 9:20 a.m.; in the event of a 1 hour delayed opening, students should not be dropped off prior to 8:20 a.m. Delayed openings provide additional travel time for both students and staff and ensure the safety of both.

## **Early Release in the Event of an Emergency**

In the event that school is canceled before the normal end of a school day, School Messenger will be used to notify parents/guardians. *In the event of an emergency closing, emergency contact information will be used.*

## **Parent Teacher Organization (PTO)**

The [Lancaster PTO](#) was organized in 1988 as a means to bring parents, teachers, and community together for a better overall education experience for the children of Lancaster. Since that time, there have been many changes, including when Lancaster joined the Nashoba Regional School District, but one thing that has not changed is the commitment by the town for the best education possible for its children.

## **School Lunch Program**

UPDATE for 2021-2022: The USDA has extended universal free meals through the 2021-2022 school year. As a result, school lunches will be offered at no charge to *all* students. More information about our free breakfast program will be provided upon the start of school.

School lunches are nutritious and offer a variety of choices for students. The cost of lunch is \$3.25 and includes one milk or juice (at time of printing). If students wish to purchase a second drink, the cost is \$.50 (at time of printing). A la carte options are also available for student purchase and range in price from \$.50 to \$2.00. Menus are posted [online](#) on a monthly basis.

Students have a pre-established five digit numerical code which will be typed in to access their accounts and pay for meals. Money may be added to individual accounts by:

- Using a credit card or check routing number by accessing the MySchoolBucks link on the district website. [Sign up here](#)
- Placing cash/checks in the secure lockbox located in the main office. Envelopes for this purpose are also available in the main office.

*Please allow 24/48 hours for deposits to be reflected in the student's account.*

## **Lost and found**

Lost and found boxes are kept in the gym and in the cafeteria. Students are encouraged to look in these areas for lost or missing items. Any unclaimed clothing or other items, will be donated to charity at the end of each month.

## **Attendance**

### **Residency**

Students must be living in Lancaster with a parent or legal guardian in order to attend Luther Burbank Middle School. Proof of Residency and Occupancy documentation will be required at time of registration. Students will not be registered until Proof of Residency and Occupancy are verified and on file. New residents must fill out a census form at the town clerk's office before a student may start school. [District residency policy](#).

### **Daily Attendance**

Students should be in school, on time, every day. Excessive absences and tardiness may result in disciplinary action.

The Nashoba Regional School District believes that excellence comes through participation, engagement, and commitment, and is integral to learning. The District believes that consecutive daily attendance is the best way to foster all of these to fulfill a student's fullest potential. The District is committed to helping students learn that taking part on a continual basis demonstrates commitment to self and others. This commitment further expands the student's ability to take full advantage of the educational opportunities offered.

Our attendance protocols are governed by Massachusetts General Laws (M.G.L.), specifically Chapters 76, Sections 1, 2, and 4 and the Nashoba Regional School District policies (JE and JE-R).

[NRSD Attendance Policies](#)

## **Reporting Absences**

**Attendance Reporting Email:** [lbmsattendance@nrsd.net](mailto:lbmsattendance@nrsd.net)

Parents/guardians should call 978-365-4558 or use the attendance email address [lbmsattendance@nrsd.net](mailto:lbmsattendance@nrsd.net) before 8:00 AM if their child will be absent or tardy. Please include the parent's name, the name of the child, and the reason for the absence. Parents can report planned absences (vacations, appointments) as well as daily notifications for illness/injury/etc., and this email will go to both the main office and the nurse's office.

If parents do not email about an absence, students will need to bring in a note to the main office to excuse the absence.

## **Excused Absences**

A parent or guardian may excuse a student's absence through a written note up to seven (7) full days or fourteen (14) half days within a six (6) month period. After this, the student's absence is only excused if a note on official stationery is provided for a bereavement, family or catastrophic event, observation of a legal holiday, illness or legal event for any of these to be excused. (Principals may accept any reasonable documentation if determined to be authentic.)

Family vacations and trips that are scheduled when school is in session are not considered valid reasons for absence. Parents or guardians taking their child out of school for a vacation will not have any such days excused. Students miss important instruction when absent. While teachers will allow students to make up missed assignments, tests, and quizzes, they will not be required to prepare work in advance for a vacation related absence. In addition, teachers are not required to re-teach or tutor students when they return from a vacation. Make-up work is the student's responsibility when they return to school.

The Massachusetts Department of Elementary and Secondary Education does not differentiate between excused and unexcused absences regarding time on learning and stresses the importance of being in school.

## **Unexcused Absences**

Any absences, or quantity of absences, determined to be unexcused may result in the inability of the student to participate in school-sponsored activities, including but not limited to field trips and overnight field trips.

## **Tardiness**

Students who are tardy beyond seven (7) times, regardless of how late, will be considered as having an unexcused absence one (1) day for each multiple of seven (7) times that they are tardy.

Teachers take attendance at 7:45 AM and students are expected to be in class at that time; otherwise, students are considered tardy and must stop at the office before proceeding to class. Excessive tardiness to school may result in disciplinary action. Students arriving after 11:00 AM on a full day or after 9:45 AM on an early release day are considered absent due to tardiness. Participation in any after school activity for students under these circumstances will be at the discretion of the school administration.

## **Dismissals**

Students dismissed, regardless of how early or close to the end of the day, beyond seven (7) times, will be considered as having an unexcused absence one (1) day for each multiple of seven (7) early dismissal times.

Dismissal before the end of school day should be for important matters only. The parent/guardian **must report** to the office and sign out his/her child. If parents know they will be picking up their children, they should send in a note stating what time they will be dismissed. Students who are dismissed before 11:00 AM on a full day, or before 9:45 AM on an early release day, are considered absent due to dismissal. Participation in any after school activity for students under these circumstances will be at the discretion of the school administration.

A student who becomes ill or injured may be dismissed only after assessment by the School Nurse. In this instance, parent permission will be required for dismissal and the student will only be released to the contacts named on the Student Health and Emergency form.

No child will be released to anyone but the parent/guardian or those listed on the emergency form on file in the nurse's office without a signed request from the

parent/guardian. Identification of the person who is picking up may be required if the person is unknown to the school. If we question a request for pick up, we will attempt to verify the note with a call to the home. If we cannot verify that the parent/guardian has given permission for a particular person to pick up his/her child, we will not release the child to that person.

## **Registration or Withdrawal**

New student registration and emergency forms are completed by parents/guardians online through our school's [website](#). Once the online registration is completed, parents/guardians must contact the school office to make an appointment for verification of documents (residency, birth certificate, health records, etc.) By law, no student can be admitted without a health record signed by the student's health care provider. This documentation provides evidence of state mandated immunizations. When new students register, our school office requests records from the previous school.

When a student withdraws to move to another school, parents/guardians must sign a release giving us permission to forward student records to the new school. Records cannot be hand-carried by the parents; the new school must request them. A photocopy of the child's immunization record can be made, if requested, to facilitate speedy enrollment in the student's new school.

## **Academic Standards and Student Progress**

### **Academic standards and expectations**

At the beginning of the year, teachers provide statements of their expectations for class work and homework. This information is also posted on individual teacher websites.

Parents having questions regarding homework, long term projects, grades, etc. should initially direct their concerns to the child's teacher. After speaking with teachers, if there are still concerns, the principal may be contacted for further guidance.

#### **Grades 6-8**

A+=97-100, A=93-96, A-=90-92

B+=87-89, B=83-86, B-=80-82

C+=77-79, C=73-76, C-=70-72

D+=67-69, D=63-66, D-=60-62

F=less than 60

## Homework

Homework is an integral component of our curricular programs. The purpose of homework assignments is to: develop responsibility and time-management skills, reinforce lessons or concepts taught in school, and extend classroom learning. It is expected that homework will be completed and handed in when assigned. Any consequence for not turning in homework will be at the teacher's discretion. At the beginning of the school year, each student will be provided with an agenda, a homework assignment notebook. Students are expected to record assignments in their agenda each day. Parents are encouraged to check their student's agenda on a daily basis as a means of support. Homework information can also be accessed through Google Classroom or our school's [website](#).

Academic assignments take priority over extracurricular activities.

## Report Cards and Parent-Teacher Conferences

Report cards are distributed electronically three times per year. Hard copies of report cards will be made available upon request. Conferences with parents and teachers are held twice a year (fall and spring.) The district uses an online booking program called ***pickAtime*** to schedule formal parent teacher conferences. Other conferences are held at parent or teacher request. Parents are encouraged to request a conference whenever there is a concern.

## PowerSchool and Parent Access

Our district uses a web-based student information management system called ***PowerSchool***. This application allows us to create our master and student schedules, as well as maintain attendance records and contact information for every student. The program also allows teachers to maintain an electronic grade book and to create report cards. One component of PowerSchool is ***Parent Access***. Using this online feature, parents are able to track their child's academic progress, attendance, and other important aspects of the educational program. PowerSchool also offers a cross-platform mobile app. In order to participate in this program, please contact Judy Ursuliak in our office at 978-365-4558 ext. 1001.

## **Honor Roll**

The honor roll is a means of recognizing outstanding academic achievement each trimester.

### **HONOR LEVEL**

**High Honors**

**90 and above in all core subjects**

**Honors**

**80 and above in all core subjects**

Any grade below an 80, including specialty subject grades, OR any incomplete on the report card makes a student ineligible for the honor roll. Core subjects include: ELA, Math, Science, Social Studies, and Spanish when applicable.

## **School Property and Materials**

Students are expected to keep all materials belonging to the school, including their school-issued Chromebook, in good condition. Students should keep books covered at all times. In the event of lost materials or non-repairable damage to school property, students will be expected to pay for a replacement or the damage.

The cost for a replacement agenda book is \$5.00.

Students and families participating in our 1:1 Chromebook initiative should refer to the [NRSD Procedures and Guidelines for Chromebook Use](#) related to specifics about Chromebook care and associated responsibilities.

At the beginning of the school year, each student will be assigned a locker. Lockers should be locked at all times and combinations should not be shared to ensure that a student's property is safe at all times.

Lockers are considered school property; therefore, school officials reserve the right to inspect and search lockers at any time.

## **Field Trips**

All field trips have a direct connection to the curriculum. Parents/guardians may be asked to assist with the cost of the field trip bus and admittance fees.



Because field trips are an extension of the classroom, students are expected to participate on these trips and act with proper decorum. Students who demonstrate inappropriate behavior may jeopardize their opportunity to participate in any field trip.

Any absences, or quantity of absences, determined to be unexcused may result in the inability of a student to participate in field trips and overnight field trips.

## **Extra-Curricular Activities**

Any school-sponsored, adult supervised activity held before or after school on a regular basis is considered to be an “extracurricular activity”. Various activities may be offered to students at different grade levels. To participate in extracurricular activities is to assume a responsibility to the team or club, and to the school. We expect our students to conduct themselves at all times in a manner which will bring credit to themselves, their team, and their school. **Academic assignments take priority over participation in extracurricular activities.**

In addition, students must meet the following criteria for participation in extracurricular activities:

- Students must meet the “Students in Good Standing” eligibility requirement, as applicable.
- Parental permission forms (when required) must be signed and returned prior to participation in each activity.
- Any student absent from school or tardy after 11:00 AM on the day of a practice, rehearsal, or contest may not participate or attend unless prior approval from the principal has been given.

Violation of expected conduct, or failure to meet the above criteria, may result in suspension from participation in the activity. The length and severity of the suspension will be left to the discretion of the coach/advisor/supervisor with the approval of the principal.

## **Clubs/Student Organizations**

Various activities may be offered to students at different grade levels. These offerings change slightly from year to year. Throughout the year, announcements of club and

student organizations will be made at school. Additionally, information may be found in the Burbank Bulletin.

## **Intramurals**

The purposes of intramural sports are to teach sportsmanship, individual and team skills, and provide in-house competition to students. The intramural program typically includes activities such as: flag football, basketball, volleyball, floor hockey, and badminton. Activities are open to any student who would like to participate, provided that he or she meets behavioral expectations, as applicable. Prior to participating, students must return a signed copy of the Parental Consent/Emergency Information form available at our school office.

All activities take place at the school and may be subject to a minimum number of participants in order to be offered.

## **Notice of Non-Discrimination**

The Nashoba Regional School District does not discriminate on the basis of race, color, gender, gender identity, religion, national origin, age, or disability in admission to, access to, treatment in, or employment in its programs or activities.

## **Interscholastic Sports**

Interscholastic sports offer competition against other middle school teams. Students in grades 6-8 are offered the opportunity to try out for the following interscholastic sports:

- Co-ed Cross Country Running (no cuts)
- Boys' Basketball
- Girls' Basketball
- Baseball
- Softball
- Track and Field (no cuts)

Our interscholastic sports adhere to the policies of the Massachusetts Interscholastic Athletic Association, as they apply to middle school athletics. Schedules and regulations come under the supervision of the NRSD Director of Athletics and Student Activities, as well as the principal.

Please see the NRSD Middle School Athletics Handbook (available late August 2021, please contact the school office for a copy) for specifics related to middle school

interscholastic guidelines, participation, eligibility, and physical examination requirements. Of note, student athletes must meet MIAA guidelines for attendance in order to be eligible for competition.

Violations of expected conduct as outlined in the discipline section of this handbook, and/or failure to meet the expectations outlined in the NRSD Middle School Athletics Handbook, may result in suspension from participation. The length and severity of the suspension will be left to the discretion of the coach/advisor with the approval of the principal.

### **User fees**

A user fee, amount determined by the NRSC, will be charged to those students participating in some extracurricular activities. However, no student will be denied participation due to an inability to pay user fees. Delayed payments and scholarships will be made available. Any parent or guardian having difficulties paying a user fee should contact the principal.

### **School Dances**

Faculty chaperoned dances are offered to 6th, 7th, and 8th students throughout the year. Dances are sponsored by the Luther Burbank Student Council. Students should arrive on time and remain in the cafeteria until they are picked up to go home.

To ensure that all students are able to enjoy the evening, certain guidelines have been established:

- Students cannot attend a dance, or social, if they are absent on the day of the dance/social.
- Only students currently attending Luther Burbank Middle School are allowed admittance.
- Any student arriving more than 15 minutes after the start of the dance/ social, must be checked-in by a parent/guardian.
- No student will be allowed to leave before the end of the dance/social without a parent/guardian pick-up. In this case, the parent/guardian must check-in with the chaperone(s) before he/she is able to take his/her child home.
- Dance/social privileges may be revoked by the principal, at his/her discretion, at any time.
- As with all school-sponsored events, the school dress code must be followed (see dress code section of handbook).

## **School Rules - The Rules We Live By**

At the Luther Burbank Middle School, we believe that kindness and respect should serve as guideposts for all of our actions. We work each day to foster and sustain an atmosphere which is safe, welcoming, and wholly inclusive. To this end, we have established common expectations for behavior to support our school community which work to resolution whenever possible. These expectations are rigorously upheld every day.

### **Our Common Expectations: What We Do and Who We Are**

- We are truthful - always.
- We are respectful to all staff members and fellow students.
- We behave with proper decorum at all times in school, on school grounds, and on the bus.
- We behave in a way so as not to jeopardize the health or safety of fellow students and staff, and we report any actions that could jeopardize this safety.
- We honor all reasonable requests made to us.
- We follow all classroom and team rules.
- We do our own, authentic work on assessments and assignments.
- We refrain from chewing gum on school property and on the bus.
- We use inclusive language.
- We exhibit appropriate displays of kindness and refrain from public displays of affection.
- We adhere to all electronic device guidelines.
- We never use “put downs” for any reason, including written or oral words, gestures, or facial expressions towards anyone - at any time. This includes online communications and social media.
- We abstain from hazing in any form. ([M.G.L. c. 269, sections 17-19](#))

### **Behavior**

A student is responsible for behaving appropriately and responsibly, and for following all school and classroom rules while in school, on school grounds, on a school bus, at a bus stop, and at school-sponsored activities. All behavior consequences are issued irrespective of race, sex, color, religion, gender identity national origin, sexual orientation, disability or homelessness.

## Discipline

The role of discipline is to not only ensure the safety of all members of our community, it is also to assist students in self-reflection and self-discipline. Our ultimate goal is to support students as they grow in their awareness of the impact their behavior has on others.

When a behavior choice is made that necessitates disciplinary action, the Luther Burbank Middle School administration will investigate and make a determination of the level of the violation. Logical consequences will be assigned at the discretion of the administration and in alignment with district discipline policies and state and federal laws, including [M.G.L. c.71 section 37H](#).

## Suspensions

Students may receive a suspension for offenses considered serious and for repeated less serious offenses as determined by the principal.

Examples of **serious offenses** may include, but are not limited to:

- Repeated misbehavior
- Sexual harassment
- Cheating/plagiarism
- Damaging property
- Fighting (real or “just fooling”)
- Swearing
- Inappropriate writing or language
- Stealing
- Bullying/Cyberbullying
- Pulling a false fire alarm
- Assaulting a staff member
- Gross disrespect
- Violation of civil rights
- Habitual harassment of students and staff
- Possession of a potentially dangerous object
- Possession of drugs, tobacco related/ drug products and related paraphernalia
- Violations of the law

When a suspension is given, a parent will be contacted and a written explanation will be provided as to the reason(s) for the suspension. Students will always be given due process.

## **Illegal or Banned Items**

The following items are not allowed in school: knives, sharp objects, firearms, firecrackers or other explosives, lighters, matches, BB guns, pellet guns, paintball guns, caps, or any other object that could be considered a weapon. Toy knives, toy guns, or water guns are not allowed.

## **Due Process**

All students in publicly funded settings are entitled to due process prior to being excluded from school. Prior to imposing disciplinary sanction that will result in a student's suspension for ten (10) consecutive days or less, the principal, or designee, must provide the student with an informal hearing. This means that the student must be provided with notice of the charges and opportunity to respond. Written notice of disciplinary action **will be provided** following the informal hearing.

Suspension or long term suspension requires the principal to conduct a formal evidentiary hearing of which the parents are provided with prior written notice. Educational services must be provided to the student during this period of suspension to be decided by the principal.

### [District Policies Related to Discipline and Due Process](#)

## **Bus Behavior**

The same expectations for behavior at school apply on the bus. Misbehavior will result in a warning; a second misbehavior may result in suspension from the bus. Any student who receives a bus warning or suspension from the bus driver may also receive a detention from the office. Bus violations will be issued to students who do not follow these expectations for behavior. Any student receiving a violation must have it signed by a parent/guardian and return the signed form to the school the next day. Serious misbehaviors may result in permanent suspension from the bus. Parents or guardians are responsible for transportation during bus suspensions.

Students are not allowed to change their bus assignments or bus stop for the purpose of visiting friends or relatives. Students may be granted special permission by the principal to temporarily change their bus or bus stop under unique circumstances. Parents should contact the principal to discuss such situations.

## **Cell Phones, Electronics, Chromebooks**

Students are permitted to use cell phones before or after school hours. ***All cell phones must be turned off and stored in the student's locker during the school day.*** Students who violate the cell phone policy will have their phone confiscated and returned at the end of the day. For repeated violations parents may be notified and asked to pick up the phone. The office phone may be used by students in emergency situations.

Entertainment devices or toys may not be used in school. This includes any kind of electronic personal device, video game, etc.

Exceptions may be made if these devices are deemed to be an integral part of an academic project or presentation, or for other circumstances determined on an individual basis.

Chromebooks issued by the Luther Burbank Middle School must be used appropriately and in keeping with the Acceptable Use Policy.

***\*Under no circumstance is the school responsible for lost or stolen items\****

## **Dress Code**

It is commonly accepted that student behavior and the school environment are strongly influenced by the dress and appearance of students. Students should maintain a clean and neat appearance, and their clothing should be in good taste at all times. Our goal is to foster an environment free from distraction, so that attention may be solely focused on the learning at hand.

The following list of inappropriate attire includes, but is not limited to, the following:

- Any article of clothing that does not cover or reveals undergarments
- Clothes that reveal the midriff, buttock, or large portions of the back
- Tops that are low cut and/or with straps less than 1 1/2 inches in width
- Articles which display drug, alcohol, tobacco logos, or weapons and/or depicts the use of same
- Articles which display racial, religious, or gender slurs
- Any shoe, boot, sneaker etc. with wheels or roller blades, any spiked heels or heel height exceeding 3 inches
- Words, drawings, or symbols disruptive to the educational process or school activities are not permitted on any article of clothing, bags, back-packs, etc.

- Hats may be worn at the discretion of the principal. Footwear must be worn at all times.
- Proper footwear is required by law.

Please note: Any item of clothing that is deemed disruptive to the activities of the school will be considered to be inappropriate. Parents may be requested to bring a change of clothes for a student who is inappropriately dressed.

Repeated violations will result in appropriate disciplinary action being taken for those who do not follow the dress code policy as interpreted by the school principal.

## **Cheating/Plagiarism**

Cheating and plagiarism, in any form, is not acceptable and will not be tolerated. It is our school-wide expectation that all work that is submitted will be a student's own, authentic work. Students should ask for help when help is needed. Students should never copy or submit another individual's work as their own. In like fashion, a student should never share or allow his/her work to be copied by a peer, as this would violate the expectation of work authenticity.

Any student who cheats or commits plagiarism, and/or any student who is involved in cheating or plagiarism (e.g., providing another student with his/her work or allowing another student to copy his/her work) shall be subject to disciplinary action, including, but not limited to, receiving a zero grade on the assignment, office detentions, and/or suspension from school. Teachers shall notify administration of any suspected inclination of cheating/plagiarism, and the student's counselor and parents will be notified. In addition to imposing disciplinary sanctions, incidents of cheating/plagiarism will be documented into the administrative disciplinary database. Students who have been found guilty of some form of cheating may potentially forfeit entry into or be removed from extracurricular activities.



## **Health and Safety**

### **School Nurse**

The school nurse is available during school hours to care for students who may become ill or injured while at school. The nurse's phone number is 978-365-5629 or 978-365-4558 ext. 1002.

### **Nashoba Regional School District Health and Wellness Policy**

It is the policy of the Nashoba Regional School District to promote actions that create a healthy and safe environment for all students, faculty, staff and citizens. The school district is committed to taking the necessary precautions that will enable all users of our schools to learn, teach, and visit in our schools.

It is our goal to promote the students' physical, emotional, and social well-being through a coordinated school health program. This includes providing a healthy environment, school nurse services, nutritious school meals, health education and opportunities for physical activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as developmentally appropriate.

Furthermore, it is our expectation that specific actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the School Committee that the guidelines reflect student development as children advance from the primary grades through secondary school.

### **When to Keep Your Child Home from School**

- If your child is unable to participate fully in school activities because of illness
- When your child has a contagious condition or a rash with an unknown cause
- When your child has had a fever of 100°F or more within the last 24 hours when not taking fever-reducing medications
- If your child has had vomiting or diarrhea within the last 24 hours or is unable to eat normally
- If your child has been diagnosed with strep throat and has not been taking antibiotic medication or at least 24 hours

- If your child requires medication for fever or ongoing pain relief
- If your child has red/pink eyes with drainage
- If your child has chicken pox, he or she must stay home until all lesions have scabbed over
- If your child has active head lice he or she must be treated and be seen by the school nurse prior to returning to school

**Please contact the school nurse when:**

- Your child's health status has changed
- Your child has had a recent serious illness, injury, surgery or hospitalization
- Your child has been diagnosed with a contagious condition such as: strep throat, chicken pox, whooping cough, head lice, scabies, flu, Cocksackie virus
- Your child will be late to school or absent
- Your child cannot participate fully in Physical Education or recess
- There are family changes or other concerns that may affect your child in school

## **Immunizations**

The Commonwealth of Massachusetts specifies minimum immunization requirements for enrollment in school which are in accordance with CDC recommendations. These regulations (105 CMR 200.000) are revised periodically to incorporate any changes or updates in the requirements. The law and regulations provide for exclusion of students from school if immunizations are not up to date. In accordance with this, Nashoba Regional School District has established a policy ([JLCB](#)) that restricts students from starting school as a new or transfer student, unless the school has received a copy of the student's immunizations record and all of the requirements are met. Information on the requirements is available from the school nurse or from your child's primary care physician.

The state regulations do permit for [medical or religious exemptions](#) for vaccine administration (MGL c. 76 §§15, 15C, 15D; 105 CMR 220)

It is important to note, in situations when one or more cases of a vaccine-preventable or any other communicable disease are present in a school, all students whose immunizations are not up-to-date, including those with medical or religious exemptions, are subject to exclusion as described in the Reportable Diseases and Isolation and Quarantine Requirements (105 CMR 300.000).

## **Physical Examination**

All students must receive a general physical examination from their Primary Care Physician upon entering preschool and/or kindergarten, and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be provided to the school nurse for the student's school health record.

Every student seeking to participate in competitive sports on a school athletic team must have a current physical examination (within the previous 13 months) on file in the student's health record prior to any tryouts, practices, or contests. This is required by M.G.L. c.71, s.57, and 105 CMR 200.00, as well as the Massachusetts Interscholastic Athletic Association (MIAA). In accordance with MIAA guidelines, no extensions or waivers for physical exams will be accepted.

## **Medication Administration**

Prescription medications may not be accepted or administered by the School Nurse unless it is accompanied by a physician's order and permission from a parent/guardian. Prescription medications are to be kept in the original pharmacy container with the following label: student name and prescribing doctor, date prescribed, medication time and method of administration. The School Nurse is allowed to give over-the-counter medications including Acetaminophen (Tylenol), Ibuprofen (Motrin), Tums and Benadryl with parent permission as the District's School Physician has written a standing order for these medications. Any other over-the-counter medications that a child needs to receive during the school day, must be accompanied by an order from the physician, be in the original packaging and delivered to the school nurse by the parent.

Self-Administration is limited to inhalers, epi-pens, enzymes and diabetes monitoring and supplies ONLY and will be determined on an individual basis by the school nurse after written orders are obtained. Students may not transport or store any medications with the exception of the above named medications with permission. Refer to Medication Administration Policy.

## **Health Screenings**

Health screenings: including vision, hearing, postural, growth, and SBIRT (Screening, Brief Intervention and Referral for Treatment) screening will be done for students based on M.G. L. Chapter 71, Section 57 and 105 CMR 200.00. Parents/guardians will be notified if screening procedures identify possible problems and referred to their own

physician or specialist for follow-up evaluation and treatment. Parents have the right to opt out their child from any screening by contacting the school nurse in writing.

### **Food and Instruction**

The following protocols regarding food and instruction are being highlighted from the Health and Wellness Policy for your information:

- When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate.
- Teachers may plan celebrations in which food is consumed; however, each student is responsible for bringing his/her own food to the event. If held in the classroom, teachers are responsible for ensuring tables and chairs are cleaned and that students wash their hands. Such events must be communicated in advance to all parents, administration and school nurse.

### **Handicapped Accessibility**

Each building in the district is handicap accessible. Gender neutral and handicap accessible bathrooms are available in the Health Office of each school.

***For additional information on Nashoba Regional School District Health Services, please refer to the [website](#).***

### **Department of Social Services or District Court Probation Office**

If a staff person has reason to suspect any kind of physical, mental, or sexual abuse of a child, by law they must report this to the Department of Social Services (DSS). All educators are “mandated reporters” who must file a 51A report if abuse or neglect is suspected. DSS personnel will determine if there is reason to proceed with an investigation and will notify the parents/guardians to set up interviews. The school is not obligated to report to the parents/guardians that they have filed a 51A. If the suspected abuser is not the parent or guardian, however, the school may notify them of the filing.

Either parents or school personnel can file a CRA (Child Requiring Assistance) with the district court if a child is often truant, disruptive, or non-compliant. The court will appoint a probation officer to set up conditions for the child’s behavior at home and school and will schedule regular meetings with parents and school personnel to monitor progress.

## **Safety Rules and Procedures Agreement**

The district's Science and Technology Task Force has made many recommendations to ensure that all laboratory work is done in a safe manner helping to ensure a positive learning experience for students. Parents and students will be asked to sign off that they have read the Safety Rules and Procedures Agreement developed by this group at the beginning of each school year.

## **Title I Parental Involvement Policy**

The Luther Burbank Middle School Title I Program will strive to enhance and encourage parental involvement by accomplishing the following:

An annual meeting for parents/guardians will take place to describe the Title I Programs. These meetings may include:

- a. Introduction of staff members and a description of their roles
- b. A description of Title I and how it is funded
- c. An explanation of the referral process used
- d. Testing instruments used
- e. An explanation of the Parent/School Compact
- f. A question and answer period
- g. An introduction and review of the Parental Involvement Policy
- h. An explanation of any assessment results

Other parent/guardian rights include the following:

- a. A description and explanation of the curriculum frameworks used and the levels students are expected to achieve
- b. Opportunities for regular meetings related to the education of their children
- c. Timely responses to suggestions made by parents, staff, and community members
- d. Information on the rights of parents to request information regarding the qualifications of their child's teachers

Title I will provide parent training sessions during the school year that will inform parents about how best to help their children to succeed in school. A flexible number of meetings and activities will be offered to parents to formulate suggestions, share experiences with other parents, and participate, as appropriate, in decisions relating to the education of their children.

Parents will be provided with up-to-date information from sources such as the Massachusetts Title I Dissemination Project and the Department of Education, which will inform and instruct them regarding ways they can help their children achieve and succeed in school. This information will be provided in an easy to understand format, and will be provided in other languages when requested.

A Title I Representative will be a member of each building's School Council. The Title I Coordinator will coordinate the parental involvement activities of Title I with other programs in the school, where appropriate.

When a child qualifies for Title I services, a Parent/School Compact will be sent to the parents of each child. This compact describes the commitment and partnership between school and home, and how they can work together to help the child to succeed.

Parents will be involved in formulating and participating in an annual evaluation of content and effectiveness of the parent involvement policy. This policy will be distributed through one of the following methods: sending the policy home with students and having parents acknowledge receipt; giving policy to teachers for distribution at parent teacher conferences; distributing the policy at school registration and/or providing copies of the policy to the parent-teacher organization.

## **Special Education**

The Director of Pupil Personnel Services, whose responsibilities include directing the special education office, is available at the central office at 978-779-0539, ext. 3014. You may also click [here](#) for the department.

If you have concerns about your child's learning needs, please contact your child's teacher. It is important that you share any concerns you have about your child's needs.

## **Referrals, Individual Educational Plans and 504 Plans**

Parents are part of the team that develops their child's Individual Education Plan (IEP) when they attend a special education team meeting. Parents may be involved in the development of a 504 Plan.

Any student may be referred for a special needs evaluation by either parents or teachers. If a parent wants to request a special needs evaluation, they must send a letter to the Special Education office requesting an evaluation. Referrals are made regardless of race, sex, color, religion, national origin, sexual orientation, gender, gender identity, disability or homelessness.

## **Pre-referral**

If a student appears to have some difficulty with schoolwork, the grade level team will meet with a “STAT – Student Teacher Assistance Team” under a state-mandated pre-referral process to see what alternate approaches can be used to help the student learn more easily. If the child continues to have difficulty after the alternate approaches have been used, a referral for a special needs evaluation may be created, or a 504 Plan may be developed.

## **Inclusion**

The Luther Burbank Middle School is committed to inclusion, the practice of providing support to students with special needs within the general education classroom.

## **Student Records**

### **Types and Locations**

The school must provide, upon request, a complete list of the types and locations of education records collected, maintained, or used by the school district. In Lancaster, each student has a cumulative record maintained at Luther Burbank Middle School which may contain: a log (for use in monitoring access of any part of the record); report cards from Luther Burbank Middle School; academic and medical information forwarded from previous schools; standardized test scores; a registration form; an emergency information; records of formal disciplinary action.

- Health records are maintained in the nurse’s office
- Complete (official) Special Education records are maintained at the central office.

## **Right to Review**

Parents or guardians are permitted to review education records that have been collected and maintained by the school district, which pertain to their children. Such review is granted within two consecutive days of the request, unless the parent and school personnel agree upon a longer period of time.

## **Requests for Access**

Requests for access to the regular education records maintained in the school building are made to the principal or guidance counselor. Requests for access to the complete special education records, maintained at the central office, are made to the Director of Pupil Personnel Services or the building Special Education Chairperson. Advanced notice is expected.

Parents may also request that the records be interpreted for them, that copies be made of material within a record, and that a representative of the parent reviews and inspects the record. In the latter case, written release of the record to the representative is to be provided by the parent. Forms are available in the office.

The school district will inform parents and students when information collected, maintained or used by the district is no longer needed for the purpose of providing educational services and is to be destroyed.

## **Deleting or Adding Information**

A parent or guardian may request of the principal that information be deleted from the student record. The principal is to respond to a request within a week of receipt. A parent or guardian may add information, comments, data or other relevant material to the student record.

## **Rights Apply at Age 14**

According to State regulations, rights regarding records apply to students upon their reaching 14 years of age. Once the student is 14, both the student and/or parent may alone exercise these rights. The student may not limit the parents' right to inspect the student record.



## **Copies of Regulations**

If you would like to obtain a copy of the student record regulations, you may contact the Massachusetts Department of Education.

## **Limited English Proficient Student/Parent Assistance**

### **English**

Students or families who need translation assistance or orientation in a language other than English may contact the district ELL teacher/coordinator at (978) 779-0539.

### **Spanish**

Los estudiantes o familias de habla hispana que desean ayuda en traducción u orientación en un idioma diferente del inglés pueden contactarse con la maestra/coordinadora de Inglés como un Segundo Idioma (ELL) at (978) 779-0539.

### **Portuguese**

Os estudantes ou famílias quem fala Português que precisa de assistência com tradução ou orientação pode comunicar com a professora/cordenadora de Inglês como Segundo Idioma (ELL) at (978) 779-0539.

# **INTERNET POLICY**

## **USE OF NETWORKED INFORMATION RESOURCES**

The Nashoba Regional School District recognizes the value and importance of network information sources and related technologies for a well-rounded education. The District supports access of students and staff within appropriate bounds.

The District makes telecommunications, electronic information sources, and networked services available for the enhancement of learning and teaching within various curricula. The District expects the staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources.

The District realizes the positive and constructive use of these resources; it also recognizes the potential for possible misuse. Therefore, individual users must take full responsibility for their own actions. All users shall assume full liability, legal, financial or otherwise, for their actions. The District reserves the right to access, audit, and review usage. Use shall be governed by administrative regulations, procedures, user guidelines and user agreements. Information stored or transmitted on NRSD computer systems is the property of NRSD and may be reviewed by the District at any time.

In order to comply with the Children's Internet Protection Act (CIPA), this document will serve as Nashoba Regional School District's Internet Safety Policy. Nashoba Regional School District has a content filter in place that blocks and filters Internet sites that are obscene, contain pornography, or contain any material deemed to be inappropriate or harmful to minors as defined by CIPA [Pub.L.No.106-554 and 47 USC 254(h)].

Nashoba Regional School District includes in its curriculum Internet safety. The curriculum includes teaching students about appropriate and safe online behavior, including intellectual property, personal safety, and cyber-bullying awareness and response. To the extent practical, staff supervises and monitors appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The district takes cyber-bullying seriously and appropriate action will be taken to protect students and staff from any form of cyber-bullying. Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;

- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Ethical participation in academic interactive web resources and electronic forms of communication is expected of all students and staff. Any text, voice or image that is considered inappropriate in the classroom is also inappropriate in all uses of interactive web resources and any electronic communications. This includes, but is not limited to, profanity, racist, sexist or other threatening or discriminatory remarks. Students should promptly inform a staff member if any messages received or material reviewed is inappropriate.

All personal or school-owned technology and electronic devices shall be monitored. All technology and electronic devices should be used primarily for academic purposes during official school hours. Use of the network, technology and electronic devices shall be permitted only upon submission of signed agreement forms by both parents/guardians and students. Some networks may require an additional agreement by users; i.e. outlining standards for behavior and communication. User accounts shall be limited, suspended, or revoked if these resources are misused.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
5. Trespassing in others' electronic files or plagiarizing others' work as their own
6. Violating copyright laws
7. Revealing identifying information such as first and last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs, unless approved by a teacher for the purpose of meeting course requirements.
8. Unauthorized disclosure, use, and dissemination of person identification information regarding minors
9. Sharing a password or using others' accounts and passwords
10. Intentionally wasting limited resources (i.e. excessive printing, downloading or online streaming)
11. Employing the network for commercial or other non-academic purpose
12. Damaging computers, computer systems or computer networks

Publication of information shall be in accordance with the Nashoba Regional School District Publication of Personal Information Policy.

Ref: E-Rate Primer Central, 2009  
 Children's Internet Protection Act (CIPA)  
 M.G.L.; Chapter 71, Section 370

**CONTRACT FOR USE OF THE INTERNET THROUGH SCHOOL RESOURCES**  
**GRADES 6 - 12**

I, \_\_\_\_\_, accept and agree to abide by the following rules:

I agree to abide by all rules which are listed in the Nashoba Regional School District's guidelines for acceptable use.

1. I realize that the primary purpose of the Nashoba Regional School District Internet connection is educational, and that as such, educational purposes shall take precedence over others.
2. I realize that the use of the Internet is a privilege and not a right. I accept that inappropriate behavior may lead to penalties.
3. I agree not to participate in the transfer of inappropriate or illegal materials through the Nashoba Regional School District Internet connection.
4. I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
5. I realize that the Nashoba Regional School District reserves the right to examine all data stored on all District machines to ensure all users are in compliance with District regulations.

Nashoba Regional School District makes no warranties (expressed or implied) with respect to the service it is providing. Nashoba Regional School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Networked Information Resources is at your own risk. Nashoba Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

First Reading: May 27, 1999

Adopted: June 10, 1999

Revision: June 20, 2002

Revision: April 17, 2003

Revision: September 9, 2010

## **Science and Technology**

### **Safety Rules and Procedures Agreement**

To ensure that all classrooms are safe, positive learning experiences, students and parents should read, discuss, and sign this safety rules and procedures agreement. The student, parent and school should each keep a signed copy.

1. Make sure your work area is organized, clean and free of clutter.
2. Perform all work (experiments, procedures, projects) as directed. Do not do anything which is not part of an approved procedure. Follow all instructions given by your teacher or adult supervisor.
3. Never work without adult supervision.
4. Be properly prepared. Read the written procedures in advance and understand what you are going to do. Know the hazards before you proceed.
5. Wear appropriate protective equipment when instructed to do so.
6. Learn the locations of emergency equipment. Know what to do in case of emergency.
7. Act in a responsible manner at all times. No horseplay or fooling around should occur in the classroom/lab areas. No throwing of any objects.
8. Wear appropriate shoes which cover the entire foot during lab times. No sandals or flip flops. Clothing and jewelry should not be loose or floppy.
9. Tie back long hair.
10. Never taste anything. Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand
11. Turn off equipment and heat source when you are not using it. Never leave it unattended.
12. Read all labels very carefully. Read them 3 times: when you pick it up; just before using it; and after you are finished.
13. Eating, drinking or chewing gum in work areas is forbidden.
14. Report all accidents, injuries, and close calls to your teacher/adult supervisor immediately. Avoid contact with another person's blood.
15. Dispose of materials as instructed.
16. Never return unused materials to the original container. Be careful to take only what you actually need. Do not contaminate originals.
17. Clean up all spills immediately. This includes water.
18. If an experiment deals with something to which you are allergic, consult with your teacher or adult supervisor.
19. Treat all materials with the respect they deserve. Know the hazards before you handle the material.
20. Never take chemicals, supplies, or equipment out of the laboratory without the knowledge and consent of the teacher/adult supervisor.
21. Clean your work area and put away all equipment and materials as instructed.
22. Wash your hands with soap at the end of each work session.

## **Signature Page**

**\*Your electronic signature on the New Student or Returning Student Registration form on InfoSnap indicates your agreement to the following:**

- ☐ I have read and understand the rules and regulations of the Luther Burbank Middle School Handbook.
- ☐ I have read, understand, and agree to abide by the rules and regulations of the [Use of Networked Information Resources](#).
- ☐ I have read, understand, and agree to the guidelines outlined in the [Contract for Use of the Internet through School Resources: Grades 6-12](#).
- ☐ I have read, understand, and agree to the guidelines outlined in the [1:1 Chromebook Agreement](#).
- ☐ I have read, understand, and agree to abide by the guidelines outlined in the [Science and Technology Safety Rules and Procedures Agreement](#).
- ☐ I understand the Harassment section including teasing, bullying, and harassment. [Positive Climate/Bullying Prevention and Intervention Policy](#).

***Failure to sign the electronic form on InfoSnap does not supersede the authority of the Luther Burbank Middle School Student Handbook.***

## **Appendix**

### **District Policies (full listing)**

- [Student Discipline Policy](#)
- [Positive Climate/Bullying Prevention and Intervention Policy](#)
- [Hazing Policy](#)
- [Alcohol, Tobacco, and Drug Abuse Policy](#)

### **Notice of Non Discrimination**

#### **Part I:**

It is the goal of the District to promote schools and workplaces that are free of unlawful discrimination and harassment of any type, that is based upon a characteristic protected by law, such as gender, gender identity, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). NRSD will not tolerate harassing conduct that affects employment conditions or that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive environment.

All students, regardless of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District.

#### **Part II: Promotional, Recruitment, and Employment Practices:**

Employers recruiting at the high school or any other school are required to sign a statement verifying that they do not discriminate in their hiring or their employment practices.

#### **Part III: Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaint Procedural Requirements Title VI, Title IX, Section 504, ADA (Students, Applicants, Employees)**

##### **I. Definitions**

A. Discrimination Complaint - A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, gender, gender identity or disability.

B. Student Grievant - A student of the Nashoba Regional School District who submits a complaint alleging discrimination based on race, color, national origin, gender, gender identity or disability.

C. Employee Grievant - An employee of the Nashoba Regional School District who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, gender identity, age, disability, or veteran status.

D. Applicant Grievant (under ADA) - An applicant for employment of the Nashoba Regional School District or applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, gender identity, age, disability or veteran status.

E. Title VI (if applicable), Title IX, Section 504, and ADA Coordinator - The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The compliance coordinator is responsible for processing complaints and services as moderator and recorder during hearings.

F. Respondent - The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

G. Day - Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## II. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Compliance Coordinator and reasonable effort should be made to resolve the problem or complaint.

## III. Filing and Processing Discrimination Complaints

A. Grievant submits written complaint to compliance coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the school office

B. Compliance Coordinator notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of student's, employee's, or applicant's requested action; or
3. Outline alternatives.

C. Respondent submits answer within 10 days to Compliance Coordinator.

D. Within 10 days after receiving respondent's answer, the Compliance Coordinator refers the written complaint and respondent's answer to the Principal. The Compliance Coordinator also schedules a hearing with the grievant, the respondent, and the Principal.

E. The Compliance Coordinator conducts the hearing.

F. The Compliance Coordinator issues within 10 days after the hearing a written decision to the student, employee, or applicant, and the compliance coordinator.

G. If the grievant or respondent is not satisfied with the decision, they must notify the Compliance Coordinator within 10 days and request a hearing with the superintendent.

H. Compliance Coordinator schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.

I. The Superintendent conducts a hearing.



- J. The Superintendent issues a decision within 10 days following the hearing.
- K. If the grievant or respondent is not satisfied with the decision, he or she must notify the Compliance Coordinator within 10 days and request a hearing.
- L. Compliance Coordinator notifies the Principal within 10 days after receiving request. Compliance coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the Compliance Coordinator.
- M. The Compliance Coordinator conducts hearing.
- N. The Compliance Coordinator issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

#### IV. General Provisions

- A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to regulations: The Nashoba Regional School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, gender identity, age, qualified disability, or veteran status upon request.
- C. Confidentiality of records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.