
Hawthorne Brook Middle School

Student Handbook 2017/2018

64 Brookline Rd.
Townsend, MA 01469

Telephone: (978) 597-6914
Fax: (978) 597-0354
Absent Line: (978) 597-5261
Email: HBadm@nmrsd.org
Web: <http://hbms.nmrsd.org>

Should you need this information translated, please contact the principal of your child's school.

En caso de necesitar esta información traducida, por favor comuníquese con el director de la escuela de su hijo.

如果您需要翻譯此資訊, 請與您孩子的校長聯繫

Rúguǒ nín xūyào zhèxiē xīnxī fānyì, qǐng liánxì nín háizi de xuéxiào de xiàozhǎng.

The North Middlesex Regional School District is committed to ensuring that all its programs and facilities are accessible to all members of the public.

We do not discriminate based on race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age.

Table of Contents

Central Office Administration	3
School Committee.....	3
HB Calendar.....	4
Mission Statement.....	5
Vision Statement.....	5
Core Values.....	5
After School Activities	6
Arrival at School.....	6
Attendance	6
Care of School and Personal Property	7
Communication.....	7
Departure from School.....	7
Dress Code.....	7
Field Trips.....	8
Grading	8
Guidance	9
Hallway Passing.....	9
Homework.....	9
Human Sexuality Curriculum	10
Insurance.....	10
Internet Access.....	10
Intramural Programs	10
Library.....	10
Lockers.....	10
Lost and Found	10
Lunchroom.....	10
Medical Information	11
Non-Discrimination	12
Parent/Guardian Participation.....	12
Safety	13
School Bus Regulations	14
School Cancellations and Notifications	15
School Council/ School Improvement Plan.....	15
Student Behavior and Discipline	15
Student Organizations.....	20
Telephone Usage.....	20
Textbooks.....	20
User Fees.....	20
Wellness Guidelines and Information.....	21

Central Office Administration

Superintendent of Schools
Joan Landers

Assistant Superintendent of Schools
Nancy Milligan

Director of Special Education
Brad Brooks

Director of Technology
Jeremy Hamond

District Coordinators

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

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

Title VI and Title IX:
Assistant Superintendent
(978) 597-8713 X 1301

School Committee

Members 2017-2018

Randee Rusch, Chairperson	At-Large
William D. Hackler, Vice Chairperson	At-Large
Anne Adams	Pepperell
Jonna Clermont	Pepperell
Lisa Martin	Pepperell
Crystal Messamore	Ashby
Michael Morgan	At-Large
Susan Robbins	Townsend
Robert Templeton	Townsend

Hawthorne Brook Middle School 2017-2018

2017

School Begins: 8/30/17
 180 Student Days
 5 Storm Days

School Hours: 8AM - 2:30PM
 E.R. Hours: 8 AM- 11:10 AM

□ - Early Release Day
 NS - No School
 TD - Teacher Day

August (2)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	TD	TD	30	31		

September (19)						
					NS	2
3	NS	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October (21)						
1	2	3	4	5	6	7
8	NS	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November (18)						
		1	2	3	4	
5	6	TD	8	9	NS	11
12	13	14	15	16	17	18
19	20	21	22	NS	NS	25
26	27	28	29	30		

December (16)						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	NS	NS	NS	NS	NS	30
31						

2018

January (21)						
	NS	2	3	4	5	6
7	8	9	10	11	12	13
14	NS	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February (15)						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	NS	NS	NS	NS	NS	24
25	26	27	28			

March (21)						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	NS	31

April (16)						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	NS	NS	NS	NS	NS	21
22	23	24	25	26	27	28
29	30					

May (22)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	NS	29	30	31		

June (9)						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 28 August 29 August 30 Sept. 1-4 October 9 November 7 November 10 November 23, 24	Professional Development Professional Development First Day for Students Labor Day Break Columbus Day Professional Development Veterans Day Thanksgiving Break	Dec. 25 - Jan. 1 January 15 February 19 – 23 March 30 April 16 – 20 May 28 June 13 – 20	Holiday Break Martin Luther King Day Winter Break Good Friday April Break Memorial Day Last Day (Half Day) (Tentative: add one day for each snow day)
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Mission Statement

Hawthorne Brook Middle School embraces the mission statement of the North Middlesex Regional School District:

To provide a comprehensive educational experience focused on students becoming contributing members of society.

We believe it is our responsibility as a school community to encourage all students to be lifelong learners, skilled thinkers, effective communicators, responsible leaders, and positive role models.

In our classrooms, in our corridors, and on our playing fields, we provide our students the opportunities to enhance their skills, and we encourage the attitudes of exemplary citizenship.

Vision Statement

Our vision statement is our mission statement in action. It is inspired in part by the beliefs and expectations set forth by the National Middle School Association and guided by the principles of the Carnegie Report¹.

- Students are the focus and are supported to achieve at high levels.
- Students' diversity in talents and abilities are recognized.
- Students are expected to be responsible, organized, and the agents of their own learning.
- Students must first sense emotional and physical security before new academic and social risks can be taken.
- The school is organized into small learning communities where teachers know their students well.
- Teams of teachers meet regularly to discuss the curriculum and students in their charge.
- Curriculum is challenging, differentiated, and based on the state frameworks.
- Best teaching practices are agreed upon by the staff and are based on research done on effective middle school instruction.
- A policy of shared decision-making rather than top down decision-making is adopted.
- Partnerships with parents and community agencies are in place to better serve the needs of our students.
- Various forms of assessments are on-going and serve not only to gauge success but also provide direction for school improvement.
- Students are given opportunities in after-school activities that enrich their lives and experiences.

Core Values

Our core values exhibit the synthesis of both the mission and vision statements.

We believe that respect is the basic requirement for whatever community we hope to achieve:

- Respect for the truth, which is honesty
- Respect for differences, which is the essence of diversity
- Respect for one's self, which is the foundation of our human dignity
- Respect for each other's person and property which is a matter of law
- And a respect for the rules and the authority that governs us, which creates our community

¹¹ In 1989, The Carnegie Corporation of New York issued "Turning Points: Preparing American Youth for the 21st Century," a landmark report which recognized the need to strengthen the academic core of middle schools and establish caring, supportive environments which value adolescents.

After School Activities

When students attend an after-school or evening event or performance, appropriate behavior is expected. Students are not allowed to leave until the activity or performance is completed without parent/guardian permission. A student who is absent from school on the day of an after-school activity or performance will not be allowed to attend the activity unless specific prior approval has been given by the principal or the assistant principal. Students staying after school must be under the supervision of a staff member.

Arrival at School

School begins promptly at 8:00 a.m. and ends at 2:30 p.m. Early release day hours are 8:00 a.m. to 11:10 a.m. Students who are tardy to school must check in at the office and receive a pass before reporting to class. Students who develop patterns of tardiness will be subject to disciplinary action. For the safety of all students, when picking up or dropping off, park/stop only on the side of the street where sidewalks are present. Students should only cross at designated crosswalks.

Attendance

Students are required by law to attend school on each scheduled school day. After an absence from school, a note from a parent or guardian is required. The note should include the date(s) the student was absent and the reason for the absence. Students are responsible for asking each teacher for all make-up work. Upon request, the guidance counselor will assist in the identification of missing work and, in special circumstances, extend the make-up period. Under M.G.L. c. 76, § 20, if a child does not attend school regularly, the school is required to take appropriate action, which could include filing referrals to child protection services and/or juvenile court (if deemed necessary). See the School Committee policy regarding attendance.

Excused Absence:

The following types of absences are considered excused as long as proper documentation is submitted:

Death in the family (parent/guardian, sibling, grandparent, aunt, uncle, niece, nephew, cousin)

Professional health appointment (with note from practitioner)

Chronic Illness (documented by a physician)

Dismissal from school nurse prior day with illness requiring 24 hours at home

Religious holiday (with a note from parent/guardian specifying the holiday)

Legal appointment or court proceeding (must provide proof of appointment/proceeding signed by legal/court representative)

Two (2) college visits per year with verification from the college (for high school students only)

Extenuating circumstances as determined by the principal or their designee

Excused Tardy/Early Dismissal:

The following types of tardy/early dismissal are considered excused as long as proper documentation is submitted:

Death in the family (parent/guardian, sibling, grandparent, aunt, uncle, niece, nephew, cousin)

Professional health appointment (with note from practitioner)

Religious holiday (with a note from parent/guardian specifying the holiday)

Legal appointment or court proceeding (must provide proof of appointment/proceeding signed by legal/court representative)

Extenuating circumstances as determined by the principal or their designee

Absentee Line

An absentee line: **(978) 597-5261** has been established to enhance our ability to ensure the security for each of our students. Parents are expected to call the absentee line before 7:30 a.m. if your child is going to be absent that day. The message should consist of your name, your child's name, and your child's homeroom teacher.

Tardiness

Students are expected to arrive at school on time and prepared to learn. Any student who has not reported to his or her homeroom by 8:00 a.m. will be marked tardy and will need a note from the office to be admitted to class. It is important for parents/guardians to realize that tardiness disrupts classes that have already begun. Parents/guardians will be contacted when tardiness becomes excessive.

Dismissals

Students who need to be dismissed from school must provide the school with a written note stating the reason for leaving and time. Dismissal notes must be given to the homeroom teacher on the day of dismissal. Students will receive a dismissal pass. Students to be dismissed must check out at the main office.

Care of School and Personal Property

All members of our school community are responsible for the proper care of school property, equipment, and supplies. Students who willfully damage, deface, or destroy school property, equipment, or supplies, will be required to make restitution to the school and may be subject to disciplinary action.

Students are reminded of the Massachusetts General Law concerning graffiti. Students who violate this law are risking their right to get a driver's license. Chapter 266 Sec. 126A states:

“Whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or tablet, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.”

Upon conviction of either 126A or 126B, the individual's driver's license shall be suspended for one year. If the individual convicted is under the age of 16, one year shall be added to the minimum age eligibility for driving.

These statutes also require those convicted to pay for the removal of the graffiti.

Communication

Communication among students, parents/guardians and teachers is essential to a positive middle school year. Parents are encouraged to call, email or arrange to meet with their child's teachers and/or the administration to discuss their child or any concerns they might have. Formal conferences are scheduled in November and again in March. In an effort to make communication more efficient, we have an e-mail distribution list that we encourage parents/guardians to join.

Departure from School

School ends at 2:30 p.m. The woods are off limits to Hawthorne Brook students. Students are not allowed to walk through the woods coming to school, during school, or leaving school at the end of the day. Please drop-off and pick-up your children in the designated area at the side of the school. Please follow posted signs, as the main circular driveway is reserved only for buses from 7:40 a.m. to 8:00 a.m. and from 2:20 p.m. to 2:45 p.m. For the safety of all students, when picking up or dropping off, park/stop only on the side of the street where sidewalks are present. Students should only cross at designated crosswalks.

Students are not permitted to travel on another bus or walk home without parent/guardian permission and office approval. Students need to bring permission notes to their homeroom teacher in order to receive a bus pass. We cannot permit a child to change buses (to go to a friend's house, etc.) at 2:30 p.m. If the bus requested is at capacity, the student may not be granted permission.

Dress Code

Students should dress appropriately for school. For our students, the school is the equivalent of their place of business and their dress should reflect that standard. We wish to set and maintain a tone that conveys a seriousness of purpose. Clothing that is a distraction to the learning process, does not fit appropriately, is considered to be offensive, or affects the health, rights, and/or safety of the person or others is unacceptable. Please avoid clothing that is unnecessarily tight or loose fitting.

Inappropriate items may include the following:

- Shirts, shorts, pants, dresses, or skirts that are too short or don't appropriately cover students during normal movement
- Hats in the building
- Mesh clothing and other clothing that may be considered beachwear
- Pajama-style clothing or clothing that reveals underwear
- Chains, protruding studs, or sharp objects on clothing or jewelry

- Any apparel that has words, pictures, or symbols that relate to alcohol, drugs, tobacco, profanity, harassing or threatening messages, or sexual connotations (including suggestive double meanings)
- Clothing that displays the “colors” of any inappropriate social group

For health and safety reasons, all students must wear foot apparel at all times while on school property.

If a student is in school or at a school event and inappropriately dressed, and a change of clothing cannot be made, an administrator may contact parents/guardians for a change of clothes and/or to discuss the situation.

Field Trips

Our students are encouraged to participate in field trips, which serve as an extension of the classroom program. These enrichment programs are funded through grants, student fees, fundraisers, private donations and the PTO. If participation would cause a financial hardship for a family, the student is encouraged to speak to his or her teacher. Funds may be available to help in these situations.

Behavioral standards for field trips are the same as those for school, and children are expected to be polite and cooperative. Habitual school offenders may be excluded from participation in field trips.

The school will provide an alternative educational program for those students who are not going to be attending a class trip.

Grading

Report Cards/ Progress Reports

Hawthorne Brook is on a trimester schedule. We will send report cards home to parents/guardian three times during the year. Progress reports will be sent home with students on or about the 30th day of each term to inform parents/guardian and students of current performance levels. Terms will close after 60 days and report cards will be issued the following week. Parents/guardian should sign and return the acknowledgment form, and call one of our adjustment counselors with any questions or concerns. Dates below are approximate and are dependent on unanticipated school closings.

	Progress Reports	Marks Close
1st Term	Oct. 13, 2017	Nov. 30, 2017
2nd Term	Jan. 22, 2018	Mar. 12, 2018
3rd Term	May 1, 2018	June 13, 2018

Honor Roll Guidelines

High Honors:

No less than A’s in all academic subjects
 No less than B’s in special area subjects
 No unacceptable *Conduct* comments

Honors:

No less than all A’s and B’s in all subjects
 No unacceptable *Conduct* comments

Promotion / Retention

A student may be retained if he/she fails two or more academic subjects for the school year with an average of less than 60 in each unless, with administrative approval, provision is made for the student to attend and complete a summer school program for the subjects he/she failed, or unless the retention is not deemed to be warranted or beneficial by the administration. Participation in an afterschool Academic Achievement program may also be available in order to provide additional opportunities for students at risk of failing to better prepare them for the following school year. Academic subjects include: Language Arts, Mathematics, Spanish, Social Studies, and Science. Our school adjustment counselors will be happy to provide parents with a list of items that are considered before a student is retained as well as information about available summer school courses. Eighth grade students must successfully complete their academic requirements, must have returned all school property, and must have paid any debts incurred in order to participate in the end of the year activities.

Academic / Extracurricular Probation

The North Middlesex Regional School District follows the eligibility standards set forth by the Massachusetts Interscholastic Athletic Association (MIAA). A student, who is participating on a team, must have a passing grade in the equivalent of four out of five major subjects in the prior quarter grades. Academic eligibility will become official on the day the report card is issued. Incomplete grades may not be counted toward eligibility. Any student on academic probation is not eligible to participate in interscholastic sports. This includes all practices and game situations.

Guidance

Hawthorne Brook has the service of two school adjustment counselors. Students can make an appointment simply by visiting the office. If a counselor is unavailable, the student should leave a note or go to the main office.

In addition to counseling duties, counselors are the 504 coordinators, members of the *Instructional Support Services Team* (ISST), involved in all aspects of the special education program, assist in the instruction of social skills, advocates for students within the school, and are available for crisis intervention and management.

The counselors are available to meet with parents/guardian to discuss pertinent student issues and work with teachers and other staff members in order to build an environment that is supportive of children and learning.

Hallway Passing

Students who need to leave a classroom during class will sign-out of the room with the teacher's permission. Students traveling in the hallways are to walk, not run, and speak in a reasonable voice so as not to disturb any classes in progress. Students are not allowed to have food or drink in the hallways. Students are expected to return to class promptly after they have completed their business. Students out of class without permission may be sent back to their class and assigned a detention at the discretion of the teacher.

Homework

Students who are absent for one or two days are requested to contact a classmate for assignments. After three or more consecutive days, parents may call the school for assignments. We will attempt to accommodate requests received by 9:00 a.m. to make them available at 3:00 p.m. that day. Students are required to follow-up on any additional assignments, missed quizzes, and/or tests.

We ask all parents/guardian to assist students by setting aside a quiet place and a time for students to do homework and to contact the child's teacher if they have any questions. Encourage your child to devote regular hours to study and homework. This will help the child learn to budget his/her time. The interest you show in your child's work (asking what the child is studying, occasionally helping, or making suggestions) is the best way to encourage them. Teachers will individually make arrangements for extra help.

Homework is an integral part of our middle school philosophy. Homework assignments help a student to learn to work independently and help a student learn to budget his/her time. Our homework policy is designed to foster a sense of responsibility and pride in a job well done.

North Middlesex Regional School District homework philosophy is as follows:

- To provide opportunity for parents and children to work together on academic pursuits
- To keep parents abreast of the curriculum
- To serve as a guide to the teacher in planning instruction
- To develop study habits and work ethic among students
- To provide activities that support various learning styles

With these thoughts in mind, the following guidelines for homework have been established:

- All projects assigned will reflect the primary purpose(s) of homework, will be given sufficient time for completion, and will be not be due immediately upon return from vacation. Recognizing the difficulties associated with determining individual student contributions and equitable grading, teachers are discouraged from assigning out-of-school group projects unless these issues can be assessed with certainty.
- At the middle school level students can generally expect up to 90 minutes of nightly homework. Communication among middle school teachers is essential to ensure compliance with this guideline.
- The teacher and the student will assess all homework assignments. Collected homework will be returned to the student

in a timely fashion.

- Homework generally should not count for more than 20% of a student's grade. There will be consistency regarding this guideline.
- Teachers will communicate in a timely manner with parents when homework assignments are not being completed. Parents will communicate with teachers if their children are experiencing difficulty with assignments.
- When assigning homework, teachers need to be aware of extra-curricular school events in which many students are involved.
- Parents are encouraged to utilize the resources available through the school to assist students with the successful completion of assignments.

Human Sexuality Curriculum

Parents/guardians have the right to inspect and review the program instruction materials and exempt their child from any curriculum involving human sexual education or human sexuality issues. To exempt a child, the parent/guardian should provide written notification to the principal specifying the class they wish their child not to participate in. The exempted student will not be penalized, and will be provided with an alternative educational assignment or provided with a directed study period.

Insurance

Parents have the option of purchasing student accident insurance only at the beginning of the school year. Forms should be completed and returned to your child's homeroom teacher.

Internet Access

We are pleased to offer students of Hawthorne Brook access to the district computer network for the Internet. To use the Internet from the school computer network, all students must obtain parent/guardian permission and must sign and return the *Terms and Conditions for Use of Internet Form* to their homeroom teacher.

Intramural Programs

Intramural programs are conducted after school hours during the fall, winter, and spring. Students, wishing to participate, should have a signed parental permission. Students may be excluded from intramural activities for disciplinary reasons or if requested to stay after school to complete schoolwork.

Library

Library services are available to all students in the school. Students will be charged for lost or damaged books. Final report cards may be withheld until money owed the library is paid.

Lockers

Locker space will be assigned when available. All lockers are the property of the North Middlesex Regional School District. To ensure the safety and health of the building's occupants, the school administration reserves the right to conduct announced and unannounced locker inspections. Lockers are provided only for use consistent with legitimate school activities. A student is not to open or go into any locker that is not assigned to him/her.

Lost and Found

Please mark clothing, textbooks, and lunchboxes with your child's name. If students find school material or personal property belonging to someone else, they should please return it to a teacher, the office, or the lost-and-found. Found items will be kept for one week; items not claimed will be discarded or donated to local agencies.

Lunchroom

At Hawthorne Brook, our lunch period is 30 minutes in length. In our cafeteria, students may purchase a complete lunch. Sandwiches and desserts are available. A student may purchase milk or juice to supplement lunch brought from home. Pizza deliveries or deliveries from fast food establishments are not allowed. If the weather permits, students may go outside for the last few minutes of lunch for some fresh air and exercise. This privilege is based on proper behavior in the cafe and outside.

Cafeteria Rules

The following are the cafeteria rules for Hawthorne Brook Middle School:

- Conversations are to be carried on in a quiet pleasant manner.
- Respect the rights of others.
- Treat food properly.
- Return all trays, silverware, and other items to appropriate areas.
- Leave a clean table when you are finished eating.

Students are to abide by the decisions of our cafeteria supervisors regarding seating, permission to leave the cafeteria, and all other cafeteria concerns. Failure to behave properly in the cafeteria may result in disciplinary actions.

Prepaid Lunches: You can prepay for your child's lunches by sending a check into the cafeteria or by paying online on from the district *Food Services* link.

Include on your check: Payable to: HBMS Cafe
Students first and last name and grade

If you have any questions or concerns, please contact the cafeteria manager at: (978) 597-8721 X 24570

Medical Information

The following items relate to our health office procedures. If you have specific questions, please do not hesitate to contact the school nurse.

- **Emergency Contact Information:** Emergency cards are issued to students at the beginning of the school year. They should be completed on both sides and signed by a parent or guardian. The nurse keeps the emergency cards in the health office. Please update your information if home, cell, or work numbers change.
- **Illness at School:** When a student becomes ill at school, she/he is sent to the school nurse. If the nurse feels that the child should go home, she contacts the parents. If they are not available, she will notify the alternate name listed on the student's emergency card.
- **Health Exams:** Every student in the eighth grade is required by state law to submit proof of a complete physical exam. This exam may be performed by a private physician or by the school physician on a designated date. Any student participating in an after school sport is required to have a current physical on file dated within 13 months of the beginning of the sport. All new students must have a current physical within one year of start date.
- **Immunization:** According to Massachusetts State Immunization Laws all students are required to have the following immunizations prior to entering seventh grade:
 - Two doses of MMR vaccine
 - Three doses of Hepatitis B Vaccine
 - Two doses of varicella vaccine or physician certified proof of chickenpox disease
 - One booster dose of Td or Tdap (new vaccine with pertussis component)
 - Meningococcal vaccine is recommended for all 11-12 year olds
- **Illness:** Parents are asked to call the absent line (978) 597-5261 to report an illness.
- **Prolonged Absence:** Students are required to bring a written note explaining his/her absence regardless of the number of days absent. However, the school nurse or guidance will contact the family if a student has an unexplained absence of 3 days or longer. After an absence of 5 days or longer, a doctor's note is required before the child can be readmitted to school.
- **Hearing and Vision Screening:** Parents of students who have their hearing and vision tested will be notified in writing if a student fails either of these tests. Vision is tested in 5th and 7th grade; hearing is tested in 7th grade.
- **Height, Weight:** Students in 7th grade will have this screening.
- **Excuse Notes for Physical Education:** If your child has a temporary or long term physical condition that may affect his/her participation in a Physical Education class, please send a note to the school nurse. If there is a problem, the school nurse will contact the parent for further clarification. The nurse will also forward a copy of the note to the child's physical education teacher.
- **Medication:** Only emergency or long-term medications should be dispensed at school, such as those required for asthma, hyperactivity, bee sting allergies or diabetic reaction. Any medication that must be given at school should be brought to the school nurse in the original pharmacy container and cannot be transported back and forth each day. Medication must be brought to school by a parent or guardian. Note: Aspirin cannot be given to any student. Tylenol

can be given only with parental/guardian written permission. Any child who needs medication at school (prescription or non-prescription) orally, injection, or inhalers (daily or as necessary) needs to provide a new doctor's order at the beginning of each school year. This must also be accompanied by written permission from a parent or guardian. Medication is kept locked in the nurse's office and is dispensed by the school nurse. For their own safety and the safety of others, students are not allowed to carry medication with them during school. When a physician deems it necessary for a student to have immediate access to medication (inhaler), the parent will provide documentation from the physician stipulating such necessity and confirmation that the student has been advised of cautions and proper use of the inhaler in school.

- **Field trips:** NMRSD has a waiver for medications for field trips. Any medications that are needed by a student during a field trip will be given to the teacher in charge, along with a list of health related issues. The nurse and teacher will review health concerns and proper medication administration prior to the trip. Students may self-carry inhalers during the trip if they have written parental permission. Proper administration of Epi-pens will be reviewed with teachers prior to field trips.
- **Life threatening allergies:** Documentation from a doctor of the allergy including signs, symptoms, and treatment must be renewed annually. All Epi-pens are kept unlocked in nurse's office. All staff members are trained annually on signs and symptoms of anaphylaxis and correct use of Epi-pen. The school nurse will work with the parents and primary care provider of the student with life threatening allergies to prepare an individual health care plan (IHCP).
- **Scoliosis Screening:** Scoliosis Screening or postural screening is an annual state mandated non-invasive exam conducted by the school nurse and the physical education teachers for all students in grades 5-8. Notices are sent home each year.
- **Injuries:** If a child is injured and sees a doctor for treatment, please send documentation from the doctor on what type of injury occurred, treatment being done, and any restrictions the child may have.

The responsibilities of the school nurse include various screenings, daily treatments, medication administration, and participation in a host of activities in addition to emergency treatment of students who are injured or become ill in school. It is not their responsibility to provide parents with opinions about medically related issues. Parents must seek such opinion from other sources that have such responsibility such as a family physician, public health nurse, or public health clinics. Your cooperation with respect to this matter is greatly appreciated.

Non-Discrimination

Hawthorne Brook does not discriminate any student, regardless of race, color, sex, religion, national origin, sexual orientation, disability, gender identity, or homelessness status. All students have equal access to the general education program and the full range of occupational/vocational education programs offered by the district. All programs, activities, or employment practices do not discriminate regardless of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, or homelessness status, and individuals will not be excluded for reasons of marriage or pregnancy. If an individual believes that she/he has been the victim of discrimination within the school or during school related activities, the incident should be reported to the Principal immediately.

Parent/Guardian Participation

Cooperation between home and school is vital in offering our students the best education possible. With that in mind, there are opportunities for parents/guardians to get involved and help support activities at the school. It is important to note that any parent who wishes to volunteer and/or participate in any school sponsored activity needs to have a CORI check done before being allowed to do so. This also includes chaperoning field trips. CORI forms must be dropped-off in person with identification in compliance with state regulations. We are sorry for any inconvenience this may cause, but the safety of our students is of utmost importance.

TABS: Townsend Ashby Band Supporters

Hawthorne Brook is very proud of its music program. The success of the program is due in part to the dedication and support of band parents/guardian. For more information, please contact the band director.

NMRSD SEPAC

The North Middlesex Regional School District Special Education Parent Advisory Council (NMRSD SEPAC) is an organization comprised of parents, guardians, therapists, teachers, school administrators, and other individuals who are

invested in maximizing the potential of all students affected by learning difficulties and differences. Chapter 766 of Massachusetts state law requires that each school district in the Commonwealth facilitate the organization of a SEPAC. Throughout the academic year, SEPAC offers a variety of speakers and training sessions to parents, guardians, and educators alike. To become involved, or for more information, please contact the director of special education.

Parent Teacher Organization

The Hawthorne Brook PTO is an organization dedicated to supporting the Hawthorne Brook community. It works to improve the school environment by communicating classroom needs to parents and organizing a network of volunteers to support the school. We encourage all parents/guardians to share their time and talents whenever possible. Parents/guardians are also asked to consider joining the PTO and supporting their fundraising activities. At the beginning of the year, the PTO board will send out information about membership, meeting dates, and ways that parents/guardians can participate.

Parent/Guardian Volunteers

Parents/guardians are encouraged to help at HB. Volunteers may work with a teacher in the classroom, or by chaperoning field trips. Some volunteers work in the library or in the office. The staff at Hawthorne Brook needs and welcomes volunteers. If you are interested in volunteering, you may fill out the volunteer form in your opening day packet or call the school.

Safety

Hawthorne Brook's number one concern is for the safety of students, staff members, and visitors at our school. To ensure the safety of your children, we have established a number of regulations, protocols, and drills that allow us to prevent and respond to emergencies.

Bullying/Hazing/ Harassment

See also below: District Anti-Bullying Policy.

Bullying/hazing/harassment of any kind, verbal, physical or emotional directed toward any student or staff member by any student or staff member will not be tolerated.

Harassment, as defined here, is a violation of Title VI and Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendment of 1972. Harassment is defined at the following:

Harassment is unwanted nonverbal, verbal, written, graphic, or physical behavior directed at an individual on the basis of race, color, or sex, or unwelcome behavior of a sexual nature.

Email, text messaging, instant messaging, and other technological communications have become vehicles of harassment and are subject to the same penalties.

Individuals, who feel that they have been subjected to bullying/hazing/harassment, whether verbal, physical or emotional, should report these incidents to an adult in the building (teacher, guidance counselor, or principal).

Building Security

All exterior doors will be locked during school hours. All visitors and guests must register in the office and obtain a visitor's pass before proceeding beyond the lobby area. Any unauthorized person should be reported to the principal or the assistant principal. Requests for student visits during the school day will not be granted. Cameras have been installed in certain areas of the school to ensure the safety of our students and staff.

Drills

In order to familiarize students and staff with emergency procedures, fire, bus evacuation, and lockdown drills will be conducted during the school year. Bus evacuation drills will take place at least twice a year. Students are expected to participate in all drills.

Bicycles/ Skateboards/ Roller Blades/ Scooters

Students riding bicycles and scooters to and from school must park and lock them in designated areas. These items may not be stored in the building. Students are not allowed to ride on school property from 7:00 a.m. to 4:00 p.m. Students who bike, skateboard, rollerblade, or ride scooters must be considerate of students and staff. We strongly urge that these students wear helmets. Failure to follow these rules may result in a student's loss of privileges to ride to school.

School Bus Regulations

Prior to Loading: (on the road and at the school)

- Be on time at the designated bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board.
- Do not crowd or push getting on the bus.
- Respectfully follow the instructions of school staff members on duty.

While on the Bus

- Keep hands and head inside the bus.
- Assist in keeping the bus safe and sanitary.
- Do not throw things.
- Keep voice tone at a moderate level.
- Treat the bus equipment as you would the furniture in your own home. The offender will pay for damage to the equipment.
- Do not leave books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Do not throw anything out of the bus window.
- Do not leave or change your seat while the bus is in motion.
- Be courteous to fellow pupils and to the bus driver.
- Remain quiet when approaching a railroad crossing.
- Remain on the bus unless requested to leave by the bus driver in an emergency situation.
- Sit where you are told.
- Bring required written permission slip to get off the bus at a place other than the designated stop.
- Obey promptly the directions of the bus driver. Refusal to obey the directions of the driver or refusal to obey school bus regulations may cause students to forfeit their right to ride on the bus.

After Leaving the Bus:

- Cross the road, when necessary, immediately after getting off the bus. Stay at least ten feet in front of the bus and cross only after looking to be sure that no traffic is approaching from either direction.
- Be alert to danger signals from the driver.
- Do not get off the bus at a place other than your assigned stop unless you have proper authorization from school officials.

Extra Curricular Trips

- The above rules and regulations will apply to any trip under school sponsorship.

Disciplinary Action

Students who misbehave on the bus will be subject to verbal warning or a temporary bus suspension depending on the severity of the offense and the number of previous incidents. This is outlined in the Bus Disciplinary Action section. Please keep in mind that according to state statute, parents/guardians are responsible for transporting students to and from school if they are removed from the bus for disciplinary reasons. Parents/guardians are expected to cooperate with school administration and bus drivers in promoting safe and efficient bus transportation for their children.

Bus Contractors

Dee Bus Company (978) 597-2860

School Cancellations and Notifications

North Middlesex Regional School District will generally close school during the following emergencies:

- Excessive snowfall
- Dangerous ice/road conditions
- Flood conditions
- Hurricane and high wind conditions
- A problem with the school building.

Messages will be sent through our Connect-Ed service when school is closed or the regular school day schedule is altered. In addition to the Connect-Ed messages, delays and school closures will be announced on local TV and radio stations.

In Ashby, a whistle sounds if schools are cancelled or delayed. If school is cancelled, three long blasts will be sounded at 6:00 a.m. and 6:30 a.m. If school is delayed, one long blast will be sounded at 6:00 a.m. and 6:30 a.m.

Delayed Openings

When school is delayed in the North Middlesex Regional School District, it is a two-hour delay: 10:00 a.m. for Hawthorne Brook.

School Council/ School Improvement Plan

The School Council advises the principal on the overall development and improvement of the school. Elected parents/guardians and teachers meet with the principal, assess the progress of the school, determine where it needs to be going, and develop a school improvement plan comprised of both long-term and short-term goals. These goals must be consistent with the school's core values. Anyone interested in running for a school council position, should contact the principal at the beginning of the year.

Student Behavior and Discipline

Positive student behavior is the joint responsibility of students, parents//guardians, and the school. We request that parents/guardians discuss the following code of conduct and behavior standards with their children. A goal of the North Middlesex Regional School District is to assure the best possible learning environment for all students. The expectations for our students are high both academically and socially.

Code of Conduct

The faculty at Hawthorne Brook Middle School expects that your child is coming to school to learn. Therefore, anything that disrupts the educational environment is not tolerated. Although we recognize that students make mistakes from time to time, we must insist that they are held accountable for their actions.

We recognize that students do not surrender their rights of citizenship as they enter school. We further recognize that students within the school setting are not entitled to any special rights, privileges, or immunities not enjoyed by citizens in the larger community.

It is expected that student behavior will exhibit:

- Safety for every individual and the community at large
- Responsibility for individual contribution to a positive learning environment

By following these behavior standards, students can expect that distractions from instruction will not be permitted, that positive and constructive interpersonal transactions exist, and that the freedom for intellectual and personal growth is enhanced by mutual respect among all individuals in the school.

We insist that the educational welfare of the individual pupil and of the larger school community be a determinate. Therefore, all disciplinary actions and procedures must be directed toward serving educational needs.

Our Code of Conduct reflects today's norms. Things that were once dismissed as adolescent teasing, can now be seen as criminal.

Students should become familiar with the district prevention policy.

Student discipline procedures are to be progressive, except those instances cited elsewhere within this policy. The disciplinary actions are not necessarily sequential; that is, the inappropriate behavior has varying consequences depending on the seriousness of the event, the circumstances of the occurrence, and the number of repeat offenses. It is expected that disruptive student behavior will be first the responsibility of the classroom teacher and, if continued, the responsibility of the building administrator. Progressive discipline procedures shall lead to a definitive conclusion within a reasonable period of time. The progression of discipline need not relate to the same or similar incidents, but the accumulation of incidents. It is not intended there be endless opportunity for a student to demonstrate defiance within the reasonable rules and regulations of the school.

Student Search

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

In addition, an administrator or designee can legally search a student or his/her possessions while on school property or at a school-related event if there is reasonable suspicion that the student has violated or is in violation of either the law or rules of the school. Students who refuse to participate in a search may face disciplinary action up to and including suspension.

The staff or principal will determine the severity of an incident. On occasion a level one offense may be reprimanded as a level two or level three offense.

The administration reserves the right to invoke any other consequences deemed appropriate.

Level One

Student engages in misbehavior that interferes with classroom order, or with the orderly operations of the school.

Student Behaviors

- Inappropriate behavior or improper acts
- Frequent tardiness
- Deceiving or lying to a staff member
- Cheating
- Use of profanity, cruel or abusive language
- Aggressive behavior such as pushing or shoving
- Failure to follow school or classroom rules of conduct
- Inappropriate use of cell phones
- Leaving class without permission
- Inappropriate display of affection
- Damaging or misusing school property
- Possession of demeaning publication or material including, but not limited to race, color, ethnic origin, religion, sex, sexual orientation or disability status
- Forgery
- Inappropriate dress
- Inappropriate behavior in the hall

Possible Disciplinary Actions for Level One Behaviors

This misbehavior can usually be handled by the staff members observing them, but sometimes require supervision of other school personnel.

- Verbal reprimand
- Special assignment related to the misbehavior
- Behavior contract
- Detained after school
- Withdrawal of privileges
- Written communication
- Confiscation of inappropriate/ disruptive items

Level Two

Student engages in frequent misbehavior that disrupts the learning climate of the school or classroom. These problems usually result from the continuation of a level one misbehavior that now requires the intervention of a school administrator.

Student Behaviors

- Continuation of unmodified level one misbehavior
- Chronic school tardiness
- Abusive or profane language to an adult
- Insults about, or directed at, any faculty, staff and or student
- Fighting, including but not limited to, punching and kicking
- Bullying threatening behavior
- Defacing or vandalizing school property or the personal property of others
- Harassment of an ethnic, racial, sexual or religious nature, including but not limited to: conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gesture or physical contact, including unsolicited propositions to engage in sexual acts; and verbal abuse or insults about, or directed at any faculty, staff, or student
- Leaving school grounds without permission; being in a restricted area
- Stealing
- Any other violation that the school principal considers reasonable to fall within the category due to its severity

Possible Disciplinary Actions for Level Two Behaviors

- Special assignment related to the misbehavior
- Behavior contract or behavior modification program
- Withdrawal of privileges: including field trips and extra-curricular activities.
- In school suspension
- Out of school suspension
- Restitution for damages to school property
- Parent/guardian conference

Level Three

Student's behavior is directed toward persons or property that could pose a direct threat to the safety of others in the school. Some of these acts might be considered criminal. They are serious enough that they require administrative actions that result in the immediate removal of a student from school, and possible police action.

Student Behaviors

- Continuation of unmodified level two misbehavior
- Possession/use of unauthorized substances
- Extortion
- Bomb threat
- False fire alarm
- Possession/use/transfer of dangerous weapons
- Assault / battery
- Starting a fire in a school building or on school grounds
- Furnishing / selling / possession of drugs, alcohol or drug facsimiles
- Major vandalism
- Stealing
- Any other violation that the school principal considers reasonable to fall within the category due to its severity

Possible Disciplinary Actions for Level Three Behaviors

- Suspension
- Expulsion
- Alternative schooling
- Contact law enforcement officials

Massachusetts General Laws Chapter 71, Section 37H – Expulsion from School

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

1. Any student who is found on school premises or at school-sponsored or school-related events including athletic games, in possession of a dangerous weapon or replica, including, but not limited to a gun or a knife; or a controlled substance as defined in chapter ninety-four C including but not limited to, marijuana, cocaine, and heroin, may be subject to suspension or expulsion from the school or school district.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or the school district.
3. Any student who is charged with a violation of either paragraph 1 or paragraph 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 1 or paragraph 2; provided, however, that any principal who decides that said student should be suspended shall state in writing to the School Committee his reasons for choosing suspension instead of expulsion as the most appropriate remedy. In this statement the principal shall represent that in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of other students and staff in school.
4. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such a student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Student Organizations

The following are some of organizations, clubs, and programs that have been offered at Hawthorne Brook Middle School:

Art Club

After School Enrichment Program

Band-Jazz Band- Wind Ensemble

Chorus-Select Chorus

Drama Club

Intramural Sports Program

Interscholastic Sports: Basketball, Cross Country, Field Hockey, and Track and Field

School Store

Ski Club (Run by Townsend Recreation)

Student Council

Yearbook Committee

Unity Day Committee

Other organizations, clubs, and programs may be established throughout the school year.

Telephone Usage

Students may be given permission to make “emergency” calls out of the building any time during the day. For safety reasons, the office should always be aware and give permission to a student calling out of the building.

Cell Phones / Cameras/ Other Electronic Devices

The use of cell phones, cameras, PDAs, handhelds, iPods, MP3 players, and all other electronic communication devices is prohibited during class hours and/or passing time. In the event that it can be demonstrated that the use of a device is a necessity during class hours, the principal may waive this policy to accommodate the needs of a particular student or staff.

Textbooks

Textbooks are provided by the North Middlesex School Department. The money for the books comes from the property taxes paid by parents and other citizens of Townsend and Ashby. Students are responsible for all books issued to them. It is expected that students will exercise proper care of their books. Students should follow these guidelines:

- Books should be either in a student’s direct possession or in their locker. Do not leave books lying around the school building.
- Books, including paperbacks, should be covered either by a store-bought book cover or a cover made from a brown paper shopping bag. The clear covers should not be used because they damage the book.
- All books issued to a student must be returned at the end of the school year.
- Books damaged by student abuse or carelessness will be replaced by charging the student the cost for the replacement, textbook replacement cost ranges from \$10 to \$150.
- If a student loses a book during the school year, he/she must pay for it before another is issued. Students who do not pay for lost or damaged books will have their final report card held until a parent/guardian comes to school in person to make appropriate restitution.

User Fees

The North Middlesex School Committee annually sets user fees for the following activities.

- High School Athletic Fee - \$150.00/sport (additional \$200 for ice hockey/ice time)
- High School Marching Band Fee - \$150.00/year
- Middle School Athletic Fee User Fee - \$100.00/sport

Wellness Guidelines and Information

- Students are required to wear sneakers to all wellness classes. They must have heel support and a closed back. Open backed sneakers are not allowed. Hiking boots or roller-skate sneakers are also not permitted in class.
- Students without sneakers will not be permitted to participate in class. They will be required to complete an alternative written assignment. Parents/guardians will be contacted if a student continually fails to participate in classes.
- Students are encouraged to wear shorts, sweat pants, wind pants or any other appropriate athletic clothing. Students should bring a change of clothing to wellness class since vigorous participation will occur. Time is provided at the beginning and end of classes for students to change clothing.
- Students are not excused from class unless a doctor's or nurse's note is provided. The school nurse must endorse all parent notes.
- Students have access to lockers during wellness class only. No permanent lockers will be issued. Locks are not allowed.

District Information and Policies

Below are some highlighted district policies and information that may be of interest to the middle school. The entire District Policy Document is available on the district website or at the Central Office. All students are responsible for adhering to the policies in that document.

District Coordinators

504 Coordinator

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

Homeless Liaison

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

Title VI

Assistant Superintendent
(978) 597-8713 X 1301

Title IX

Assistant Superintendent
(978) 597-8713 X 1301

Updated September 18, 2016

DISTRICT POLICIES and INFORMATION

DISTRICT POLICY BOOK

A copy of the North Middlesex Regional School District School Committee Policy Manual is available in the principal's office for review.

STUDENT RECORDS

POLICY: 5504

- (1) ***Log of Access.*** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:
 - (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
 - (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
 - (c) school nurses who inspect the student health record.
- (2) ***Access of Eligible Students and Parents.*** The eligible student or the parent/guardian, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.
 - (a) On request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents/guardians or eligible student from exercising their right, under federal law, to inspect and review the records.
 - (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
 - (c) The eligible student or the parent/guardian shall have the right on request to meet with professionally

qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent/guardian may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent/guardian, prior to gaining access to the student record.

(3) **Access of Authorized School Personnel.** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent/guardian shall not be necessary.

(4) **Access of Third Parties.** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent/guardian. When granting consent, the eligible student or parent/guardian shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent/guardian and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent/guardian.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent/guardian; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents/guardians a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent/guardian. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) On receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student on receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents/guardians; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) On notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent/guardian, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in

which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including, but not limited to, immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent/guardian.

(5) ***Access Procedures for Non-Custodial Parents.*** As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) On receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) On receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

ANTI-BULLYING LAW

Reporting, Investigation, and Notification of Bullying or Retaliation and Confidentiality of Student Record Information

I. Purpose

Bullying, and retaliation against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying is prohibited. North Middlesex Regional School District has a written Bullying Prevention and Intervention Plan and School Committee policy to address the requirements of the Anti-Bullying Law. It may be accessed electronically, on the district and school websites, by hard copy in each school, at central office and in the public library in the towns of Ashby, Townsend and Pepperell.

II. Definitions and Terms

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Retaliation" means any form of intimidation, reprisal or harassment directed against a person in response to an action that person has taken or knowledge that the person has.

III. Reporting, Investigation and Notification

Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline. Staff may use the Initial Referral Form to report this conduct.

Reporting by Students, Parents or Guardians, and Others

The District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously; however, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Reports may be made orally or in writing. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Reports may be made via the district confidential email address: nmbpip@nmrsd.org. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Principal

When receiving a report of bullying or retaliation, the principal or their designee will promptly respond to the incident and carry out an investigation. The principal or designee will also consider whether the alleged bullying constitutes discrimination/harassment of a member of a protected class, and if so, will also investigate the matter as a potential civil rights violation under the relevant statute.

Parents/Guardians

The principal or his/her designee will notify the parent/guardian of the alleged victim and the alleged perpetrator of a report of bullying or retaliation and of the school's procedures for investigating the report; school officials will

notify parents/guardians of a victim of bullying or retaliation of actions that school officials will take to prevent further acts of bullying or retaliation.

Law Enforcement

On reviewing the report of the investigation, the principal will decide whether to notify the police of the reported incident. The decision to notify the police is based on a reasonable belief that the incident may result in criminal charges against the alleged perpetrator. If the principal decides to notify the police, she/he will document the reasons and immediately make notification. If the principal decides not to notify the police, or the police determine that its involvement is not necessary under the circumstances, the principal shall respond to the incident of bullying or retaliation with appropriate disciplinary action. If the principal subsequently determines facts that cause him or her to believe that the perpetrator's conduct may be criminal, the principal shall then notify the police.

In either case, nothing in the regulations shall prevent the principal from taking appropriate disciplinary or other action pursuant to school policy and state law related to the incident.

IV. Confidentiality of Records

Parents/Guardians

A Principal may not disclose to a parent/guardian any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent's/guardian's child.

Law Enforcement

A principal may disclose a report of bullying or retaliation to police without the consent of a student or his/her parent/guardian. The principal shall communicate with law enforcement officials in a manner that protects the privacy of the victims, student witnesses, and perpetrators to the extent practicable under the circumstances.

Additional Authorities

A principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

BULLYING PREVENTION POLICY

POLICY: JICFB

The North Middlesex Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards and strictly prohibits the bullying of students in any form. Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home.

Bullying is strictly prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities;
- at functions or programs whether on or off school grounds;
- at school bus stops;
- on school buses or other vehicles owned, leased or used by the school district;
- through the use of technology or an electronic device owned, leased or used by the North Middlesex Regional School District; or,
- in rental facilities used by the school department.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the North Middlesex School District if

the act or acts in question:

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

Definitions

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

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

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

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

Cyberbullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Aggressor” is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyberbullying, or retaliation.

“Target” is a person against whom bullying, cyberbullying, or retaliation has been perpetrated.

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

“Retaliation” is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying Prevention and Intervention Plan

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

recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics and shall include the specific steps that the school district shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. The Bullying Prevention and Intervention Plan shall be reviewed and updated at least biennially.

The Bullying Prevention and Intervention Plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity or paraprofessionals. The principal is responsible for the implementation and oversight of the Bullying Prevention and Intervention Plan within the school.

Reporting

Students and staff, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or building equity coordinator who will promptly notify the building principal. Parents/guardians, students, or members of the community, are encouraged to report an incident of bullying as soon as possible.

Investigation Procedures

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

Any student, or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

The school principal or principal's designees shall promptly investigate the report of bullying which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. Appropriate strategies will be implemented to protect the safety and privacy of the target and witnesses during the investigation. The principal shall also promptly assess an alleged target's needs for protection and, if appropriate, shall develop and implement a safety plan that shall restore a sense of safety for that student. The principal shall also make a preliminary determination as to the need for referral to law enforcement authorities. The investigation shall be completed within fifteen (15) school days from the date of the report.

If the school principal or principal's designee determines that bullying has occurred he/she shall promptly notify the parents or guardians of the student who has been the target and/or aggressor, of bullying consistent with the requirements of 603 CMR 49.00. Additionally, the school principal or equity coordinator shall take appropriate corrective and disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's liaison to the police department and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

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

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying shall be strictly prohibited. Retaliation in any form will result

in disciplinary action including suspension from school or termination of employment.

Target Assistance/Aggressor Assistance

The North Middlesex Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, families and staff members, affected by bullying, as necessary.

Training and Assessment

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

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

Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the Bullying Prevention and Intervention Plan including the duties of faculty and staff shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the Bullying Prevention and Intervention Plan applicable to the school.

The Bullying Prevention and Intervention Plan shall be posted on the North Middlesex Regional School District Regional School District's website.

BUS DISCIPLINARY ACTION

POLICY: 5419.02

All school rules are in effect on the school bus. Students who cause disciplinary problems on the bus may be denied the privilege of riding the bus. Severe disciplinary problems will result in immediate removal from the bus for safety reasons. If a bus contractor/driver refers a student to the principal for disciplinary actions, the following procedure will be followed:

Warning: The first time a student receives a written bus discipline form from a driver, the principal will meet with the student and the parent/guardian will be notified. Unless the offense is of a very serious nature, the disciplinary action will result in a warning being given.

Removal: A second written bus discipline complaint will result in loss of busing privileges for a period of from one to ten days except in the case of a very serious offense. Parents/guardians will be notified by telephone and written notice.

- The third offense will result in the loss of busing privileges for a period of from three to twenty school days. Parents/guardians will be notified by telephone and written notice and a parent conference will be held before a student can be reinstated on the bus.
- The fourth offense will result in the loss of busing privileges for a period of more than twenty school days. Parents/guardians will be notified by telephone and written notice and a parent/guardian conference will be held before a student can be reinstated on the bus.
- It should be noted that a student may lose his/her busing privilege after a very serious bus offense if, in the best interest of the safety and well-being of other bus students, his/her conduct so merits.
- The regulations and disciplinary action outlined herewith also apply to behavior at all bus stops.

Please keep in mind that according to state statute parents/guardians are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons. Parents/guardians are expected to cooperate with school administration and bus drivers in promoting safe and efficient bus transportation for their children. Unless a note written by a parent/guardian specifies another destination, all students will be transported from the school directly to their regular bus stop. When parents/guardians wish to take their child home from school, arrangements should be made before the bus leaves the school. In no case should parents/guardians stop the bus

along the roadway at an undesignated stop to remove their children. The bus driver will not let children off the bus at any undesignated stop unless a parent/guardian note approved by the school office has been received by the bus driver or in an emergency situation.

CHILD ABUSE AND NEGLECT POLICY

POLICY: 5704

The North Middlesex Regional School District affirms its responsibility to provide for the safety and well-being of students. School personnel, having custodial responsibility of school children are by law required to refer for investigation by the Department of Children and Families any school child suspected of having been abused or neglected.

CLASS DUES

POLICY: 5506

At the beginning of each school year notice should be prominently placed in the student handbook that the payment of class dues is voluntary. Class dues are deposited in the class treasury of each class. Funds collected from class dues are used to subsidize class sponsored events.

Failure to pay class dues shall not be grounds for barring any student from participating in or attending a school event.

DISCRIMINATION STATEMENT

It is the policy of the North Middlesex Regional School District not to discriminate against students, parents, employees, or the general public on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age in accordance with Title VI of the Civil Rights Act of 1964 (race, color, national origin, sex, religion); Title IX of the Education Amendments of 1972 (sex); Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability); M.G.L. c. 76, § 5 (race, color, sex, gender identity, religion, national origin, or sexual orientation); the McKinney-Vento Homeless Assistance Act (homelessness); and the Age Discrimination in Employment Act (age).

Inquiries regarding compliance with these laws may be directed to the Superintendent of Schools, North Middlesex Regional School District (978) 597-8713, or to the Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (state laws) or to the United States Department of Education, Region 1, Office of Civil Rights, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109 (federal laws).

EMPOWERED DIGITAL USE POLICY

POLICY: IJNDB

Purpose

The North Middlesex Regional School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital skill sets for using technology as a tool. Information and communication technology are integrated across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district’s system/network for instructional and administrative purposes.

All users shall acknowledge that using digital devices, whether personal or school-owned, in conjunction with the district network, including access to the Internet, is a privilege and must be in accordance with the school district guidelines.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- Every individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report use of technology that is in violation of law or district policy immediately.

These procedures shall be reviewed on an ongoing basis by district administration with input from students and teachers to provide a springboard for teaching and learning around topics such as internet safety, appropriate use of digital resources, and ethical use of technology.

EMPOWERED DIGITAL USE AGREEMENT

POLICY: IJNDB-R

Access to the North Middlesex Regional School District (NMRSD) system/network, including the Internet, is a privilege granted to staff, students, and district guests to facilitate communications and access information in support of the district's educational goals. The system/network will also be used for communication with staff, parents, students, and community members.

All users shall acknowledge that using digital devices, whether personal or school-owned, in conjunction with the district network, including access to the Internet, is a privilege and must be in accordance with the school district guidelines.

District User Accounts

The NMRSD utilizes several applications that are accessed through the Internet and require individual user accounts for access. Examples include a student information system, learning management systems, collaborative tools, authenticated resources, and email. District user accounts for access to these systems are only issued to students and staff after official completion of all registration or hiring procedures and paperwork including a signed Empowered Digital Use Agreement.

Authorized Use

1. Access to the NMRSD system/network will only be granted to staff and students with a signed Empowered Digital Use Policy Agreement.
2. Temporary Internet-Only access to the internet may be granted to district guests following digital acceptance of the Empowered Digital Use Policy Agreement.
3. All use of the NMRSD system/network must be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
4. All files stored, viewed, or distributed on the NMRSD system/network are expected to be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
5. No identifiable student data may be posted without principal and parent/guardian approval. Identifiable student data includes but is not limited to voice, picture, video, and any type of biographical data.
6. Copyrighted software or data shall not be placed on the NMRSD system/network without a district-owned license or legal permission from the holder of the copyright.
7. All hardware and software to be added to the NMRSD network must be approved by the Director of Technology.
8. No user of the NMRSD system/network may deliberately access materials that are in violation of any applicable laws, district policies, or school rules and/or persuade or show others how to access such materials.
9. Commercial use of the NMRSD system/network is prohibited.
10. All district and school-related web pages are subject to the district Internet Publication Policy, IJNDC.
11. All district and school-related email is subject to the district E-Mail Policy, IJNDA.

Integrated Use

1. Students will be taught about internet safety prior to integrating Internet resources and/or tools in the classroom. The Internet safety curriculum will include issues related to social networking, cyberbullying, Internet predators, acceptable content, information privacy, copyright, and internet etiquette.
2. Students using interactive web tools and digital communications are expected to act safely by keeping ALL

personal information out of public posts and communications. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, photographs, school or school team names, or class schedule). Students should not, under any circumstances, agree to meet anyone met over the Internet.

3. Student digital communications and publications are not guaranteed to be private and may be read by the teacher before the student distributes or sends to others.

4. Staff and students should never link to websites without reviewing the entire site to make sure it is acceptable for a school setting. If a student is unsure, they should ask a teacher, administrator, or parent/guardian first.

5. Use of digital communication and social networking tools must be approved by the principal/supervisor before the link is made public. The principal/supervisor should be notified in writing of all significant changes made to digital communication and social networking tools, and the principal/supervisor reserves the right to request changes and/or removal of published content at any time.

Responsible Use

1. Passwords are confidential! All passwords shall be protected by the user and will not be shared or displayed.

2. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.

3. Revealing anybody's personal information is prohibited unless specifically authorized by an administrator in compliance with law or district policy.

4. Assuming another's identity while using the NMRSD system/network is prohibited.

5. Any activities designed to harass, bully, or defame others are prohibited.

6. Any malicious attempts to harm, destroy, or vandalize equipment, materials, or data are prohibited.

7. Deliberate attempts to degrade or disrupt system performance are prohibited.

8. Deliberate attempts to bypass or turn off NMRSD security features are prohibited.

9. All users should only access files and/or folders using the network accounts and network folders assigned to them by the district.

10. All files must be saved to the user-assigned network folders if future access is desired.

11. All information accessed through the NMRSD network/system is subject to the United States Copyright Law (Title 17, USC). Downloading, copying, duplicating and distributing software, music, audio files, videos, images or other copyrighted material without the specific written permission of the copyright owner is prohibited. Duplication and distribution of materials are only permitted when such duplication and distribution are within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Personal Technology

1. The North Middlesex Regional School District will not require any staff or students to supply personal technology in order to achieve any NMRSD-related educational goals, conduct NMRSD business, or participate in any NMRSD activities. All allowed use of personal technology is at the owner's discretion, and the North Middlesex Regional School District shall not be liable for any loss, damage, or costs related to the use of personal technology.

2. Any personal technology used on a NMRSD campus or in use for NMRSD business is subject to all guidelines in this document and is only to be used in support of educational goals.

3. Staff and/or student provided internet access points are prohibited from use on all NMRSD campuses in order to ensure compliance with all applicable laws and policies.

4. Internet access to personal technology will only be provided in schools with sufficient resources to support those devices without interrupting access to district-provided devices. Internet access to personal electronic devices must be approved by both the Director of Technology and the building principal and/or their designee.

5. Access to NMRSD system/network specific resources from a personal electronic device is prohibited. This includes access to network folders and files, printers, network software, etc.

6. The owner of any personal electronic device is responsible for all expenses and maintenance related to use of that device. Owner responsibilities include, but are not limited to, repairs and upgrades, software, drivers, cables, and other related supplies such as toner, paper, and bulbs.

7. No technology donations will be accepted by the North Middlesex Regional School District unless specifically approved by the Director of Technology.

Digital Files and Communications

Electronic communications and all data including documents, messages, and information transmitted using the NMRSD system/network in any manner are the property of the North Middlesex Regional School District and are subject to all applicable laws. Copies of all information created, sent, or retrieved may be stored on the district's backup systems. The district reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. When legally required, communications and data may be disclosed to law enforcement officials or other third parties without prior consent of the sender or receiver.

The user's electronic access to any remaining digital files, communications, and resources will be disabled on or shortly after the last official day of employment or student withdrawal. Requests to extend access must be submitted to the Director of Technology in writing prior to the student or employee's last official day in the district and must include a specific date for the extension to end. Approval for such requests should not be considered granted unless approval has been given by the Director of Technology.

Content Filtering

As required by law, the NMRSD has implemented an Internet filtering mechanism designed to protect minors from unlawful, obscene, or harmful material and situations. The filtering mechanism is in compliance with the Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, and the district Bullying Prevention and Intervention Plan.

The NMRSD shall not be liable for users' unapproved use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The NMRSD shall not be responsible for ensuring the accuracy or usability of any information found on networks, nor be liable for any loss, or corruption of data resulting while using the system/network.

Student Digital Publications

Publishing student work promotes learning and collaboration and provides an opportunity to share the achievement of students. With parent/guardian permission, products of grade PK -12 students may be posted on NMRSD websites, provided no identifying captions, locations, or last names are included.

Publishing student photos on the NMRSD websites allows the district to show its pride in its students and their accomplishments. With parent/guardian permission, photos of students may be posted on the NMRSD websites provided no identifying captions, locations, or last names are included.

Written parent/guardian permission must be verified PRIOR to use of any student work, photos, and/or other media in any NMRSD publications.

Enforcement

1. The Superintendent or their designee shall be authorized to monitor or examine all data and system/network activities, including documents and electronic mail transmissions, as deemed appropriate, to ensure proper use of electronic resources.
2. Principals/Supervisors or their designees will be notified of any violations of the NMRSD Empowered Digital Use Policy Agreement.
3. Principals/Supervisors or their designees will be responsible for disseminating and enforcing policies and procedures in their respective building(s) and/or departments.

Disclaimer

Access to information all over the world via technology brings with it an availability of material that may not be considered educationally valuable. Though the North Middlesex Regional School District will take all reasonable precautions, it is impossible to control access to all materials and a user may unintentionally discover objectionable information. NMRSD policy affirms that the educational value of access to information and interaction on the Internet far outweigh the possibility that users may be exposed to materials not consistent with the educational goals of the district. NMRSD makes no warranties of any kind for the service it provides. The North Middlesex Regional School District, associated towns, or any municipal employees will not be liable for damages or injuries

resulting from violations of the Empowered Digital Use Policy Agreement or any misuse of the system/network.

Nothing contained herein shall be held or construed to supersede or conflict with or limit the jurisdiction of the United States Government or any of the laws of the Commonwealth of Massachusetts. In the event that any provisions of these rules and regulations are legally found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining provisions.

HAZING

POLICY: JICFA-E

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

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

DUTY TO REPORT HAZING

CH. 269, S.18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

CH. 269, S.19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SOURCE: MASC

PROHIBITION OF HAZING

POLICY: JICFA

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the district are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant. In all cases relating to hazing, students will receive procedural due process.

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS POLICY: JJIF

The North Middlesex Regional School District School Committee wishes to protect its students from the adverse effects of head injury and concussions, therefore, the Committee recommends that the School District comply with the requirements of the Commonwealth of Massachusetts Executive Office of Health and Human Services that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law (Massachusetts General Law, Chapter 111, Section 222) and related regulations (105 CMR 201.000) set forth by the state.

The requirements shall apply to North Middlesex middle and high schools, serving grades six through 12. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

Definition: A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also, following the injury, the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Concussion Protocol

Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from play immediately and shall not return to play until cleared by an appropriate health-care professional. **Medical personnel and/or the coach on the scene will make the decision to activate the emergency medical system immediately if deemed necessary.** The coach shall communicate the nature of the injury directly to the parent/guardian in person or by phone immediately if EMS is activated; and if not, do so after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent/guardian in writing, whether paper or electronic format, by the end of the next business day.

The athlete must adhere to the following Return to Play Protocol:

1. The student-athlete **shall not** return to the practice or competition during which the student suffered, or suspected

to have suffered, a concussion.

2. The student-athlete **shall not** resume extracurricular athletic activity until they have written clearance from the school's health care professional (this person must be a Medical Doctor, Certified Athletic Trainer or other appropriately trained or licensed healthcare professional), or the family's health care professional.

3. The clearance may not be on the same date on which the student was removed from play.

4. "Away Contest Protocol": If in the event that the Away team does not have an appropriately trained healthcare professional on staff any student who has sustained a possible concussion is "done for the day" and will not be cleared to re-enter play until seen by a healthcare professional.

5. Once the student-athlete has been cleared by the appropriate health care professional they will follow the school's 3 Day Return-To-Play protocol. **Please note that if during any of these days signs and symptoms re-appear they will be deemed ineligible and require new clearance for return to play.**

Day 1: The first day back to play will involve exertional activities and drills only.

Day 2: The second day back will involve light contact drills.

Day 3: The third day back will involve contact.

MEAL CHARGE POLICY

POLICY: EFCD (also JS)

The North Middlesex Regional School District School Committee recognizes that a healthy, nutritious meal plays an important role in the readiness and ability of students to learn. The purpose of this policy is to establish consistent policy regarding meal account procedures while treating all students with dignity in the serving line. Although the school food program is being managed by an outside company, all the money owed to this program is owed to the school district coming out of the general school budget.

Methods of Payment

The North Middlesex Regional School District can accept payment for meals upon purchase in the form of cash or check at the register, or via the school meal on-line payment system. Meals may be prepaid using any of these methods. Parents/guardians are strongly encouraged to make payments on-line and to register for low balance alerts. A minimum balance equivalent to five (5) school meals is recommended for those who participate in the food service program.

Administration of Policy

The school district is responsible for ensuring that all accounts, including the food service revolving account, are properly managed and accurately reported. The school district works closely with the Food Service Management Company to monitor student's meal accounts with the goal of eliminating negative balances. Parents/guardians who have signed up on-line for low balance alerts are notified when the account is running low and needs to be replenished.

Any student whose account has a zero balance will be allowed to charge a reimbursable meal. This will result in a negative balance on the account until the balance is resolved. In no event will students at any grade level whose account is delinquent be allowed to charge a la carte items or second meal until the account is in good standing. Cash purchases will be unrestricted.

Account Management

On a weekly basis, the Food Service Director will generate a charge balance report from the POS system. The Director will flag all accounts that are nearing a zero balance or have gone into the negative. A student list, sorted by school, will be sent to the principals.

After the charge amount exceeds \$10.00, the Food Service Provider will generate a letter or email to be sent home to the parent/guardian. If there are mitigating factors that affect a family's ability to pay, the school district will assist the family in applying for free/reduced meal status, if applicable. If there are no mitigating factors and the family has not made any payments in an effort to reduce the balance due and continues to fail to bring the account back into good standing within one month (or before May 1st in the year of graduation), the school district will

advise the family that the matter will be referred to small claims court, collections, and/or other appropriate state agency.

If the balance exceeds fifty dollars (\$50.00), then the following action may be taken (unless prohibited by state law or regulation):

- Prohibited participation of the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless outstanding balances are resolved.

For students who qualify for free or reduced lunch, accounts will be processed in accordance with federal regulations.

A positive balance will remain on account to be used in the following school year unless the account holder requests that the positive balance be moved to a sibling's account or returned to account holder.

Upon account holder departing the district, the Business Office or their designee will notify the account holder of their end-of-year balance and all reasonable efforts will be made by the district to return the money to the account holder.

PHYSICAL RESTRAINT OF STUDENTS

POLICY: JKAA

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the North Middlesex Regional School District. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only of last resort after other lawful, and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

Nothing in this policy or 603 CMR 46.00 prohibits a teacher, employee or agent of the school district from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort. It shall be prohibited except when a student's behavior poses a threat of assault or imminent, serious, physical harm to themselves and/or others, and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide, including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint, as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements, including, but not limited to: making reasonable efforts to orally notify the parent/guardian of the use of restraint within 24 hours of its imposition; and sending written notification to the parent/guardian by e-mail or regular mail within three (3) school working days of the restraint;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- Procedures for conducting periodic reviews of physical restraint as required by 603 CMR 46.06 (5) and (6); and
- A process for obtaining principal approval for a time-out exceeding 30 minutes.

Each building principal will identify staff members who will serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained, in accordance with 603 CMR 46.04 (2), regarding the school’s physical restraint policy and accompanying procedures. The principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to the destruction of property, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

The use of “exclusionary time out” procedures, during which a staff member continuously observes and remains accessible to the student in an unlocked area, shall not be considered seclusion.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The superintendent shall provide a copy of the Physical Restraint regulations to each principal, who shall sign a form acknowledging receipt thereof.

SEXUAL HARASSMENT POLICY

POLICY: ACAB

It is the policy of the North Middlesex School District to promote and maintain a working environment and educational atmosphere for students, which is free from sexual harassment. It is illegal and against the policies of the district for any student, male or female, to sexually harass another student. Administrators and supervisory personnel have a duty to maintain the school environment free of sexual harassment or intimidation. Sexual harassment may include, but is not limited to:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.
2. Gestures or unwarranted written communication of a suggestive or derogatory nature.
3. Continuing to express sexual interest after being informed the interest is unwelcome.

Sexual assault is the most serious form of sexual harassment and assault will be treated with the utmost severity. Sexual assault may include, but is not limited to, inappropriate touching or intentionally impeding movement. An assault is punishable by suspension, possible expulsion, and a report to the police department will be filed. The victim of a sexual assault or harassment is encouraged to express dissatisfaction with the other party immediately. The victim is to promptly inform an administrator. Sexual harassment between students may be punishable by suspension, possible police intervention, and possible expulsion. This policy extends to all school-sponsored activities and functions whether or not they occur on school grounds.

STUDENT FEES, FINES, AND CHARGES

POLICY: JQ

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon committee approval. The schools, however, may:

- **Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.**
- **Charge for lost and damaged books, materials, supplies, and equipment.**

Students who are indigent or eligible for free lunch are exempt from paying fees.*

However, indigent students and/or students who qualify for free lunch are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and penalties imposed for their failure to pay them.

Permissible penalties include withholding report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this district. Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year as such debts are considered to be debts of the student to the district and not to a particular school. A notice of unpaid fees and/or charges will be sent home to parent/guardian on an annual basis.

* Students who qualify for reduced lunch may be required to pay a portion of fees.

STUDENT FUNDRAISING ACTIVITIES

POLICY: JJE

This policy governs fundraising activities in which students, coaches, parent/guardians, teachers, individuals and school facilities or the name of the NMRSD are involved.

Types of Fundraising Activities

1. Fundraisers which are community based (e.g. spaghetti suppers, movie nights, etc.) are highly encouraged.
2. Sale of advertising space in school publications is permitted.
3. Sale of tickets to scheduled events is permitted.
4. Proposals to raise funds for charitable purposes or for the benefit of the school or community (e.g. scholarship funds, disaster relief or humane causes, local food banks is permitted provided they are properly approved.
5. The sale of products directly provided by institutional vendors is permissible so long as the majority of the profits, beyond the basic costs of producing the product, go to the benefit of the fundraiser.
6. The sale of products purchased by a school-related organization is permitted.

Fundraising Activity Parameters

1. Safety is of utmost concern for all involved in any fundraising activity.
 - a. All door to door sales are prohibited.
 - b. All canning is prohibited at the elementary school level. Canning is discouraged at the middle and high school level for safety as well as the NMRSD image within the community.
2. All fundraising activities shall follow applicable local and state laws.
3. All fundraising shall follow district policies (i.e. wellness policy for food related activities).
4. Student participation in any approved fundraising activity shall be voluntary.
5. Monetary contributions to class funds (i.e. class dues) are voluntary.

Approvals/Administration

1. All requests for fundraising and/or the use of letters, telephone and other communiqués requesting gifts of money or donations of materials from businesses and companies shall be presented to the building principal for approval.
2. Any event that uses the name of the NMRSD in their fundraising literature must receive prior written approval from the Superintendent's office. Those events using the name of a specific school must receive prior written approval from the building principal.
3. All requests that require a physical location are to be entered into the facilities use calendar, including outdoor space needed.

STUDENT ABSENCES AND EXCUSES

POLICY: JH

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

The NMRSD School Committee believes that each school administration has the responsibility to monitor attendance and intervene when there is concern for the student's well-being and/or academics. We also believe that there are circumstances where an absence should not count against the student.

Therefore, students will be exempt from the attendance requirements for the following reasons:

1. Bereavement
2. Legal or court appointment (documentation required).
3. School-sponsored activities such as field trips.
4. Observance of major religious holidays.

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

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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

All school handbooks shall contain procedures that give specifics on attendance requirements and definitions of exempt, excused, unexcused, and trancies.

In all cases the schools are to adhere to and uphold any local, state or federal laws pertaining to attendance.

STUDENT-TO-STUDENT HARASSMENT

POLICY: JBA

Harassment of students by other students will not be tolerated in the North Middlesex Regional Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

trouble students when:

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

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

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

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

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

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

AGE of MAJORITY

POLICY: 5105

Any student reaching the age of 18 may apply for age majority status. Parents/guardians must sign a form of consent. Before consent is granted, a telephone conference with the administrator must take place. Age majority, in effect, allows the student to be recognized by the school as an adult so that they may be accorded the privileges of an adult, signing of attendance records to include dismissal notes, requesting records, and/or other similar type activities. However, the student must have any dismissals, tardies, and absences approved by administration. A student with age majority must call themselves in sick as early as possible on the day absent.

The administration will, however, take corrective measures if the age majority student is using this status to abuse the rules and regulations of the school which have been set up to instill consistency and a sense of orderliness within the building. Age majority status may be revoked if the student abuses this right.

The school reserves the right to inform the parent/guardian of the use of age majority of the students for each tardy, dismissal, or absence.

NMRSD SCHOOL COMMITTEE ORDER OF BUSINESS

At regular meetings of the District School Committee the following shall be the order of business:

1. Roll Call
2. Approval of the Minutes of the previous regular Meeting and any Intervening Special Meetings.
3. Information Items/Superintendent's Report*
4. Old Business.
5. New Business.
6. Adjournment/End of Meeting

*At this point in the meeting, the Chair may recognize any member of the public who wishes to address the Committee. Committee members may ask to have a member of the public recognized. In the event a member of the public does wish to speak, they should receive a copy of the procedures they are expected to follow. In the event a printed copy is unavailable, the Chair shall clearly explain the rules for addressing the Committee.

- a. The Committee must be informed of the topic to be addressed. Whenever possible, advance notice of the

topic to be addressed should be given to the Chair or a member of the Committee. It should be determined that an individual has followed the appropriate chain of authority. Any written statement should be presented to the Committee and summarized when speaking.

- b. Persons addressing the Committee may address only issues over which the Committee has direct control. The topic should deal only with agenda items.
- c. A member of the public may have two minutes to address the Committee, unless the majority of the Committee wishes to grant more time to an individual.
- d. No motions or actions should be made or taken by the Committee during this portion of the meeting. The Chair may recognize the Superintendent, other administrators or members of the Committee if they wish to ask questions or address comments specific to the topic that has been raised. No one shall be recognized until the speaker has finished addressing the Committee or has used the allotted time.
- e. The Committee must insure that the rights of district employees and students are protected.
- f. Persons should avail themselves of NMRSD policy books available in all public libraries in the district and in each school in the district.
- g. This policy will be included in each school handbook.