

# Northbridge Middle School

*"Believe and Achieve"*

171 Linwood Avenue  
Whitinsville, MA 01588  
(508) 234-8718 or 0080  
[www.nps.org](http://www.nps.org)

## STUDENT HANDBOOK

### Official School Hours

7:40 A.M. – 2:00 P.M.

#### ***DISTRICT CONTACTS***

Superintendent of Schools: Susan Gorky  
Assistant Superintendent: Nancy Spitulnik  
Special Education Director: Cathy Stanton

Northbridge Public School District  
87 Linwood Avenue  
Whitinsville, MA 01588  
508-234-8156

#### ***MIDDLE SCHOOL CONTACTS***

Principal: Jill Carroll X2212  
Assistant Principal: Richard Meagher X2116

504 Coordinator /  
Guidance Counselor: Christine Brown X2210  
Adjustment Counselor: Megan Berg X2144  
School Nurse: Susan Calabro X2129

### ***NO SCHOOL OR SCHOOL DELAYS***

Northbridge Public Schools Connect Ed System

#### ***TELECASTS***

Channel 4

#### ***BROADCASTS***

**Radio Stations**  
WTAG 580  
WBZ 1030  
WSRS 96.1

## TABLE OF CONTENTS

Cover Letter.....	2
Student Services.....	3
Program of Studies.....	3
Interscholastic Athletics.....	3
Clubs.....	4
Philosophies and Expectations.....	4
Attendance Policy.....	7
Medical Information/Health Services.....	8
School Council.....	9
Special Education Parent /Guardian Advisory Council.....	9
Northbridge Public Schools Transportation Policy.....	9
Child Find.....	11
Section 504 of the Rehabilitation Act of 1973.....	11
Northbridge Public Schools Policy Prohibiting Discrimination.....	11
Discrimination/Harassment Complaint Procedure.....	12
Annual Notification to Students & Parents on Student Records/Internet Disclosure.....	14
Sexual Harassment.....	16
Alcohol, Drugs, Weapons, Assaults on School Personnel (MGL).....	18
Sex Education: Parent/Guardian Notification.....	19
Code of Conduct.....	20
Policy Relating to Student Behavior & Discipline.....	21
Physical Restraint.....	24
Policy Relating to Field Trips Involving Late Night or Overnight Travel.....	26
Visitors & Volunteers.....	27
District-Wide Curriculum Accommodation Plan.....	27
Crime of Hazing.....	28
Reporting Child Abuse.....	28
Notification to Parents of Teacher Qualifications.....	28
Notification of Rights Under the Protection of Pupil Rights Amendment.....	29
Notice of Nondiscrimination.....	30
Services & Accommodations for Student With Disabilities.....	30
Asbestos Hazard Emergency Response Act.....	30
Northbridge Public School District Acceptable Computer/Internet Use Agreement.....	30
Guidelines Agreement Sign-Off.....	34
Northbridge Public School District Calendar.....	Back Cover

# NORTHBRIDGE MIDDLE SCHOOL

171 Linwood Avenue  
Whitinsville, MA 01588  
(508) 234 – 8718 or 0080 (PH)  
(508) 234 – 9718 (FAX)

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Jill Carroll  
*Principal*

Richard A. Meagher  
*Assistant Principal*

Dear Parent(s)/Guardian(s):

The Northbridge Middle School Student Handbook is a key communication tool for students, families and the school. This handbook contains all our policies and procedures. It is annually reviewed with input sought from the school council. The provisions of the student handbook shall be applied to students in a standardized, nondiscriminatory and non-arbitrary manner. The student handbook shall include, but not be limited to, sections dealing with:

- 1) Student rights and responsibilities
- 2) Student behavior and discipline
- 3) Glossary of terms (if applicable)

All enrolled students and staff members shall receive a student handbook at the start of the school year.

Please take some time to review this material with your child. The parent(s)/guardian(s) and student must sign and return to the school the signature section located in the agenda. This states that the parent(s)/guardian(s) and student has read the handbook and understands the policies and procedures of the middle school.

If you would like to have any part of this handbook translated into another language, please contact the school principal. Please feel free to contact the school if you have any questions. We hope that everyone has a great year.

Sincerely,

Jill Carroll  
*Principal*  
[jcarroll@nps.org](mailto:jcarroll@nps.org)

Richard A. Meagher  
Assistant Principal  
[rmeagher@nps.org](mailto:rmeagher@nps.org)

*It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its educational programs, services, activities, or employment practices.*

## \*STUDENT SERVICES

- *Social Lunch Groups\**
- *Teacher Assistance Team*
- *Stress Reduction Groups\**
- *Developing Responsible Behavior Team\**
- *Anger Management Groups\**
- *Organizational Skills Program*
- *Therapeutic Learning Center*
- *Reading Specialist – Direct Service*
- *Classroom Meetings (as needed)*
- *Project Charlie “Skill Streaming for the Adolescent”*
- *“Cage Your Rage” Mary Wellman Stress Reduction*
- *Advisor/Advisee Program\**
- *Peer Mediation\**
- *Project WISDOM*
- *Quest Program (Health)*
- *Parent Support Groups\**
- *Smoking Cessation Program\**
- *FCP In-house Counseling*
- *ELL Support*
- *Enrichment Clusters*

*\*Subject to change upon Administrative/Guidance Recommendations*

## \*PROGRAM OF STUDIES

### Major Subjects

#### Grade 5

*English Language Arts*

*Integrated Science*

*U.S. History*

- *Native Americans*
- *Exploration*

*Math*

#### Grade 6

*English Language Arts*

*Earth Science*

*World Geography & Economics*

*Math*

#### Grade 7

*English Language Arts*

*Life Science*

*Ancient History*

*Pre-Algebra*

*Algebra I*

*(selected students)*

#### Grade 8

*English Language Arts*

*Physical Science*

*World History*

*Pre-Algebra*

*Algebra I & II*

*(selected students)*

### Related Arts \*(Grades 5 – 8)

- *Physical Education*
- *Health*
- *Music*
- *Art*
- *\*Library Skills (Grades 6 & 7)*
- *Technology Education*

\*Please refer to our Curriculum Guide at [www.nps.org](http://www.nps.org) for specific information.

## INTERSCHOLASTIC ATHLETICS

Interscholastic Athletics are teams that compete against other schools. These include Soccer, Cross Country, Grade 8 Football, Field Hockey, Basketball, Baseball and Softball. These sports are open only to grade 7 and 8 students.

- **MIAA** – This is our state association, and we are governed by their rules and regulations.

- **Interscholastic Fees** – \$75 per sport for the first child with a \$150 individual max. The second child would pay \$50 per sport with a \$100 max.
- **Busing to Games** – All students must take school provided transportation to and from games. Any exceptions must go through the coach and administration.
- **Academic Eligibility** – The middle school principal must declare all students academically eligible.
- **Lost Equipment** – All athletes are responsible for the care and return of any issued equipment. Lost or damaged equipment will be billed to the athlete.
- **Squad Limits** – The nature of each sport will determine if cuts will be necessary. No cut sports: Football, Soccer, Cross Country, Field Hockey, Track - Squad limit sports: Basketball, Baseball, Softball
- **Practice** – Teams practice on a daily basis. Their respective coaches will distribute schedules of days and times.
- **Injuries** – School insurance covers all cost not covered by family insurance. Students should be encouraged to report all injuries to their coach.
- **Physicals** – Each player must have a yearly physical on file with the school nurse. It is the parent and players responsibility to see to this matter. No physical – no practice or playing time.
- **Intramural Sports** – Intramural sports will be charged the same fee as a club.

## **CLUBS**

The Northbridge Middle School offers a variety of clubs throughout the year. Potential club offerings are: Lego Robotics, Fishing, Broadcast Journalism, Student Council, Yearbook, Newspaper, Art, Technology, Band Chorus, Instrumental Lessons, Homework & Skiing. Clubs are open to all students who are academically and behaviorally eligible. The club fee is \$25 total (unlimited clubs - one (1) time fee of \$25.)

## **PHILOSOPHIES AND EXPECTATIONS**

### **Philosophy**

The Northbridge Public School System is committed to providing quality educational opportunities to all students so that they may reach their full potential in becoming caring, competent, responsible and productive participants in today's diverse and changing democratic society. It is dedicated to the provision of the values, knowledge, and skills needed to become life-long learners.

Our school policies reflect these basic principles:

1. Students are expected to be to school and class on time and be prepared for the day.
2. Students are expected to be respectful to staff, their peers, and themselves.
3. Students are expected to support a positive school climate.

Our motto at the Middle School is "*Believe and Achieve*", and we work daily to promote this idea through classroom activities, extracurricular activities and school wide initiatives.

### **Safety Regulations**

- Items may not be sold in school without the approval of the administration.
- Students may not bring the following things to school: fireworks, squirt guns, chains, toys, or other items that may disrupt the school day.
- Book bags may not be carried from class to class or through the halls.
- All Middle School doors, except the main entrance, will be locked during the school day.
- Open containers may not be brought into school. Bottled beverages may only be consumed during lunchtime. The container must be empty before the student leaves the cafeteria.

### **Fires/False Alarms**

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.

Deliberately pulling a false alarm or starting a fire is not only dangerous, but it is also against the law. The safety of students, staff and firefighters is at stake. The penalty will be suspension from school, and the police will be notified.

### **Relocation**

The Northbridge Public Schools is a school choice district; therefore, students who have moved during the course of the school year may apply for school choice status. The decision will be based on current enrollment figures. The administration will make the final decision.

### **Student Dress**

Students are expected to dress neatly, observing the standard of good taste and hygiene. Any attire that does not contribute to a good learning environment is undesirable. Any manner of dress that would tend to draw undue attention to the individual or to detract from the learning process is inappropriate. Hats and bandannas are not allowed.

### **Alcohol & Drugs**

We recognize the complex and serious problem of alcohol and drug abuse among youth, and also the need for sensible, compassionate guidelines that serve the best interests of our students, school and community. Philosophically, we favor education and control, short and long-term approaches and programs. We are committed to communicating with parents and police in meeting this community problem.

Any student who is found on school premises or at school sponsored or school related events, in possession of a controlled substance, or under the influence of drugs or alcohol, may be subjected to expulsion from the school or school district by the administration.

The following guidelines will be used to inform students, teachers and parents what may be expected when there are incidents of alcohol and drug abuse (including inhalants) in school:

- 1) If a student appears to be under the influence of alcohol or drugs in school:
  - a) The teacher calls administration, and an administrator will take the student to the school nurse.
  - b) The nurse/administration makes an evaluation
  - c) The nurse/administration may release the student to return to class.
  - d) The nurse/administration notifies a parent to come to school to take the student home.
  - e) The nurse/administration may take appropriate emergency steps, including ordering the student to the hospital.

It should be noted that every effort would be made to refer students involved with alcohol or drugs to appropriate agencies for help. Students will be referred to a Middle School Counselor.

### **Substitute Teachers/Guests**

It is important to remember that a substitute teacher is providing a very important service to our school. This requires a high degree of respect and cooperation by the students. A substitute teacher will be extended complete courtesy as a guest in our school. Failure to cooperate will reflect poorly on Northbridge Middle School and will not be tolerated.

### **Detention**

The teacher will assign detention. A student is granted 24 hours notice. Failure to serve detention is a serious offense and will result in additional detention and/or suspension.

### **Eligibility**

A student becomes ineligible for extra-curricular activities when he/she is failing 2 or more subjects per grading period. Student eligibility will be reviewed at each assessment period. Administration will make the final decision on eligibility.

### **Dance Guidelines**

- 1) Middle School Student Council dances are only for students in grades 7 & 8. Only Northbridge Middle School students shall be admitted to the dances.
- 2) Grades 5 & 6 will be offered other social activities.

- 3) The Middle School dress code is in effect for all dances, and high heels may not be worn when the dance is in the gymnasium.
- 4) Any chaperone has the right to eject any student who is misbehaving, and a parent will be called.
- 5) Middle School dances will take place from 7 – 9:30 P.M.
- 6) In order to leave prior to the end of the dance, a student must be picked up by a parent.
- 7) No loitering on school property will be allowed after the dance. Parents are asked to pick up students promptly at 9:30 P.M.
- 8) A student recorded as absent on the day of the dance cannot attend.
- 9) Students should be at their bus stop five minutes before pick-up.

### **Honor Roll**

- **High Honors:** Students must receive all A's in major subjects and A's and B's in conduct and effort for \*Related Arts.
- **Honors:** Students must receive all A's and B's in major subjects and A's and B's in conduct and effort for \*Related Arts.

\*Although Related Arts classes are pass/fail, teachers do assign letter grades for conduct and effort.

Therefore, a student receiving a C in conduct or effort will be excluded from the honor roll.

### **Cafeteria Guidelines**

- 1) Use good manners at all times.
- 2) Purchase your food and sit down.
- 3) Food or drinks may not be taken out of the cafeteria.
- 4) Seating will be assigned if necessary, a maximum of 7 students per table.

### **Academic Reports**

- 1) The Middle School follows a quarterly schedule. Each quarter is approximately 45 days.
- 2) Mid-Term reports will be distributed approximately half way through each quarter.
- 3) Students are expected to share their report cards and Mid-Term reports with their parent(s)/guardian(s).
- 4) Students must return the signed document to the homeroom teacher.
- 5) Report cards will be issued approximately two weeks after the end of the quarter.

### **Field Trips**

Field trips are considered an extension of the school day. School policies and procedures will be followed at all times. Students who take medication during the school day will be expected to maintain this practice while on the field trip.

### **Locks & Lockers**

The school lockers are the property of the Northbridge Public Schools and may therefore only be secured with locks purchased from the school. All other locks will be removed from lockers. Students may use locks that have been purchased previously at another school in the Northbridge District. Locks may be purchased for \$6.00 and are available in the middle school office. An administrator may search lockers if warranted.

### **Clubs & Activities**

The Middle School offers many clubs and activities. Students are notified about availability of clubs through the administration and faculty. Parent newsletters will also include club information. Students participating in after school activities must provide their own transportation and have a signed permission slip on file.

### **Lost or Damaged Books**

Students who owe money for a lost or damaged book will not be allowed to take part in extracurricular activities until their debt is paid.

### **Grade 8 Promotion Ceremony**

Any student, who has failed for the year and is not being promoted to high school, will not be able to participate in the promotion ceremony.

### **Student Activities**

Student Council members, Class Officers, Peer Leaders, and other leadership club members, must be students in good academic standing (see eligibility) and in good disciplinary standing. If a member of these clubs is the recipient of a school disciplinary action (suspension or expulsion), the student will lose their membership privileges.

### **Plagiarism**

Plagiarism is defined by *Word Net* as - noun

- 1) A piece of writing that has been copied from someone else and is presented as being your own work
- 2) The act of plagiarizing - taking someone's words or ideas as if they were your own.

Any student who is found plagiarizing will receive classroom consequences that may include receiving no credit or re-doing work.

## **ATTENDANCE POLICY**

Northbridge Middle School is committed to the principle that full attendance is an essential obligation for achieving academic success. Absenteeism impairs a student's ability to master course material, develop appropriate levels of personal responsibility and character, and ensure a successful middle school experience. Northbridge Middle School is committed to working cooperatively with parents, family physicians, and if necessary, the local juvenile court to ensure those laws governing attendance is enforced. Any parent experiencing difficulty sending their child to school on a regular basis is invited to call the school Principal, nurse, or social worker to develop strategies for resolving the problem.

### **Parent Obligations**

Parents are expected to comply with Massachusetts's law requiring a phone call at the start of the school day whenever their child is expected to be absent or tardy. Parents are also required to furnish the school with home, work, and other emergency telephone numbers where they can be contacted during the school day. A doctor's note or similar written evidence **MUST** accompany all requests for "excused" absences before it will be considered as an excused absence. Written applications of excused status should be submitted on the day of the student's return and may not be considered if presented after 7 days of the absence.

Vacations and extended absences while school is in session usually have a negative effect on student performance and are discouraged. Parents seeking excused status during these periods must apply to school officials and provide an itinerary of the activities. Excused status may or may not be granted. The student will be responsible for making up all missed schoolwork and may be given additional educational tasks related to the itinerary. If a student is absent from school for any reason, she/he is required to complete all assignments and make up work.

### **School Obligations and Policies**

The Northbridge School Department will fully comply with and enforce Massachusetts's law requiring court notification and action on behalf of any child between the ages of 6 and 16 with more than 7 unexcused absences in any 6-month period. All parents of students in this category will be notified in writing that a CHINS (truancy) or criminal (failure to cause attendance) complaint has been made. The Principal, acting as a representative for the school committee, shall have sole jurisdiction in determining whether an absence shall be excused. The Principal for excused status will consider issues of serious medical impairment, bereavement, religious holidays, or emergencies.

### **Unexcused Absences**

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 school does not accept the written excuse, the student will receive a zero for all work 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.

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.

### **Other Guidelines**

- All students must be in their homeroom at the start of school, or they will be considered to be tardy.
- Students arriving more than 5 minutes after the start of school must report to the office for a pass.
- Early dismissal requests require prior written notification from a parent. All dismissal notes should be brought to the office in the morning, and a dismissal pass will be given to the student.

## **MEDICAL INFORMATION/HEALTH SERVICES**

The health office is located on the second level of the middle school, (room 209) and is staffed by a registered nurse during school hours. You may reach the nurse by calling 508-234-8718 X2110.

### **Disclosure of Medical Information**

All medical information that is disclosed to the school nurse is kept strictly confidential. Parent(s)/Guardians are strongly encouraged to report all medical conditions, medications, and allergies to the nurse. This information may prove life saving in the event of an emergency. The nurse may not share any information disclosed to her without written permission from the parent(s) or guardian.

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 school nurse does the screening 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's 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 the nurse may administer medication. 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.

Any student missing more than 50 percent of a class without written school authorization shall be considered absent. Any student who is unable to attend a regular school session cannot participate in any afternoon or evening school activity unless the Principal approves a written request. The Principal may also suspend other school privileges and activities if a student has 3 or more unexcused absences in any term.

## **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(s)/guardian(s), 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(s)/Guardian(s) 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(s)/guardian(s) who wish 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(s)/guardian(s) under Massachusetts State and Federal Special Education laws. Membership is open to parent(s)/guardian(s) 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

File: EEAA

## **NORTHBRIDGE PUBLIC SCHOOLS TRANSPORTATION POLICY**

Students will be entitled to transportation to and from school at the expense of the Public Schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Transportation will be provided to and from the students' 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 the Northbridge School Committee would determine services. Additionally, the committee will provide transportation for students as follows:

Kindergarten – Grade 4: Students must live more than ½ mile from school.  
Grades 5 – 8: Students living more than 1½ miles from school.  
Grades 9 – 12: Students living more than 2 miles from school.

### **School Committee Policy**

- 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

**REVISED: 11/10/04**

First Reading: 11/15/04

Second Reading: 12/14/04

Accepted as New Policy Northbridge Public Schools

**REVISED:**

First Reading: 04/04/06

Second Reading: 04/25/06

Accepted as New Policy Northbridge Public Schools

### **Transportation Emergency Protocol**

If a student has a medical emergency on 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.
- 3) If after two (2) attempts, there is no answer at school, the dispatcher will contact the Central Office, Principal or designee calls the parent, 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. Within two (2) days, the Principal shall obtain a written report of the incident from the transportation provider.

### **Bus Privileges/Transportation Services**

Transportation by bus to and from school is a privilege for pupils who qualify by 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 the pupil to use transportation to and from school is a qualified right dependent on good behavior.

Bus rules advise students to:

- Walk on the side facing traffic to and from the bus stop on roads and highways where there are no sidewalks.
- Be on time at the pick-up point. We recommend that students be at the bus stop five (5) minutes before pick-up time. Dogs must be restrained at home when buses are expected.
- In crossing the highway after leaving the bus, cross only after the driver signals that it is safe to cross.
- Pass in front of the bus, and look both ways before crossing the street.
- Keep all items out of the aisle. Keep the bus neat, and do not mark, cut, or break any part of the bus.
- Do not throw anything in the bus or out the windows. Do not put hands, arms, or other parts of your body out of the windows or rear exit door from the bus at any time.
- Do not eat or drink on the bus.

- Be respectful to the bus driver. He/she has a very important job to do and needs your help. The driver's ears and eyes need to be focused on the road in order to drive to and from school. Do not shout or make other noises that might distract the bus driver. Do not talk to the bus driver while the bus is moving, but report any emergencies to him/her at once.
- No student shall ride home on a bus to which he/she is not assigned. The school principal or assistant principal may deprive students from riding the bus for a length of time if the student violates these rules. In all cases, the principal or the assistant principal must make a report to the parents and transportation supervisor.

For any alleged violation of the previously stated rules, the bus driver will notify the principal.

### **Consequences**

- On the first offense, the principal will notify the parents.
- On the second offense, the offender may be suspended from the bus for a maximum of three (3) school days at the discretion of the principal or his/her designee based on the severity of the offense.
- On the third offense, the offender will be suspended from the bus for a minimum of five (5) school days, or a maximum of a school year at the discretion of the principal or his/her designee.

## **CHILD FIND**

The Northbridge Public School District is required to identify all children, ages three (3) years to twenty-one (21) 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:

Administrator of Special Education  
Northbridge Public School District  
87 Linwood Avenue,  
Whitinsville, MA 01588  
508-234-8156 X204

## **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 Dr. Nancy Spitulnik, the District's Section 504 Coordinator (508-234-8156).

### **NORTHBRIDGE PUBLIC SCHOOLS POLICY PROHIBITING DISCRIMINATION**

*It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its educational programs, services, activities, or employment practices.*

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/disability pertaining to students), Title VI and Title IX (race, color, sex, religion, age, national origin, homelessness and sexual orientation) Coordinator is:

Dr. Nancy Spitulnik (or designee/successor)  
Director of Administrative Services  
Northbridge Public School District  
87 Linwood Avenue  
Whitinsville, MA 01588  
508-234-8516 X 201

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, homelessness, 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:

- 1) 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.
- 2) 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.
- 3) 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/ 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 & 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:

- 1) 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.
- 2) 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.
- 3) 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.

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 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
- 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)

### **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 (2) 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. 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**

- 1) 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.
- 2) The victim may be the same or opposite sex as the harasser.
- 3) 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's law. The following information is stated in the Massachusetts General Laws, Chapter 71, and Section 37 H. M.G.L. c. 71 §37H

- 1) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, 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.
- 2) 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.
- 3) 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).
- 4) 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.
- 5) 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.
- 6) 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.

## **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 written request to the Commissioner of Education for review of the issue in dispute.

## **CODE OF CONDUCT**

The purpose of the Code of Conduct is to reduce disruptive and maladaptive behavior and to teach and reinforce appropriate responsible behavior. The Code of Conduct applies to all school activities both during the school day and after regular school hours.

It is the goal of Northbridge Middle School to assist students in the transition from child to adolescence to young adult. Northbridge Middle School believes that the school community should reinforce positive behavior while adhering to a code that ensures that students will not only receive but also understand the consequences of not following the rules. The Northbridge Middle School recognizes that discipline must be developmental and age appropriate.

To enhance the educational process and maintain the safety of the program, the middle school establishes the following regulations:

### ***Each student shall:***

- 1) Attend school regularly.
- 2) Apply his/ her best efforts in studying and learning.
- 3) Behave in a non-disruptive manner in regards to the rights and privileges of others.
- 4) Follow all procedural regulations of this school
- 5) Be held responsible and accountable for any action potentially dangerous and/ or detrimental to individual health and well being, either physical or emotional. *\*\*This list is not intended to be all-inclusive, but provides some examples of poor behavior on the part of students.* Specifically, this includes but is not limited to, the following:
  - a) Smoking/ Possession of tobacco products
  - b) Improper use of school equipment
  - c) Fighting
  - d) Throwing dangerous objects
  - e) Swearing and/ or speaking obscenities
  - f) Theft
  - g) Class tardiness (repetitive)
  - h) School tardiness (repetitive)
  - i) Class and school truancy
  - j) Failure to report to a teacher after school
  - k) Leaving school grounds without permission
  - l) Class disturbance

- m) Corridor, cafeteria disturbance
- n) Willful destruction of school property (vandalism)
- o) Violation of school safety rules affecting the student or others
- p) Violation of school bus regulations
- q) Failure to return school materials or equipment
- r) Drinking or possessing alcoholic beverages: Possession of, use, buy or sell drugs or alcohol or drug paraphernalia. These regulations shall be adhered to while the student is on any portion of school property or property or at a school function under the influence of drugs or alcohol.
- s) Possession of a firearm or any other illegal weapon(s) including knife, laser light pens, paint guns, cigarette or butane lighters or any device which may be used to threaten or endanger the safety and well-being of students and staff
- t) Being found out of an assigned area
- u) Public Display of Affection (PDA) – Public displays of affection are inappropriate on school property or during school activities
- v) Bullying
- w) Unauthorized entry into lockers
- x) Overt display of aggression (hitting walls, fire extinguishers, kicking doors, etc.)
- y) Electronic devices

The use of electronic devices i.e., beepers, lasers, pagers, headsets, stereo/radio, cell phones, iPods, of any type, etc. during the school day is strictly prohibited. While it is recognized that in today's society the use of such communication devices is common, we also recognize that it is distracting and disruptive to the learning environment. If a student is found using such a device during the school day, the device will be confiscated and held by Administration. Parental notification and further disciplinary action may be issued.

Students are required to present any electronic device to a teacher, administrator or staff member upon request. Failure to do so will be considered insubordination and will result in further disciplinary action, which may include suspension. All electronic devices will be stored in the main office for parental pick-up.

Remember: Think about the consequences of taking, sending or forwarding a text message. Never take images of yourself that you wouldn't want everyone to see. If you forward an image or message, you are as responsible for this image as the original sender. Report any inappropriate pictures you receive on your cell phone to an adult you trust. Do not delete the message; get the adult involved immediately.

***The preceding is punishable by any one or a combination of the following:***

- 1) Conferences with appropriate principal, assistant principal, or guidance counselor
- 2) Written reprimand (Discipline Report)
- 3) Detention after school (30 or 60 minutes)
- 4) In-school detention
- 5) In-school suspension (ISS)
- 6) Revocations of dances, socials, Grade 8 Dinner Dance, field days, field trips, Grade 8 Promotion Ceremony
- 7) Out of School Suspension (OSS) from one (1) to a maximum of ten (10) days
- 8) Suspension from school for more than 10 days at the discretion of the Principal (see Expulsion)
- 9) Court Intervention via a CHINS (Child in Need of Services) petition or criminal complaint may be sought at the discretion of administration
- 10) The Northbridge Police Department will be notified regarding certain violations

**POLICY RELATING TO STUDENT BEHAVIOR & DISCIPLINE**

The Northbridge Public Schools shall help students learn behavior patterns that will enable them to be responsible, contributing members of society. Students will be expected to conduct themselves in keeping with their level of maturity and act with due regard for their fellow students and supervisory authority. Students shall have a right to reasonable treatment from the school and its employees and, in turn, the school and its employees shall have a right to expect reasonable behavior from students. The principal will be responsible for administering behavior and discipline procedures at the school in accordance with District policy and school procedures. In order to assure that all students and staff are made aware of their specific rights and responsibilities, a student handbook shall be developed by each school, which defines the rights and responsibilities of students and others whose actions affect student behavior. References to all School Committee policies relating to student discipline will be included in the student handbook. Corrective actions for misbehaviors outlined in the handbook shall be commensurate with the severity of the misbehavior. Consideration shall be given to the:

- 1) Age of the student
- 2) Mitigating circumstances

- 3) Previous behavior of the student
- 4) Attitude of the student

### **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.

### **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.

### **Liability for Damages**

The Northbridge Public Schools shall seek compensation for District property willfully damaged by a minor or student age 18 years or older. Civil action may be brought against the minor or his/her parents, or the individual if 18 years of age or older. All incidents shall be investigated, liabilities fixed, and all costs assessed in a nondiscriminatory and non-arbitrary manner. Schools shall be monitored to ensure that findings of liability are in accordance with District procedures in affording due process guarantees.

### **Corporal Punishment**

Corporal punishment is prohibited.

## **Searches**

Northbridge Public Schools authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District. A warrant-less search (non-emergency) of a student's school locker or articles carried upon the student's person, may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct.

## **Student Suspensions**

The Northbridge Public Schools shall ensure that each pupil has an atmosphere and an environment that is conducive to teaching and learning. To that end, schools shall maintain programs that maximize opportunities for learning and minimize disruptions to the educational process. The District's first concern shall be to help maintain pupils in school so that their learning process is not interrupted. Students who create discipline problems, which cannot be resolved through less severe means, shall be suspended. As a last resort, the District shall, at the discretion of the school principal, and following the required due process, deny a pupil the right to attend school for a period not to exceed ten (10) days. The principal's decision is final. Students will have the right and the responsibility to complete all assignments and make up all tests missed during the suspension. It will be the student's responsibility to confer with teachers and to complete make-up work within a reasonable time but in no instance exceeding three weeks after the suspension expires.

When the situation warrants, long-term suspension may be imposed following required due process. Long-term suspensions may be appealed to the Superintendent whose decision is final.

## **Expulsion**

Expulsion shall be considered when the behavior of the student warrants such action at the discretion of the school principal. The expulsion shall be governed by Massachusetts General Laws, Ch. 71, sections 37h and 37h1/2, and Ch. 76 section 17.

First Reading: February 14, 2006

Second Reading: February 28, 2006

## **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 Individualized Education Plan (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 an IEP. 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.

## **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.

### **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.

### **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. A staff member who has received in-depth training as specified in this policy may only administer floor prone restraints, 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 continues 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.

## **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.

### **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.
- 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.

### **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)

## **POLICY RELATING TO FIELD TRIPS INVOLVING LATE NIGHT OR OVERNIGHT TRAVEL**

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:

- 1) Trip Approval Process
  - a) 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).

- b) The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
- c) 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.
- d) 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.
- e) 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.

#### Transportation

- a) 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.
- b) 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.
- c) School officials will ensure that the Federal Motor Carrier Safety Administration (FMCSA) licenses the selected carrier for passenger transportation. The District should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory".
- d) 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.

#### Trip Scheduling

- a) Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
- b) Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.
- c) 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.
- d) 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.

#### Fundraising

- a) The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
- b) Group fundraising activities are preferred.

#### Student Supervision

- a) 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.
- b) A chaperone must always be present whenever students are on the bus.
- c) 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.
- d) 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.

## **VISITORS & 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 Superintendent or the

Director of Administrative Services will only review the reports. 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

## **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. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

#### **CH. 269, S.19. Hazing Statutes to be Provided/Statement of Compliance & 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, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

## **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 [*insert telephone number*].

## **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

## **NOTICE OF NONDISCRIMINATION**

*It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its educational programs, services, activities, or employment practices.*

## **SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parent(s)/guardian(s) or teachers may refer students they are concerned about to the Special Education Department. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Following receipt of the parent(s)/guardian(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and /or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. Students may also be referred for an evaluation of their eligibility under Section 504 even where they have not been referred for a special education evaluation.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or the team chairperson.

## **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 notification 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 have been no Asbestos removal projects. RI Analytical EAM 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.

## **NORTHBRIDGE PUBLIC SCHOOL DISTRICT ACCEPTABLE COMPUTER/INTERNET USE AGREEMENT**

The Northbridge Public School's Computer Resources Acceptable Use Policy and Internet Safety Policy are summarized below. The full text is available at [www.nps.org](http://www.nps.org). Each student, along with his/her parent/guardian must sign and return a copy of the Acceptable Computer Use Agreement and The Internet Safety Contract before being assigned a network account and/or being allowed to access the Internet.

### **Summary of Computer Policies**

The use of computers and the Internet in the Northbridge Public Schools is a privilege, not a right, and failure to follow these guidelines will result in loss of privileges, disciplinary action, and/or legal prosecution. Everyone must report any violations of the computer policies. Computer resources must be used for legal, ethical, appropriate, educational purposes.

All computer resources at the schools are the property of the Northbridge Public Schools. No unauthorized technology may be used. Only software that is purchased by the District may be installed on any school computer or network. The District reserves the right to examine and remove the content of files to insure compliance with these guidelines, and the right to delete a student's files after the end of a school year or when a student leaves the District.

Surge protectors shall be used with all electrical equipment; anti-virus software shall be used whenever a file is copied between disks; the use of floppy disks shall be minimized. Equipment will be powered off and covered when left unused for more than 24 hours. Data files saved to the network shall be backed up regularly and automatically. Every one is responsible for making backup copies of his or her data files that are not stored on the network. Faculty and staff may limit the use of external media (CDs, pen drives, etc.) and may scan any student media at any time for viruses. No one shall:

- Share any account and/or password or attempt to use anyone else's account and/or password.
- Attempt to access, tamper with, or damage anyone else's account or files.
- Install or download software or any other files, including screensavers or programs like "Weather bug", without the prior permission of the Technology Director.
- Create or send abusive, threatening, inappropriate, repetitive, or clearly unwanted messages.
- Create, copy, download or access files or websites containing any profanity, obscenity, or other inappropriate or harmful materials.
- Physically open up any computer, printer, or other technology that appears broken or jammed.
- Access or change any network operating software or system configuration files, including the desktop, icons, and colors.
- Delete any software, without the prior consent of the technology staff,
- Knowingly introduce a virus, spy-ware, ad-ware or similar threat.
- Disconnect or move any technology, without the prior consent of the technology staff,
- Use network resources, including scanners, and telephone lines, without appropriate permissions.
- Print without appropriate permissions.
- Engage in any illegal, commercial, or active political activities.

Disclose personal information on the Internet such as last name, age, sex, school, address, or phone number. Middle School and High School may be assigned accounts to access the Internet directly. Students in grades 3-5 may only be given accounts to access pre-approved Internet websites. Access to inappropriate websites will be restricted to the extent possible by using filtering software. Anyone found repeatedly or intentionally visiting objectionable, problematic, or inappropriate sites will have his or her Internet privileges revoked.

## **ACCEPTABLE COMPUTER USE POLICY**

### **Introduction**

The Northbridge Public School District provides computer resources and Internet access to support educational excellence by promoting resource sharing, facilitating communication, enhancing learning, improving administrative efficiencies, and preparing students to live and work in the 21<sup>st</sup> century. Anyone who uses the



District's computer resources must follow the guidelines described in this policy. The use of computers and the Internet in the Northbridge Public School District is a privilege, not a right, and failure to follow these guidelines will result in loss of privileges, disciplinary action, and/or legal prosecution.

### **Definitions**

As used in this policy, the term *computer resources* includes, but is not limited to: computers; printers, scanners, digital cameras, handheld devices, networking equipment, and telecommunication lines; software, files; multimedia, video, cable, TV, telephone, and fax equipment; Language Lab, Tech Engineering, or other specialized facilities; Internet, email, or other online accounts; and computer supplies such as blank disks.

### **Computer Use**

Students in Grades 2 and below shall be taught how to use a computer safely before being allowed to use any computer. Adults and students in Grade 3 and above must sign and return the Acceptable Computer Use Agreement. (An exception may be made for occasional guests that are granted temporary access for training classes, vendor demonstrations and the like.) For minors, a parent or guardian indicating their understanding of this policy must also sign this form, and their acceptance of liability for damages resulting from the intentional disregard of these guidelines by their child. This agreement will be signed when students are enrolled, or reach 3<sup>rd</sup> grade, or when employees are hired, and will stay in effect as long as the student is enrolled, or staff member is employed, in the Northbridge Public School District. A summary of these guidelines will be reviewed in every class using computers and placed in student handbooks with a reference to the full policy on the District's website.

### **Acceptable Computer Use Guidelines**

To insure a positive and productive learning environment, please adhere to the following guidelines:

- 1) **Respect the school's property:** All computer resources at the schools are the property of the Northbridge Public School District. No unauthorized technology may be used at school. No one may intentionally damage, tamper with, or use for any illegal or unethical activity any school or District property. In addition, computer resources must be used for educational purposes only and may not be used to sell anything, or to create anything that is sold, unless it is done so for the purposes of fundraising with the prior knowledge and consent of the building administrator.
- 2) **Respect and adhere to copyright laws:** All software has specific licensing agreements, which must be strictly upheld. Unauthorized copying is not permitted. To insure compliance with copyright laws, only software that is purchased by the District may be installed on any school computer or network. Software with little or no educational value shall not be installed on school computers. Software obtained by the District or one of its schools may not be copied or installed onto any computer, school-owned or not, without prior permission of the Technology Director.
- 3) **Respect others' individual property rights and privacy:** Existing rules against plagiarism apply to information gathered through the use of CD-ROM encyclopedias and other software, as well as through the use of the Internet. Everyone must respect each others' privacy and may not tamper with each anyone else's data files, network account, etc. The District does, however, reserve the right to examine and remove the content of files to insure compliance with these guidelines, when there is reasonable cause or suspicion. The District reserves the right to delete files in individuals' accounts after the end of a school year or when a student or employee leaves the District.
- 4) **Respect others' right to freedom from harassment and intimidation:** No one may create or send abusive, threatening, repetitive, or clearly unwanted messages or use inappropriate language. No one may create or copy files containing any profanity, obscenity, or other inappropriate materials. No one may intentionally or otherwise interfere with others' work.
- 5) **Use and share computer resources courteously and efficiently:** Everyone must understand and accept that there are restrictions on computer resources including storage space and time limits. Deleting messages once they have been read and removing unused files must be done in order to conserve disk space. When asked by a faculty or staff member, a student must immediately "log off" from the system.
- 6) **Help protect computer resources:** Everyone must safeguard the District's computer resources by taking reasonable precautions. Surge protectors shall be used with all electrical equipment; anti-virus software shall be used whenever a file is copied between disks; the use of floppy disks shall be minimized. Equipment will be powered off and covered when left unused for more than 24 hours. Data

files saved to the network shall be backed up regularly and automatically. Every one is responsible for making backup copies of his or her data files that are not stored on the network.

Each user may be assigned a unique username and secret password. Accounts, username or passwords must not be shared with anyone else. Each user is responsible for all the activity conducted under that account or username. No one may attempt to access anyone else's account or files. Passwords must be safeguarded at all times and changed in accordance with the current procedures at each school. Faculty and staff may prohibit the use of non-school-issued disks in school computers and may scan any student disk at any time for viruses. Each school will establish a safe and ethical file handling procedure for all.

No one shall:

- 1) Open up any computer resource that appears broken or jammed
- 2) Access any network operating software or system configuration files
- 3) Install or delete software, without the prior consent of the technology staff
- 4) Download executable files that can corrupt computers and the network
- 5) Knowingly introduce a virus, spy-ware, ad-ware or similar threat
- 6) Disconnect or move any technology without the prior consent of the technology staff
- 7) Use a modem or telephone line without appropriate permission
- 8) Print without appropriate permission, or change system settings including the desktop, icons, and colors

### **Report any misuse or abuse**

Any one with knowledge of abuse, inappropriately use, or failure to follow any of these guidelines shall report this to a teacher or administrator as soon as possible. Any violation of school policy and rules may result in loss of school-provided access to computers. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Northbridge Public School District is committed to providing secure and error-free computing and cannot be held responsible for any loss or damages resulting from technical or other difficulties. The Northbridge Public School District reserves the right to change these guidelines.

## **INTERNET SAFETY POLICY**

### **Internet Use**

The Internet is a vast computer network full of wonderful educational experiences. However, there are some parts of the Internet that are not appropriate for education and, therefore, the Northbridge Public Schools will teach students to use the Internet safely by following the guidelines listed below. Teachers and staff who use the Internet will follow the same guidelines to model appropriate use while protecting themselves and school property. A summary of the guidelines will be included in student handbooks with a reference to the full copy, which shall be posted on the District website.

At the preschool and primary grade levels, students may only use the Internet alongside an adult. Students in grades 3-5 may only be given accounts to access pre-approved Internet websites, and older students in Middle School and High School may be assigned accounts to access the Internet directly. Anyone accessing the Internet through the District's computers and networks must first return a signed Internet Safety Contract. This shall be done when a student enrolls, or reaches grade 3, or when an employee is hired, and will remain in effect until that person leaves the District.

Internet access will be provided with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for students. It is important to remember, however, that no system is perfect and that the possibility always exists for some inappropriate materials to get through.

Ultimately, everyone must take responsibility for their own actions and take the necessary steps to protect themselves. Therefore, anyone found repeatedly or intentionally visiting objectionable, problematic, or inappropriate sites will have his or her Internet privileges revoked.

### **Internet Safety Guidelines**

Anyone accessing the Internet in the Northbridge Public Schools shall not use the Internet to:

- 1) Access material that is obscene; harmful to minors, hardware, software or networks; or otherwise inappropriate for educational uses
- 2) Engage in "hacking" or attempts to otherwise compromise system security
- 3) Engage in any illegal, commercial, or active political activities
- 4) Disclose or post personal information, such as last name, age, sex, school, address, or phone number

- 5) Download files, which can jeopardizes the health of the network by introducing a computer virus and using large amounts of disk space, without the prior consent of the technology staff. This includes screensavers, games, and other programs such as "Weather bug"

**Report any misuse or abuse**

Anyone with knowledge of abuse, inappropriate use, or any failure to follow any of these guidelines shall report this to a teacher or administrator as soon as possible. Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be contacted.

The Northbridge Public School District is committed to providing secure and error-free computing and Internet access and cannot be held responsible for any loss or damages resulting from technical or other difficulties. The Northbridge Public School District reserves the right to change these guidelines.

**NORTHBRIDGE MIDDLE SCHOOL GUIDELINES**

**2009-2010 School Year**

Dear parent(s)/guardian(s):

Please fill out, sign and return to your child's homeroom teacher. Thank you.

I, \_\_\_\_\_ and \_\_\_\_\_ have read and  
(Print Student Name) (Print Parent/Guardian Name)

comply with the regulations of the Northbridge Public Schools and Northbridge Middle School.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

# NORTHBRIDGE PUBLIC SCHOOL DISTRICT CALENDAR 2009-2010

## AUGUST

M	T	W	T	F
24	25	26	27	28
31				

## August

31 Teacher Meeting Day

## SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## September

1 Professional Development Day  
 2 First Day of School for Grades 1-12  
 3 First Day of School for Kindergarten  
 7 Labor Day  
 8 First Day of School for PreK

## FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

## OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## October

12 Columbus Day Observed  
 13 Professional Development Day

## MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## November

6 Professional Development Day  
 11 Veterans' Day  
 18 Release Day Parent Conferences K-12  
 25-27 Thanksgiving Recess

## NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## December

24-31 December Recess

## APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## January

1 New Year's Day Observed  
 18 Martin Luther King Day

## DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## February

15-19 February Recess

## MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## May

31 Memorial Day Observed

## JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## June

4 High School Graduation  
 15 Last Day for PreK  
 18 Last Day - Early Release (180th day)  
 21-25 Possible make-up days

Release Schedule - 11/18 & 3/10	
High School	10:50 AM
Middle School	11:20 AM
Balmer School	11:50 AM
Elementary School	12:00 PM
Breakfast & lunch served	

CALENDAR KEY	
	No School
	Release Day

Early Release Schedule - Last Day	
High School	10:20 AM
Middle School	10:50 AM
Balmer School	11:20 AM
Elementary School	11:30 AM
No breakfast or lunch served	

School Committee Meetings		
August 25	December 8	April 13, 27
September 8, 22	January 12, 26	May 11, 25
October 13, 27	February 9, 23	June 8, 22
November 10, 24	March 9, 23	

Meetings begin at 7:00 at the High School Media Center, televised on Channel 13