

# NORTHBRIDGE PUBLIC SCHOOL MISSION STATEMENT

*The mission of the Northbridge Public Schools is to prepare our students to become responsible, contributing members of society by providing a challenging, rigorous educational program which will maximize academic achievement, enable intellectual, physical, social, and emotional development in an atmosphere which promotes creative and critical thinking.*

## W. EDWARD BALMER ELEMENTARY SCHOOL

### VISION STATEMENT

*We would like our school to become a community where:*

- *our collegiality embodies a sense of respect, leadership and pride*
- *learning is exciting and ever evolving*
- *curiosity, enthusiasm, individuality and diversity are valued*
- *mental and physical wellness are encouraged and supported*

*Our community will reflect the beliefs that:*

- *students, faculty and parents are responsible for working toward common goals*
- *everyone's role is important in building a community of learners*
- *we work in an environment conducive to learning through site-based management*

*We are a school that believes all children can learn. We believe that it is our responsibility to answer the important questions regarding student learning:*

- *What is it we expect our students to learn?*
- *How do we know if they are learning it?*
- *How do we respond when they don't learn?*

### CORE VALUES

**RESPECT** – *We believe in recognizing and respecting individual differences so that students and teachers feel comfortable, safe, important, accepted, and successful in all aspects of life.*

**COMMUNICATION** – *We believe in communication so that our school environment is open to sharing ideas, information, and interests in an atmosphere of collegiality.*

**COLLABORATION** – *We believe that collaboration is teamwork, cooperation, sharing and supporting each other while recognizing differences in teaching roles and philosophical views.*

**LEARNING** – *Learning is a way of life, challenging but worth the effort. We believe in fostering a love of learning by creating an educational community that sparks interesting, mind-expanding ideas with multi-sensory activities through which high expectations can be determined and realized.*

# *Expectations for Balmer Students*

## **Academic Expectations**

Students will:

- Become articulate speakers and use communication skills to share ideas.
- Become fluent, independent readers
- Develop effective writing skills
- Demonstrate problem solving strategies through critical thinking for math and science
- Always put forth their best effort
- Produce and maintain quality work
- Take pride in their work
- Complete homework as assigned by their teacher \*
- Review skills at home to reinforce concepts learned at school
- Fully participate in all classroom activities and assignments
- Apply learned and acquired skills to every day life
- Develop and maintain positive health and fitness habits
- Exhibit knowledge and appreciation for the arts
- Develop and apply technology skills

*\* Refer to Homework Policy on Page 2*

## **Social Expectations**

Students will:

- Listen attentively to what others have to say
- Attempt to solve problems using words and apply appropriate problem-solving skills to resolve conflicts
- Be respectful
- Be honest
- Recognize and respect others feelings and differences
- Be safe and use hands appropriately
- Apply **Value of the Week**
- Take responsibility for one's own actions
- Use acceptable language at all times
- Only bring to school personal items essential to the education process as required by the teacher (Examples of inappropriate items are Gameboys, ipods, cell phones, cd players)

## **Civic Expectations**

Students will:

- Be cooperative
- Exhibit leadership skills
- Respect Balmer School property. Keep classrooms, hallways, cafeteria and playgrounds clean
- Take care of their textbooks and library books
- Respect personal property
- Follow school rules as established by teachers
- Dress in an appropriate manner

## ENTRANCE REQUIREMENTS

A child must be 5 years old on or before September 1, 2008, in order to enter Kindergarten for the 2008-2009 school year. Any student enrolling in Northbridge Public Schools for the first time must present a copy of his/her birth certificate and complete immunization records. Failure to produce complete immunization records will result in the student not being permitted to enroll. All children will be screened in the spring prior to entering kindergarten. The kindergarten staff and speech and language pathologists will conduct the screening

## ATTENDANCE POLICY

The Balmer Elementary School is committed to the principle that **full attendance is an essential obligation for academic success**. Absenteeism impairs a student's ability to master grade level material, develop good study and socialization skills, and ensure a successful Balmer School experience. The Balmer Elementary School is committed to working cooperatively with parents, family physicians, and if necessary, the local juvenile court to ensure that the laws governing attendance are enforced. Any parent experiencing difficulty sending their child to school on a regular basis is invited to call the school principal or nurse to develop strategies for resolving the problem. **You must call the school office if your child is going to be absent from or tardy to school.**

## RESTRICTIVE DISMISSAL

Whenever there is a restriction as to whom the student may be discharged, we must have one of the following:

- A. In case of a divorce or separation, we must have a court order indicating the person who is restricted from picking up the child.
- B. Children will only be dismissed to verified names on Emergency Cards.

**Identification will be required before the child is discharged in either situation.** If there is a change in either A or B, the school must be notified in writing of this change. Appropriate personnel will be informed.

## EARLY DISMISSAL

If it is necessary for your child to be dismissed during the school day, please send a note to your child's teacher indicating the time the child is to be dismissed. Your child must be picked up at the main office.

## SCHOOL CLOSINGS

In the event of severe, inclement weather, mechanical breakdown, or other emergency, school may be closed or the starting time delayed. The same conditions may also be necessitating early dismissal. Teachers will be sending home an early dismissal form. Please provide information that the student and teachers should know should it be necessary for us to close the school early. This is important information for your child. Please make every effort to return this form. It is not always possible to allow students to make phone calls should an early dismissal take place.

## STUDENT INFORMATION

Please notify the school if you change your address or telephone numbers during the year. Also, please be sure to update contact person information when any changes occur.

## PARENT DROP OFF

Please note that the school day begins at 8:15. Parents are strongly urged to drop off their child no earlier than 8:05. Only children participating in the breakfast program may arrive at 7:50.

## PARENT PICK UP

Parents are encouraged to park in the fenced playground area. If parking is not available in this area, parents may park in the main parking lot. It is critically important for the SAFETY OF ALL CHILDREN that all parents leave their vehicles and pick up their child at the Parent Pickup door. No child will be allowed to walk unattended to their parent's vehicle.

## REPORT CARDS

A report card is reviewed two times per year for kindergartners. Grades 1, 2, 3 & 4 students receive a report card four times a year. Parents are asked to review the grades carefully with their child. Please note that the report cards give important information other than grades. After reviewing the report card, please sign one copy and have your child return it to their teacher. You may keep the 2<sup>nd</sup> copy for your records.

## MID-TERM REPORTS

Mid-term reports are sent home halfway through each marking period for Grade 1, 2, 3 & 4 students. Please review the information with your child. If necessary, contact your child's teacher(s) with any concerns.

## HOMEWORK POLICY

We strongly believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Each teacher will communicate to the student and parent his/her individual homework policy. **Request for homework the day the student is absent must be made by 10:00am by calling the school in order to receive it at dismissal time.**

When students go on vacation while school is in session, they will be allowed one day per each day of absence to make up assigned work. We encourage the student to keep a journal and read a book while on vacation.

## TITLE 1

Title 1 is a federally-funded program for students in need of additional support in mathematics and reading. Students are identified through a variety of academic criteria. Title 1 instructors service students who meet federal guidelines.

## SUPPORT SERVICES

A short term counseling, crisis intervention, case management model is employed system wide and at the Balmer School in order to assist children with social and emotional issues at home and here at school. Support services, may include short term counseling, family meetings, assisting with outside counseling services, teacher-student mediations, peer relationship skills, conflict resolution skills, and communication with outside agencies providing additional family services. All information is confidential. Please contact Mr. Zywiec or Mr. Incutto. at 508-234-8161 with any concerns or questions regarding your child's overall well-being.

## PARENT COMMUNICATION

1. If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information, **PLEASE CALL OR COME IN TO SEE YOUR CHILD'S TEACHER OR PRINCIPAL.**
2. A parent's visit to our school is always welcomed and encouraged. If you need to meet with a teacher please attempt to make an appointment rather than interrupting the time prior to the start or end of the school day or during class time.
3. Stop and stay to eat lunch with your child. Lunch for adults is \$3.00.
4. Parents are encouraged to check (and initial) student's agenda on a daily basis.
5. Website [www.nps.org](http://www.nps.org)
6. Check local cable listings (channel 13); for school events and other important dates please refer to Principal's Newsletter and monthly calendar.
7. Parent conferences will be held throughout the year. Parents may request a parent-teacher conference at any time.

## SECURITY

All visitors must report to the main office. If you wish to go to any area of the school beyond the office you must obtain a visitor's pass and enter your name in the sign-in log. This is to insure the safety of your child. In addition, any adult wishing to volunteer or interact with a child/children must complete a criminal history check (CORI).

## COMPUTER POLICY

The Northbridge Public School District provides computer resources and internet access to support teaching, enhance learning, and improve administrative efficiencies. Anyone who uses the Districts' computer resources must follow the guidelines described in the policy. The use of computers and the Internet in the Northbridge Public School District is a privilege and failure to follow the guidelines will result in loss of privileges, disciplinary action, and/or legal prosecution. The complete computer policy will be sent home at the beginning of the school year. Please sign and return the bottom portion to your child's teacher indicating you have read and reviewed the computer policy with your child.

## FEDERAL LUNCH AND BREAKFAST PROGRAM

The Northbridge School Department participates in federally subsidized breakfast and lunch program. To qualify for a free or reduced lunch, parents must complete the application fully and meet Federal income guidelines. Applications will be sent home during the first week of school.

## TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties, ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. Students should not be called from their classroom for personal messages. This is disruptive to the education of your child. The school secretary will relay messages from the parent/guardian of the student.

## SCHOOL INSURANCE

School insurance is available to all students. A packet will be sent home. Purchase of the insurance is optional.

## PARENT-TEACHER ASSOCIATION

The Northbridge Parent Teacher Association is a group of parents, teachers, and administrators dedicated to the enrichment of the educational experience of our children at W.E. Balmer Elementary School and Northbridge Elementary School. Each year we sponsor programming designed to both fundraise and promote family involvement. All students and their families benefit from the Northbridge PTA. The program supports enrichment programs that support the extension of the curriculum.

Please join us! We meet the first Tuesday of the month on a rotating basis between W.E. Balmer Elementary School and Northbridge Elementary School. To find out more about your PTA or ways you can help, contact Maureen Hughes, PTA President, or your school representatives Tara Zanella and Traci Hendriks. The PTA also sends out a monthly newsletter or you can go directly to our website [www.northbridgepta.org](http://www.northbridgepta.org).

Northbridge PTA – **everychild. onevoice. We need you to make a difference.**

## BICYCLES

Bicycles may be ridden to school. **All students must wear helmets.** They must be parked in designated area and students are not permitted to ride bicycles during recess. At dismissal, **STUDENTS ARE TO WALK THEIR BICYCLES TO CRESCENT STREET.** The school cannot be responsible for damage occurring to bicycles on school grounds. Please be advised to bring locks for student's bikes.

## SCHOOL BUS RULES

The following rules are the Northbridge Public School Bus Regulations for grades k through 12. Transportation by bus to and from school is a privilege for all students who qualify according to the Rules and Regulations of the Northbridge School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and the rules regarding behavior are the same as in school. It shall be understood that the right of a student to transportation to and from school is a qualified right dependent on good behavior. The School Principal or Assistant Principal may deprive pupils of riding the school bus for a length of time if the pupils violate these rules. In all cases, a report must be made by the principal to the parents and the Transportation Supervisor.

### **FORMAL WARNING AND PROCEDURE FOR SUSPENSION FROM BUS TRANSPORTATION FOR ANY ALLEGED VIOLATION OF THE PREVIOUSLY STATED RULES, THE BUS DRIVER WILL NOTIFY THE PRINCIPAL/ASSISTANT PRINCIPAL.**

- A. On the first offense, the principal will notify the parents.
- B. On the second offense, the offender may be suspended from the bus for a maximum of three days at the discretion of the principal or his designee based on the severity of the offense.
- C. On the third offense, the offender will be suspended from a bus for a minimum of five days or a maximum of a school year, at the discretion of the principal or his designee based on the severity of the offense.
- D. Repeated offenses may result in suspension of bus privileges for a period up to the remainder of the school year. In case of serious offenses affecting the safety of the school bus and its occupants, the offender may lose his bus privileges for maximum of a school year (182 school days)

**NO SUSPENSION TAKES EFFECT UNTIL A LETTER IS SENT HOME AND/OR A PARENT CONFERENCE IS HELD. IF A PARENT WISHES AN APPEAL, THE TRANSPORTATION SUPERVISOR WILL ARRANGE A MEETING WITH THE PARENT, THE CONTRACTOR, AND THE PRINCIPAL TO DISCUSS THE PROBLEM.**

The Massachusetts policy on disciplining students will govern procedures to be followed for special education students with a current, approved individual education plan.

## TRANSPORTATION SERVICES

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. **Transportation will be provided to and from the student's residential neighborhood or to and from the same daycare facility only (MGL Ch 71, Section 7A).** Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided. Town of Northbridge students/residents attending any private school K-12 located in Northbridge will be provided transportation services. Said services will be determined by the Northbridge School Committee.

**The following is policy of the School Committee:**

**Not to travel into cul-de-sacs**

**Not to travel on unapproved town roads**

**To make few if any exceptions for walkers**

The School Committee shall provide transportation for Northbridge resident students to schools outside of Northbridge **ONLY IF** those schools provide mandated services unavailable at the Northbridge Public Schools. Any funds voted by Town Meeting to extend transportation to schools outside of Northbridge under the

direction of the School Committee will not be expended but will be returned to the Town.

Exceptions to these guidelines may be made at the discretion of the superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

LEGAL REFS.: M.G.L. 40:5, 71:7A, 71:68, 71B:5

## **TRANSPORTATION EMERGENCY PROTOCOL**

If a student has a medical emergency on the school bus or other school-provided transportation, the following procedures should be followed:

1. Driver immediately notifies dispatcher.
2. Dispatcher calls 911 and the Principal of the school that the child attends. (If after two attempts there is no answer at school, the dispatcher will contact Central Office.)
3. Principal or designee calls the parent and informs them of the incident and notifies the parent of the hospital/clinic to which the student has been transported.
4. Principal shall immediately inform the Superintendent of Schools of the incident. Within three (3) days, the Principal shall submit to the Superintendent a written report of the incident and the actions taken in response thereto.
5. Within two (2) days, the Principal shall obtain a written report of the incident from the transportation provider.

### Child Find

The Northbridge Public School District is required to identify all children, ages three years to twenty-one years, who reside within the District, have not yet graduated from high school, and who are in need of special education and related services. Any child suspected of having a disability and believed to be in need of special education and related services may be referred to the Administrator of Special Education, Northbridge Public School District, 87 Linwood Avenue, Whitinsville, MA 01588 (508-234-8156 X204)

## Information Regarding Section 504 of the Rehabilitation Act of 1973

The Northbridge Public School District will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. Further information may be obtained from your school's principal or Lesia Diego, the District's Section 504 Coordinator (508-234-8156).

### Northbridge Public Schools Policy Prohibiting Discrimination

The Northbridge Public Schools prohibits discrimination on the basis of race, color, gender, religion, age, national origin, sexual orientation, homelessness, or disability, in the operation of the educational programs, activities, or employment policies. The Northbridge Public Schools complies with all applicable state and federal laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.71, c.76 and c.71B.

The School District, in complying with applicable state and federal laws, notifies you of this Policy Prohibiting Discrimination and informs you that the harassment/grievance coordinator for compliance at the building level is the school principal.

At the District level, the ADA, Section 504 (employment activities), Title VI and Title IX (race, color, sex, religion, age, national origin, and sexual orientation) Coordinator is:

Melissa Walker (or designee/successor)  
Director of Administrative Services  
Northbridge Public School District  
87 Linwood Avenue  
Whitinsville, MA 01588  
508-234-8156 X 201

At the District level, the Section 504 (disability pertaining to students) Coordinator is:  
Lesia Diego (or designee/successor)  
Administrator of Special Education  
Northbridge Public School District  
87 Linwood Avenue  
Whitinsville, MA 01588  
508-234-8156 X 204

Also found in this handbook is a Grievance Procedure. The purpose of this grievance procedure is to allow any citizen to be heard and recorded regarding any complaints or violations of this policy.

### **Promoting Civil Rights And Prohibiting Harassment, Bullying, Discrimination And Hate Crimes**

The Northbridge Public Schools is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hate crimes. The District will not tolerate unlawful or disruptive behaviors at school or school-related events. The District will promptly investigate all reports and complaints of harassment, bullying, discrimination and hate crimes and will take prompt, effective action to end such behaviors including, when appropriate, referral to law enforcement agencies.

The District prohibits all forms of harassment, bullying, discrimination and hate crimes related or unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The District will not tolerate retaliation against those taking action consistent with this Policy. Threats or acts of retaliation, regardless of how they are expressed, are serious offenses that will subject the violator to significant disciplinary or other corrective actions.

#### **Harassment:**

Harassment is oral, written, graphic, electronic, or physical conduct on school property or at school-related activities relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities

by creating a hostile, humiliating, intimidating, or offensive educational or work environment. For purposes of this policy, harassment shall also mean conduct that, if it persists, will likely create such a hostile, humiliating, intimidating, or offensive educational environment. A single incident may, depending upon its severity, create a hostile environment.

#### **Bullying:**

Bullying is defined as a form of aggression involving a power imbalance between the bully and victim, where the bully has perceived or actual physical, social and/or psychological power over his/her target(s). Although bullying generally involves a pattern of conduct directed at a victim, depending on the severity of the incident, a single instance of such misconduct may constitute a violation of this Policy.

#### **Student and Staff Responsibilities:**

All students and staff members, as members of the school community, are responsible for complying with this policy and ensuring that he/she does not harass, bully, discriminate or perpetuate a hate crime against another person on school grounds or at a school-related activity. Further, each student and staff member is responsible to make sure that s/he does not retaliate against any person who reports or files a complaint, or who helps someone report or file a complaint, or for cooperating in the investigation of a report of complaint.

#### **Reporting Harassment, Bullying, Discrimination or Hate Crimes**

Students can report any case of harassment, bullying, discrimination or hate crimes to any adult in the school who is then responsible to inform the building principal or designee. The school principal or designee is responsible for receiving reports and complaints of violations at the school level.

Any member of the school community who is informed of, or believes, that harassment, bullying, discrimination, retaliation or a hate crime has occurred or may have occurred at school or in a school-related activity must promptly report the incidents to the building principal or designee. In situations where a student or other person is uncomfortable reporting the incident directly to a designated official, s/he may report it to a trusted

school employee who must promptly inform a designated official.

## **Discrimination/Harassment Complaint Procedure**

### **Statement of Definition**

Students, employees and/or third parties have the right to file a complaint/grievance about an alleged violation of the Northbridge School Committee's Policy Prohibiting Discrimination on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities, or employment policies. Students, employees and/or third parties who wish to file a grievance/complaint regarding discrimination / harassment in educational services or employment may do so in accordance with this Grievance Procedure.

### **Prohibition on Retaliation**

Retaliation in any form, including threats, intimidation, reprisal or harassment, towards any person who makes a sexual harassment complaint, or who assists in or participates in an investigation, proceeding, or hearing is strictly prohibited. If retaliation occurs, it may be considered grounds for dismissal of staff, or removal from the educational setting for a student, who perpetrates a retaliatory act or causes or encourages retaliatory acts.

### **False Reports**

False claims of discrimination/harassment can cause permanent damage to the victim of such claims and must therefore be treated as a very serious matter. A false claim may be considered grounds for dismissal of staff, or discipline including removal from the educational setting for a student, who makes a false claim.

### **Ensuring Safety During Investigation**

The Principal or designee will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation.

### **Confidentiality**

Reports and complaints of discrimination/harassment will be kept as confidential as possible consistent with the rights of all parties.

### **Consequences**

Any student or employee found to have discriminated against or harassed a member of the school

community will be subject to disciplinary consequences including, but not limited to, termination of employment or exclusion from school (in accordance with procedures relating to the disciplinary exclusion of students).

### **Informal Complaint Resolution**

If the principal/superintendent feels that the complaint can be resolved without a formal investigation, he/she may, with the consent of the complainant, use the informal resolution procedure. The informal procedure simply attempts to resolve the situation and can be done in many ways.

Examples are:

- The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have separate conversations with you and the respondent

Examples of possible resolutions are as follows:

- Verbal statements of apology;
- Letters of apology;
- Assurances that the offensive behavior will end;
- Disciplinary action.

The informal procedure will be completed within five (5) school days from the date the principal/superintendent receives the complaint. The principal/superintendent or his/her designee will notify you, your parent/guardian, and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used.

### **Formal Complaint/ Grievance Procedure Level #1**

If a student, employee of third party believes that she/he: (1) has been subjected to or witnessed harassment or discrimination; or (2) has been subjected to or witnessed retaliation against an

individual associated with a complaint of harassment / discrimination, the student, employee or third party shall report the incident promptly to a teacher, counselor or building administrator. The teacher, counselor or administrator shall thereafter refer the complainant to the building principal.

A complaint of harassment / discrimination shall be filed in writing with the building grievance/In harassment coordinator (principal or designee). The building grievance/ harassment coordinator shall meet with complainant to obtain all relevant information regarding the complaint including the names of witnesses and any documentary evidence, conduct an investigation, and respond to the complainant in writing within ten (10) school working days. Copies of the written response to the complainant will be provided to the Superintendent and the appropriate District-wide grievance officer. Where appropriate, immediate action may be taken by the building grievance/ harassment coordinator to prevent recurrence of any harassment and to correct its discriminatory effect(s) on the complainant.

### **Level #2**

If a satisfactory resolution is not achieved at Level #1, the complainant may, within ten (10) school working days of receiving the decision rendered at Level #1, file a grievance with the Administrator of Special Education (for discrimination/harassment on the basis of disability) or the Director of Operations (for all other forms of discrimination/harassment), who shall meet with the complainant, conduct further investigation (where appropriate) and shall provide a written response to the aggrieved party within ten (10) school working days. Where appropriate, immediate action may be taken by the District-wide grievance officer to prevent recurrence of any harassment/discrimination and to correct its discriminatory effect(s) on the complainant.

### **Level #3**

If a satisfactory solution is not achieved at Level #2, the complainant may file a written appeal to the Superintendent of the Northbridge Public Schools. The Superintendent will meet with the complainant, conduct further investigation (where

appropriate), and will provide a written response to the aggrieved party within ten (10) school days. The Superintendent's decision on the complainant's appeal shall constitute the District's final decision with regard to the complainant's grievance.

### **Extension of Timelines**

Investigative deadlines may be extended under extenuating circumstances such as illness or if necessary to fully and adequately complete the investigation. Complainants shall be provided with notice of any extension of timelines set forth in the District's Harassment/Discrimination Grievance Procedures.

### **Other State and Federal Agencies**

At any stage in this complaint process, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 33 Arch Street, Suite 900  
Boston, MA 02110-1491 (617) 289-, or with the Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108 (617-994-6000), or with the Massachusetts Department of Education, 350 Main Street, Malden, Massachusetts 02148 (781-338-3300). For complaints of discrimination on the basis of disability the complainant may also file a written Request for Hearing with the Department of Education's Bureau of Special Education Appeals, 350 Main Street, Malden, Massachusetts 02148 (781-338-3300).

### **Annual Notification To Students And Parents On Student Records/Internet Disclosure**

In accordance with the Massachusetts Department of Education Student Record Regulations, the Northbridge Public School District shall:

1. Take all reasonable precautions to preserve the confidentiality of a student's records.
2. Make available for inspection all school records of a student upon request of the parent or legal guardian.
3. Make available for inspection all school records of a student upon his or her request provided that the student is fourteen (14) years of age or older or upon entering the ninth grade.

4. Disseminate, to parents and students, State Regulations on Student Records and this policy annually.

**Regulations:**

The State Board of Education has adopted Regulations pertaining to Student Records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed seven years after the student leaves the school system.

**The following is a summary of major parent and student rights regarding their student records:**

*Inspection of Record* - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

*Confidentiality of Record* - With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in

the student record without specific, informed, written consent of the parent or the student.

*Amendment of Record* - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

*Destruction of Records* - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

*Transfer of Records:* It is the practice of the Northbridge Public Schools to forward the student record of any student who transfers to another public school district upon request of the receiving district.

*Non-Custodial Parents:* Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other

contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

*Third Party Access:* Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

As required by federal law, the District **is required to release** the names, addresses and telephone listings of students to military recruiters and institutions of higher education **upon request** for recruitment and scholarship purposes without prior consent. In addition, the District **may release** the following information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents and eligible students have a right to request that this information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

In reference to the Internet, use of a student's name, photo or samples of their work on the Internet or District web page must be in accordance with the Northbridge Public Schools Student Internet Policy and Regulations, which requires prior written parental approval. School principals shall provide appropriate authorization and release to be executed by parent/guardian prior to release, publication or posting of such information.

A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office (FPCO) in the United States Department of Education (202) 260-3887. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

**All information in this notice complies with  
Massachusetts Student Records Regulations  
and The Family Educational Rights and Privacy  
Act and Northbridge School Policies**

**Sexual Harassment**

It is the policy of the Northbridge School Committee to provide an educational environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined by this policy and law. Sexual harassment violates the policies of the district and also violates federal and state law, specifically Title IX and Massachusetts General Laws, C. 151C.

It will be a violation of this policy for any student to be sexually harassed by or to sexually harass another student, any employee or volunteer or other person connected with the District through conduct or communication of a sexual nature as defined by this policy. Retaliation against a student for filing a complaint, under this policy or for assisting in an investigation of sexual harassment is in violation of this policy.

**DEFINITION:**

The legal definition of sexual harassment is: Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student;
  2. Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individual(s); or
  3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.
- Sexual assault and attempted sexual assault
  - Massaging the neck, massaging the shoulders
  - Touching oneself sexually in front of others
  - Graffiti
  - Making kissing sounds or smacking sounds, licking the lips suggestively
  - Howling, catcalls, whistles
  - Repeatedly asking someone out when he/she is not interested
  - Pulling down someone's pants or forcibly removing other articles of clothing
  - Facial expressions (winking, kissing, etc.)
  - "Slam books" (lists of students' names with derogatory sexual comments written about them by other students)

Sexual harassment may include the following types of activities, but is not limited to these examples:

- Touching (arm, breast, buttocks, shoulders, etc.)
- Verbal comments (about parts of the body, what type of sex the victim would "be good at," clothing, looks, etc.)
  - Starting and repeating sexual rumors
  - Sexual or "dirty" jokes
  - Cartoons, pictures, and pornography
  - Using the computer to leave sexual messages or graffiti, or to play sexually offensive computer games
  - Gestures
  - Pressure for sexual activity
  - Cornering, blocking, standing too close, following
  - Conversations that are too personal
  - "Rating" an individual – for example, on a scale from 1 to 10
  - Obscene t-shirts, hats, or pins
  - Showing inappropriate videos and other materials during class

### **Complaint Procedure:**

If you feel that someone has sexually harassed or is sexually harassing you, you should file a complaint by following the steps outlined below:

1. Speak or send a note to any employee of the school district whom you trust, (i.e., nurse, psychologist/counselor, teacher, principal, assistant principal, superintendent, etc.). You can also speak to your parents who can then notify the superintendent, principal or assistant principal. Remember that the complaint procedure does not start until school/district personnel receive the complaint.
2. Within two school days of receipt of the verbal complaint, the employee will notify the principal/superintendent, and your parent/guardian will be notified of the pending complaint. Where appropriate, the Principal/designee will propose and discuss with you/your parents informal resolution of your complaint.

3. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after you have talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employee fully and correctly understands the issue(s). A copy of the complaint, in writing, will be reviewed with you and your parent/guardian to ensure accuracy, before it is shared with the subject of the complaint.
4. The employee will refer the written complaint to the principal/superintendent. All complaints of sexual harassment will be investigated and responded to in accordance with the District's Harassment/Discrimination Complaint Procedure as set forth in this Handbook.

Other Resources:

Individuals also have the right to seek a remedy from the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Boston, MA 02108, (617) 727-3990, and/or the Regional Office of Civil Rights for the United States Department of Education, 33 Arch Street, Suite 900 Boston, MA 02110-1491 (617) 289-011190.

Retaliation:

No one may retaliate against you for filing a complaint. Further, no one may retaliate against any student, employee, or any other person because they provided information or helped in the investigation. If any person feels that he/she has been subjected to retaliation, he/she should file a complaint with the principal/superintendent.

Considerations To Remember:

- A. A man/boy, as well as a woman/girl, may be the victim of sexual harassment, and a woman/girl, as well as a man/boy, may be the harasser.
- B. The victim may be the same or opposite sex as the harasser.
- C. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone

who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts at humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

**Alcohol, Drugs, Weapons, Assaults On School Personnel**  
**(Massachusetts General Law, Chapter 71, Sec. 37H)**

We recognize the complex and serious problem of drug and alcohol abuse in today's society. We continue to support a proactive approach to these concerns by providing both short and long-term interventions. These programs are designed to educate and increase awareness amongst our students, parent/guardian and community.

The goal of this policy is to send a strong message to students and the community that we will not tolerate drugs and alcohol in our high school, on school grounds or at any related school sponsored events.

This is intended to send a clear message of reassurance to the vast majority of our students who are focused on their education: we foster, value, and are committed to a safe, positive learning environment.

Any substance abuse violation will be treated as a serious violation of school rules and Massachusetts law. The following information is stated in the Massachusetts General Laws, Chapter 71, and Section 37 H.

M.G.L. c. 71 §37H

A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or a knife, or a controlled substance as defined in Chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

B. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-

sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

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

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

E. When a student is expelled under the provision of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide education 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 and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Any student who is in violation will be subject to the following disciplinary actions: If a student is found in possession of alcohol, drugs or drug paraphernalia or if a determination is made that the student is under the influence of alcohol, a controlled substance, or prescription/over the counter medication the following actions will be taken:

- Out-of-school suspension for up to ten (10) school days pending a formal disciplinary hearing

- Notification made to the parent/guardian
- Notification made to police
- Make other referrals as appropriate
- Schedule an expulsion hearing with the Principal

If a student is found on school premises or at a school-sponsored event in possession of a dangerous weapon, the following disciplinary actions will be taken:

- Out-of-school suspension for up to ten (10) school days pending a formal disciplinary hearing
- Notification made to the parent/guardian
- Notification made to police
- Make other referrals as appropriate
- Schedule an expulsion hearing with the Principal

If a student assaults school personnel on school property or at a school-sponsored event, the following disciplinary actions will be taken:

- Out-of-school suspension for up to ten (10) school days pending a formal disciplinary hearing
- Notification made to the parent/guardian
- Notification made to police
- Make other referrals as appropriate
- Schedule an expulsion hearing with the Principal

### **Chapter 71 §37H1/2 –Felony Charges**

M.G.L. c. 71 §37H1/2 provides as follows:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or Headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or Headmaster if said Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the

process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within (3)

three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion.

At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **Violations**

Where a violation of the Policy has been reported by a third party, and an alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded or limited, depending upon circumstances and availability of information from other sources.

### **Discipline**

If a student has been found in violation of this policy, the District will impose disciplinary measures and/or corrective action to end and prevent further occurrences of the complained of action(s). The District will take into account harm suffered by the victim(s) as well as any damage to school or District property. The nature of any action taken must comply with District and school disciplinary policies. Any disciplinary or corrective action shall conform to the due process requirements of federal and state law.

Action concerning students may include a written warning; classroom or school transfer; suspension (short- or long-term); exclusion from school-sponsored functions, after-school programs and/or extra-curricular activities; limited or denied access to parts or areas of the building; exclusion, expulsion or discharge from school; adult supervision on school premises; parent conferences; an apology to the victim; awareness training; empathy development awareness programs; counseling or any other action authorized by and consistent with the Student Code of Conduct and/or school disciplinary code. The District complies with federal and state laws and

regulations pertaining to the discipline of students with disabilities.

Individuals also have the right to seek a remedy from the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Boston, MA 02108 (617) 727-3990, the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148 (781) 338-3300 and or the Regional office of Civil Rights for the United States Department of Education, 222 John W. McCormack Building, Boston, MA 02109, (617) 223-9662.

\*\*Information from Attorney General Thomas Reilly's Safe Schools Initiative Sample Policy for Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination and Hate Crimes, June 24, 2005, was used in drafting this document.

### **Sex Education -- Parent/Guardian Notification**

In accordance with General Laws Chapter 71, Section 32A, the Northbridge School Committee has adopted this policy on the rights of parent/guardian of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

The Northbridge School Committee supports the right of parents or guardians to exempt their children from any portion of the curriculum which involves reference to human sexual education or human sexuality issues. Northbridge schools will notify parents regarding the presentation of curricula that involves these issues.

Parents or guardians shall have the flexibility to exempt their children from any portion of the said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. In the event of such an exemption, a substitute assignment may be provided.

To the extent practical, the Northbridge Public Schools shall make program instruction materials for said curricula reasonably accessible to parents, guardians and others for inspection and review.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the

Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

### **Disciplinary Due Process**

1. Short Term Disciplinary Sanctions: Except where circumstances require the student's immediate removal from the school environment, prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney (at private expense) and may examine and present witnesses and documentary evidence. Following this hearing, the hearing officer (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written

request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c.76 §17, M.G.L. c.71 §37H, M.G.L. c.71 §37H1/2. Within five (5) school days of any disciplinary appeal hearing, the reviewing hearing officer (superintendent/school committee) will render a written decision on the student's appeal.

### **Discipline And Students With Disabilities**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

(1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.

(2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10)

school days in a single school year, special education students have the right to receive services necessary to provide him/her with a free appropriate public education.

(3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

(4) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

(5) If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

### **Fire Drills**

For the safety of everyone, the school practices fire drills frequently during the school year. At the beginning of the school year you will receive special directions. You will also find instructions posted in each of your rooms. When the fire alarm sounds, follow these directions and those of your teachers, leaving the building quickly and orderly. Attendance will be taken. If a student is not present during the attendance procedures, and is not absent from school, disciplinary action may follow.

### **School Council**

The School Council was created to meet the provisions of Massachusetts General Law Chapter 71, Section 53 (also known as the Education Reform Act of 1993).

School Council membership consists of the Principal, parent/guardian, teachers, students and community representatives. Application for membership may be obtained by contacting the Principal's office. School Council members are appointed in June of the proceeding year in which they will serve. The primary responsibilities of the School Council are to assist and advise the Principal in the following areas:

- Adopting educational goals for the school
- Identifying the educational needs of students attending the school
- Reviewing the school's handbook
- Reviewing the school's annual budget
- Formulating a school improvement plan

All School Council meetings are subject to the Open Meeting Laws and all interested parties may attend.

### **Special Education Parent/Guardian Advisory Council (PAC)**

The PAC is a State mandated Parent/guardian Advisory Council whose goal is to give parents/guardians the opportunity to participate in educational programming in a more informed way. The PAC acts, as a support group for parent/guardian who wishes to discuss special needs issues. The PAC will assist in providing information about the availability of special education services, procedures to obtain these services and the right and responsibilities of parent/guardian under State and Federal special education laws. Membership is open to parent/guardian of children with or without special needs, educators, human service agency

representatives, school committee members, and any caring member of the community. Regular monthly meetings are held which are announced on Cable TV and can be found advertised in the local newspaper. The PAC follows the Open Meeting Law; all meetings are posted at the Town Hall. Parent/guardian Advisory Council (PAC), P.O. Box 15, Whitinsville, MA 01588.

### **Medical Information**

#### **Health Services**

Students who become ill or injured will be directed to the school nurses for assessment, evaluation, treatment and/or referral. If the nurse is not available, students are to report to the office. Students are not to leave the building without authorization. Parents will be notified when a child must be sent home. If the parent cannot be contacted, the person indicated on the Emergency Card will be called. It is imperative that the Emergency Card be completed annually and updated as necessary.

#### **Physical Examinations**

Massachusetts requires that a physical examination by a healthcare provider be on file with the nurse for kindergarten entry and every four years thereafter (grades 4 and 8). Students entering the District without records or recent physical must have a physical examination within the 1<sup>st</sup> year. A physical exam is also required within 13 months prior to tryouts for competitive athletics or cheerleading.

#### **Mandated Screening Programs**

Students in grades K, 1, 4, 6-8, and 9 are weighed and measured and students in grades K (at the time of Kindergarten registration)-5, 7 and 10 are tested for vision and hearing. Students in grades 5-8 and 9 receive an annual postural screening for scoliosis. The screening is done by the school nurse with assistance from the Physical Education Staff. Parents will be notified if screening procedures identify possible problems.

#### **Contagious Conditions**

Parents are requested to report any incidence of contagious disease or condition to the school nurse. This includes incidence of head lice and scabies. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the school

nurse that the student is free of disease, lice, nits or mites.

### **Immunizations**

All students must be compliant with immunizations required by Massachusetts regulations (102 CMR 7.09 and 105 CMR 220.00) and established by the Massachusetts Department of Public Health. The only exemptions are for documented religious or medical reasons.

### **Medication Administration**

Medication, prescription and non-prescription, must be by written order of the provider with written permission from the parent/guardian before medication may be administered by the nurse. Medication must be brought to the school by the parent/guardian or other designated responsible adult in the original container with the label intact. Students are not to transport medication to and from school. However, in the case of self-medicating students, students may transport and self-administer upon completion of a written agreement between the parent and the nurse.

### **Physical Restraint**

The Northbridge Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used in emergency situations, in the judgment of the school staff member, when other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. The Northbridge Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 630 CMR 46.00.

#### **A. Training**

To ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint:

- All staff will receive training regarding the District's restraint policy and will be reviewed annually and employees hired after the school year begins will receive training within one month of starting their employment, which will include the following:

- The District's restraint policy;
- Interventions, which may preclude the need for restraint, including de-escalation of problematic behaviors;
- Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
- Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training in the use of physical restraint.
- Designated staff members shall participate in at least sixteen hours of in depth training in the use of physical restraint. Those designated staff members will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.

#### **B. Administration of Physical Restraint**

- Physical restraint may only be used in the following circumstances:
  - When non-physical interventions would be ineffective; and
  - The student's behavior poses a threat of imminent, serious harm to self and/or others.
- Physical restraint is prohibited in the following circumstances:
  - As a means of punishment; or
  - As a response to property destruction, 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. However, in the judgment of the staff member, if the property destruction or the refusal to comply with a school rule or staff directive might escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.

- Only school personnel who have received required training pursuant to this policy shall administer physical restraints on students with, wherever possible, one adult witness who does not participate in the restraint.
- The training requirements shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
- A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in this policy. Floor prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy, and when in the judgment of the trained staff member, such method is required to provide safety for the student or others.
- Physical restraint shall be discontinued, as soon as possible, when it is determined that the student is no longer at risk of causing imminent physical harm to self or others. (If, due to unusual circumstances, a restraint continue for more than twenty minutes, it shall be considered an “extended restraint” for purposes of the reporting requirements.)
- Additional safety requirements:
  - A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
  - If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and

school staff shall take steps to seek medical assistance.

- Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
  - Review the incident with the student to address the behavior that precipitated the restraint;
  - Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
  - Consider whether any follow-up is appropriate for students and staff members who witnessed the incident.

### **(C) Reporting**

- Staff shall report the use of physical restraint to the school principal after administration of a physical restraint that results in injury to a student or staff member; or lasts longer than five (5) minutes. The following reporting procedure will be followed:
  - The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.
  - The written report shall be provided to the Principal or designee. The Principal shall prepare the report if the Principal administered the restraint.
  - The Principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
  - The Principal shall send a copy of the report to the Superintendent at the Central Office.

- The Principal or designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:
    - Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
    - A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
    - A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
    - For extended restraints (a restraint lasting twenty (20) minutes or longer), the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
  - Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.
  - Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
  - When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school days of the administration of the restraint. The program shall also provide the Department with a copy of the record of physical restraints maintained by the program administrator for the thirty-day period prior to the date of the reported restraint.
- (D) Special Circumstances**
- Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or to a staff member and do not constitute extended restraint.
  - The Northbridge Public Schools may seek such individual waiver for students with IEPs who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint. Even where such a waiver is provided, the except that the limitations on chemical, mechanical, and seclusion restraint and the training requirements set forth in 603 CMR 46.00 shall continue to apply.

## **Policy Relating To Field Trips Involving Late Night Or Overnight Travel**

- The Northbridge Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
- Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
- Extended restraints and restraint that result in serious injury to a student or staff member must be reported as described above, regardless of any individual waiver.
- The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
- Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agree to waive; and
- Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.
- Nothing herein shall be construed to allow a program or classroom to receive an exemption or waiver from any of the requirements of this policy on behalf of all of the students enrolled in a particular program or classroom.

### **(E) Receiving / Investigating Complaints**

Any student, or parent(s)/guardian(s) on said student's behalf, who believes he or she has been inappropriately restrained by an employee of the Northbridge Public Schools should follow the procedure outlined in the **Policy Relating to Complaints About District Personnel**.

This policy shall be reviewed annually, provide to school staff, and shall be included in student handbooks. (M.G.L. chapter 69, section 1B, and chapter 71, section 37G; Massachusetts Department of Education Regulation 603 CMR 46.00 Physical Restraint)

The Northbridge Public School District encourages field trips, which enhance the students' educational experience. In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

### **A. Trip Approval Process:**

1. Advance approval by the School Committee will be required for any student trip involving late night or overnight travel (in concurrence with IJOA, **Policy Relating Field Trips**).
2. The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. Overnight trips must offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips must be appropriate for the grade level and must meet Time on Learning Requirements of the Massachusetts Department of Education.
4. Teachers and other school staff will be prohibited from soliciting privately run trips through the school system. The trip approval process applies only to school-sanctioned trips; trips will not be approved that are privately organized and run without school sanctioning.
5. Policies and procedures for trip approval will take into account all logistical details involving security arrangements, emergency management and communications protocols, transportation, accommodations, itinerary, fundraising required of students, the educational value of the trip in relation to its costs, and recommendation of the principal.

### **B. Transportation**

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Should the use of vans be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.

2. Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.

3. School officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The District should not contract with any carrier that has an FMCSA safety rating of “conditional” or “unsatisfactory”.

4. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor’s qualifications.

### **C. Trip Scheduling**

1. Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.

2. Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.

3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. Student vehicular (bus and auto) travel between the hours of midnight and 6:00 AM will not be allowed unless relief drivers are provided.

4. If substantially all members of a class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

### **D. Fundraising**

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities, and jobs.

2. Group fundraising activities are preferred.

### **E. Student Supervision**

1. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including

parents and volunteers, must have a CORI/criminal record check. Faculty and staff of the school along with parents of students will serve as chaperones.

2. A chaperone must always be present whenever students are on the bus.

3. All participating students must submit a signed parent/guardian permission form. Such forms shall include eligibility requirements and appropriate authorization for emergency medical care and administration of medication.

4. When away from school, all school rules will apply to the trip. Infringement of rules may result in a student’s immediate expulsion from the trip. In such cases, parents will be financially responsible for transportation home.

### **Visitor and Volunteers**

The Northbridge Public Schools was required as of February 25, 2003 to obtain criminal record checks on all prospective volunteers, and on existing volunteers periodically, but not less than every three years. (Massachusetts General Law C6, 38R)

To this end, the District has available in all school offices, CORI forms for you to fill out and sign that will authorize the District to submit to the Criminal History Systems Board a request for a CORI report. Please know that the information obtained from the Massachusetts Criminal History Systems Board is held strictly confidential and is kept in a locked file cabinet in the Director of Operations office. In addition, the reports will only be reviewed by the Superintendent or the Director of Operations.

Questions/concerns regarding this matter may be directed to:

Melissa Walker  
Director of Administrative Services  
Northbridge Public School District  
87 Linwood Avenue  
Whitinsville, MA 01588  
508-234-8516 X 201

## UNEXCUSED ABSENCE

Parents do not have the option of keeping a student out of school for other than the excusable reasons. Even if the absence (either requested in advance or explained later) meets the approval of the parent, the school makes the final determination as to whether or not it is excusable. If the written excuse is not accepted by the school, the student will receive a zero for all work missed and must serve a Saturday hour detention for each period missed. Chronically absent students and their parents will meet with the Assistant Principal in an attempt to improve attendance. An attendance contract may be established. One provision of the contract may be the withdrawal of the student from one or more courses if the terms of the contract are not met.

If a student is absent without medical excuse for fifteen (15) consecutive school days, the parents and student shall be sent written notice and shall be provided with the opportunity to meet with the a designated staff person within ten (10) school days to discuss the student's status and educational opportunities that are available within the District. If the student and parents refuse or fail to participate in such a meeting, the student will be considered to have withdrawn from the Northbridge Public Schools.

## DISTRICT-WIDE CURRICULUM ACCOMMODATION PLAN

In accordance with M.G.L. c.71, §38Q1/2 and 603 CMR 28.03(3), the Northbridge Public Schools has developed and adopted a district-wide curriculum accommodation plan to meet the needs of diverse learners in the general education environment. Responsibility for implementation of this curriculum accommodation plan in each school building is the responsibility of the building principal. For more information regarding the specific services that may be available, please contact the guidance department of building principal.

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

## CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him/herself 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.

## CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COM- PLIANCE AND DISCIPLINE POLICY REQUIRED

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, pledgee 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.

## REPORTING CHILD ABUSE

Under General Laws Chapter 119, Section 51A for purposes of reporting child abuse and neglect to the Department of Social Services. Under MGL119, Sec. 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 is suffering physical, sexual, or emotional abuse or neglect by a parent, guardian, school staff member or other caretaker must immediately report the abuse or neglect either directly to the Department of Social Services (DSS) or to the person designated by the school to accept those reports, who than promptly reports to DSS.

The Principal and/or Superintendent will report to local police certain forms of harassment and conduct that may constitute a crime. The Principal and/or Superintendent may report physical injury, destruction of public property, potential hate crimes and other acts of a serious criminal nature to local police for investigation.

## Notification to Parents of Teacher Qualifications

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Northbridge Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Northbridge Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for you child's teacher, please contact the school Principal at **508-234-8161**.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected

information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Northbridge Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use

of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **DISCLAIMER**

By no means is this manual all inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. As new policies or regulations are developed by the school board, the State, or Federal Statutes, additional and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

Mr. John J. Zywiec, Principal  
W. E. Balmer Elementary School

**The Asbestos Hazard Emergency Response Act (AHERA)  
Annual Notification Letter**

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from Pre-K to Grade 12 to conduct inspections to determine if they contain asbestos-containing building materials (ACBM). If they do contain these materials, the ACBM must be categorized according to the type of material, its location, current damage, and its potential for future damage. Also, a detailed Asbestos Management Plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School District now has on file at the school and at the Department of Health the approved Asbestos Management Plan for the school facility. The provisions of the plan are being implemented in a timely and on-going fashion. It is our Board's desire to provide a safe and healthy facility for all students, employees and visitors.

The purpose of this letter is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact the Northbridge Public Schools Central Office for further details.

Since the last written notice, there has been no Asbestos removal projects. RI Analytical's E.A.M. Division performed the 3-year re-inspection in June 2007 and the 6-month surveillance was performed in November 2007 as required by the AHERA regulations.

## ***NEWS YOU CAN USE***

### TELEPHONE DIRECTORY

#### **Northbridge Public Schools**

W.E. Balmer School  
(Grades Pre-K-4)  
Principal, John Zywiem  
Assistant Principal, Donald Incutto  
21 Crescent Street  
508-234-8161/508-234-8162

Northbridge Elementary School  
(Grades Pre-K-4)  
Principal, Maureen Rossetti  
Assistant Principal, Jill Healy  
30 Cross Street  
508-234-6346/508-234-8406

Northbridge Middle School  
(Grades 5-8)  
Principal, Michael Gauthier  
171 Linwood Ave  
508-234-8718

Northbridge High School  
(Grades 9-12)  
Principal, Christine Johnson  
427 Linwood Ave  
508-234-6221

#### Superintendent of Schools

87 Linwood Ave  
508-234-8156 Ext. 200

Title IX  
Melissa Walker  
Director of Administrative  
Services  
87 Linwood Ave  
508-234-8516 Ext. 201

Special Education Administrator  
Leisa Diego  
87 Linwood Ave  
508-234-8701 Ext. 202

Director of Food Services  
Debra King  
508-234-8163

#### **Important Telephone Numbers**

Police... 508-234-6211  
Fire... 508-234-2111  
Ambulance... 508-234-2111  
Poison Control... 508-234-9211

#### **Town of Northbridge**

Selectman/Town Manager  
508-234-2095

Town Clerk  
508-234-2001

Treasurer/Collector  
508-234-5432

Board of Registrar  
508-234-2001

United States Post Office  
508-234-5917

Whitinsville Library  
508-234-2151

Whitinsville Community Center  
508-234-8184

#### **Social Services**

Beginning Bridges  
508-234-1291

Catholic Charities  
508-234-3800

Crisis Center  
508-234-6562

Dept. Of Social Services  
508-234-1000

Dept. Of Transitional Assistance  
508-767-3100

FCP-Family Continuity Program  
508-234-4181

First Call Referral  
508-755-1233

Food Pantry  
508-234-4599

Parental Stress Line  
800-632-8188

WIC On Wheels  
508-641-4829

#### **Health Services**

Whitinsville Urgent Care  
508-234-6311

Northbridge Free Medical Care  
Northbridge High School  
427 Linwood Ave  
508-234-7306

#### **SCHOOL HOURS**

Balmer School hours are as follows:

Grades K-4 8:15am-2:30pm

Pre-school  
Morning 8:45am-11:30am  
Afternoon 12:15pm-3:00pm

#### **EARLY RELEASE DAY**

(Half Day)  
Students will be dismissed at  
11:50 am

#### **SCHOOL CLOSINGS**

School Closing, delayed starting time or early dismissal will be announced by the **Connect Ed** system and on the following radio stations: WSRS, WTAG-580, WBZ-1030, and WBZ-TV Channel 4.

*\*Connect-Ed is an automatic calling system. In order for parents to receive Connect-Ed calls it is important that you keep the school updated with your current phone number(s).*

#### **PTA Contacts**

President: Maureen Hughes  
m\_hughes77@yahoo.com  
School Representatives:  
Tara Zanella  
tarazanella@charter.net  
Traci Hendriks  
thendriks@charter.net  
Web Site:

[www.northbridgepta.org](http://www.northbridgepta.org)

#### **School Web Site**

[www.nps.org](http://www.nps.org)

## W. E. Balmer Faculty and Support Staff

First Name	Last Name	Department	Email
John	Zywien	Principal	<a href="mailto:JZywien@nps.org">JZywien@nps.org</a>
Donald	Incutto	Assistant Principal	<a href="mailto:DIncutto@nps.org">DIncutto@nps.org</a>
Sharon	Postras	Secretary	<a href="mailto:SPostras@nps.org">SPostras@nps.org</a>
Talia	Brown	Preschool	<a href="mailto:TBrown@nps.org">TBrown@nps.org</a>
Deborah	Pinheiro	Preschool	<a href="mailto:DPinheiro@nps.org">DPinheiro@nps.org</a>
Jessica	Baldwin	Kindergarten	<a href="mailto:JBaldwin@nps.org">JBaldwin@nps.org</a>
LuAnn	Belseth	Kindergarten	<a href="mailto:LBelseth@nps.org">LBelseth@nps.org</a>
Julie	Bouthillette	Kindergarten	<a href="mailto:JBouthillette@nps.org">JBouthillette@nps.org</a>
Dawn	Mignault	Kindergarten	<a href="mailto:DMignault@nps.org">DMignault@nps.org</a>
Karen	Demeritt	1st Grade	<a href="mailto:kdemeritt@nps.org">kdemeritt@nps.org</a>
Mary	Landry	1st Grade	<a href="mailto:MLandry@nps.org">MLandry@nps.org</a>
Michelle	Usenia	1st Grade	<a href="mailto:MUsenia@nps.org">MUsenia@nps.org</a>
Kelle	Walker	1st Grade	<a href="mailto:KMWalker@nps.org">KMWalker@nps.org</a>
Anna	Bourget	Special Education Gr. 1	<a href="mailto:ABourget@nps.org">ABourget@nps.org</a>
Sandra	Bazoukas	2nd Grade	<a href="mailto:SBazoukas@nps.org">SBazoukas@nps.org</a>
Jane	Labrie	2nd Grade	<a href="mailto:JLabrie@nps.org">JLabrie@nps.org</a>
Sharon	Kurowski	2nd Grade	<a href="mailto:SKurowski@nps.org">SKurowski@nps.org</a>
Rebecca	Killoran	2nd Grade	<a href="mailto:Rkilloran@nps.org">Rkilloran@nps.org</a>
Jane	Shanahan	Special Education Gr. 2	<a href="mailto:JShanahan@nps.org">JShanahan@nps.org</a>
Mary	DeJordy	3rd Grade	<a href="mailto:MDeJordy@nps.org">MDeJordy@nps.org</a>
Janet	DeYoung	3rd Grade	<a href="mailto:JDeYoung@nps.org">JDeYoung@nps.org</a>
Amy	Boland	3rd Grade	<a href="mailto:ABoland@nps.org">ABoland@nps.org</a>
Sarah	Lanzillo	3rd Grade	<a href="mailto:SLanzillo@nps.org">SLanzillo@nps.org</a>
Sue	Paul	Special Education Gr. 3	<a href="mailto:SPaul@nps.org">SPaul@nps.org</a>
Sherry	Reilly	3rd Grade	<a href="mailto:SReilly@nps.org">SReilly@nps.org</a>
Pam	Brazauskas	4th Grade	<a href="mailto:PBrazauskas@nps.org">PBrazauskas@nps.org</a>
Kara	Reilly-Gill	4th Grade	<a href="mailto:KReillygill@nps.org">KReillygill@nps.org</a>
Sandra	Marino	Special Education Gr. 4	<a href="mailto:SMarino@nps.org">SMarino@nps.org</a>
Judy	Pelletier	4th Grade	<a href="mailto:JPelletier@nps.org">JPelletier@nps.org</a>
Jennifer	O'Brien	4th Grade	<a href="mailto:JOBrien@nps.org">JOBrien@nps.org</a>
Sandra	Warchol	4th Grade	<a href="mailto:SWarchol@nps.org">SWarchol@nps.org</a>
Joanne	Briand	Physical Education	<a href="mailto:JBriand@nps.org">JBriand@nps.org</a>
Susan	Davis	Art	<a href="mailto:SDavis@nps.org">SDavis@nps.org</a>
Chris	Pepin	Music	<a href="mailto:CPepin@nps.org">CPepin@nps.org</a>
Michelle	Muscatell	Librarian	<a href="mailto:mmuscatell@nps.org">mmuscatell@nps.org</a>
Kate	Tower-Ludwig	Speech	<a href="mailto:KTowerLudwig@nps.org">KTowerLudwig@nps.org</a>
Cathy	Robinson	Special Ed. Team Chair	<a href="mailto:CRobinson@nps.org">CRobinson@nps.org</a>
Shelly	Rivelli	Intensive Special Needs	<a href="mailto:SRivelli@nps.org">SRivelli@nps.org</a>
Melissa	Shenian	Speech	<a href="mailto:MShenian@nps.org">MShenian@nps.org</a>

Lisa	Bellavance	Occupational Therapist	<a href="mailto:LBellavance@nps.org"><u>LBellavance@nps.org</u></a>
Judy	D'Urso	Physical Therapist	<a href="mailto:JDurso@nps.org"><u>JDurso@nps.org</u></a>
Joan	Thorne	Nurse	<a href="mailto:JThorne@nps.org"><u>JThorne@nps.org</u></a>
Kevin	Walker	Custodian	<a href="mailto:kWalker@nps.org"><u>kWalker@nps.org</u></a>