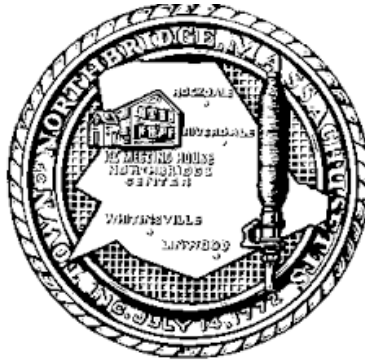


Northbridge Public Schools

Student and Family Handbook

2018- 2019

*Excellence ~ Accountability ~ Collaboration:
"Every Student. Every Classroom. Every Day."*



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Northbridge Public Schools



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The Northbridge Public Schools

Town of Northbridge

87 Linwood Avenue, Whitinsville, Massachusetts 01588

(508) 234-8156 FAX (508) 234-8469 www.nps.org

Dr. Catherine Stickney, Superintendent
Greg Rosenthal, Director of Pupil Personnel Services

Amy McKinstry, Director of Curriculum and Instruction
Melissa Walker, Director of Business and Finance

Welcome students and families to the 2018 - 2019 school year! We also welcome the Class of 2031 to kindergarten this year!

We start this school year ready for new beginnings. We are pleased to welcome back Mr. Tim McCormick as the principal of Northbridge High School and Mr. Eric Tracy as the Assistant Principal. Mr. Greg Rosenthal joins us as Director of Pupil Personnel Services, and Mr. Richard Maglione completes the leadership team as Director of Facilities. As we focus on developing and enhancing our special education programs and service delivery and the school building project, we believe we have key individuals in place that are ready to work with the community to make Northbridge Public Schools an even stronger partner in the community.

Thank you to our group of community members and staff who have spent numerous hours developing our next strategic plan. Enhancing our communication, further developing our programs, and focusing on social-emotional learning will be at the forefront of our work. We look forward to working collaboratively to address these important focus areas over the next three years.

This fall, the community will answer the call regarding the elementary school building project. This two-year effort to develop and design a plan, focused on improving the educational experience in a safe and nurturing environment for the next fifty years, has demonstrated community commitment and pride in the services and work we provide. We appreciate the support and expertise from our community partners who have worked tirelessly to address these growing needs.

Safety and security remain at the forefront of our work. We continue to work closely with the Northbridge Police Department and Fire Department to discuss the priority for capital improvements. We will hold a public Safety Forum on September 12th from 6-8PM at Northbridge High School for parents and community. We hope that you will join us for this important event.

It is with great pride and excitement that we wish to announce that Northbridge High School has received the designation for two of our programs as "Innovation Pathways" in the Commonwealth. Only five high schools across the state have achieved this designation given their development of high school programming that provides students with technical support, training, internships, and college credits prior to graduation. With the addition of our Manufacturing Lab to our Bio-tech Lab, enhanced engineering and computer classes, early college credits courses, and new partnerships with Boston Architectural College and UMASS, added to our already growing Career Academies, we are now recognized as a leader in the areas of Information Technology and Health Care and Social Assistance sector.

We are partnered with Uxbridge High School, who also received this designation, and the Blackstone Valley Education Foundation. The BVEF and Blackstone Valley Chamber of Commerce have been strong partners in the creation of our Manufacturing Lab and connection with community employers.

We hope you will join us in our commitment to build communication and collaboration. Positive problem solving is the foundation upon which we can continue to improve the educational experience for our students. Our staff members work tirelessly to answer the call to address the high expectations set out before them. None of the work detailed here would be possible without dedicated teachers, administrators, instructional assistants, support staff, secretaries, custodial and maintenance staff, cafeteria staff, crossing guards, and bus drivers. These key roles and individuals care about our students and community. They are the heroes, often behind the scenes. Please be sure to thank them as we return again.

Best regards for the new school year,



Dr. Catherine A. Stickney
Superintendent of Schools

FOREWORD:

The Northbridge District Student and Family Handbook provides information about instructional programs, support services, and expectations regarding student behavior. It also includes an abbreviated overview of certain laws, policies, rules, regulations, and practices that affect students. This handbook is available on our website at www.nps.org.

This handbook is not intended to replace the actual policies, regulations, rules, and practices established by the Northbridge School Committee. If errors in this publication occur, the Northbridge School Committee Policy manual will represent the actual guiding document. The policy manual is available online at <https://www.nps.org/district/school-committee/pages/policy-manual>.

The School Committee, Superintendent, and school administrators reserve the right to develop, revise, define, eliminate, policies, rules, and regulations as they deem appropriate. Students and families may be notified about this changes as appropriate and relevant.

Each school will provide a supplement that presents school-specific information and procedures. It is the student and parent/guardian's' responsibility to become familiar with the handbook.

You must complete the Handbook Acknowledgment, Media Release, Acceptable Use forms, and any other acknowledgment forms requested by the school administrators. These forms must be returned to the school's main office by Friday, September 7, 2018.

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***** This handbook and its contents are adapted from the Northbridge High School Student Handbook.***

NORTHBIDGE PUBLIC SCHOOL DISTRICT CALENDAR 2018-2019

AUGUST

M	T	W	T	F
27	28	29	30	31

SEPTEMBER

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

OCTOBER

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

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

DECEMBER

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

Early Release Schedule

Breakfast served. NO LUNCH is served.

High School	10:20
Middle School	10:50
Balmer School	11:30
Elementary School	11:40

School Committee Meetings

September	11,25
October	9,23
November	13,27
December	11

Meetings begin at 7:00 at the High School Media Center, Televised on Channel 194

January	8,22	April	9,23	July	13
February	12,26	May	14,28		
March	12,26	June	11,25		

School Committee meeting dates are subject to change

School Committee Approved/Revised 7-24-18

August

- 27 Professional Development- Full Day
- 28 Teacher Meeting Day
- 29 First Day of School for Grades 1-12
- 30 First Day of School for Kindergarten

September

- 3 Labor Day
- 4 First Day of School for Preschool

October

- 5 Professional Development- Full Day
- 8 Columbus Day
- 24 Early Release: Staff Professional Development

November

- 6 Professional Development- Full Day
- 12 Veterans Day
- 21 Early Release Day, Thanksgiving
- 22-23 Thanksgiving Recess

December

- 5 Early Release: Parent Conferences
- 24-31 Winter Recess

January

- 1 New Years Day, Winter Recess
- 21 Martin Luther King, Jr. Day
- 23 Early Release: Staff Professional Development

February

- 18-22 February Recess

March

- 13 Early Release: Parent Conferences

April

- 15-19 April Recess

May

- 27 Memorial Day
- 29 Early Release: Staff Professional Development
- 31 High School Graduation

June

- 7 Last Day for Preschool
- 12 Early Release Day, Last Day- (180th day)
- 13-19 Possible make-up days (185 days)

CALENDAR KEY

No School - Closed
Staff Only
Early Release Day

FEBRUARY

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	

MARCH

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

APRIL

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			

MAY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

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

CALENDAR DATES 2018-2019

Faculty Meetings

September 11, 25
 October 9, 23
 November 13, 27
 December 4, 18
 January 15, 29
 February 12, 26
 March 12, 26
 April 9, 23
 May 7, 21
 June 4

School Opening

NES: PK - Aug 30 9:00AM
 Kdg – Aug 29 9:00AM
 Gr 1 – Aug 28 9:00AM
 Balmer: Aug 28 10:00-11:00AM
 NMS: Aug 28 11:00-12:00PM
 NHS: Aug 28 8:00-9:00AM

PD Early Release Days

October 24
 January 23
 May 29

Parent Conferences

December 5
 March 13

Report Card Schedule HS & MS		Report Card Trimester Elementary	
Mid-semester	Sept 28	Mid-trimester	Oct 10
Term Ends	Nov 2	Term Ends	Nov 20
Sent home	Nov 8	Sent home	Dec 3
Parent Conf	Dec 5	Parent conf	Dec 5
Mid-semester	Dec 7	Mid-trimester	Jan 24
Parent Conferences	Mar 13	Term Ends	March 7
Term Ends	Jan 18	Sent home	March 11
Sent home	Jan 25	Parent Conf	March 13
Mid-semester	Feb 27	Mid-trimester	May 3
Term Ends	Apr 2	Terms Ends	June 12
Sent home	Apr 8	Sent home	June 12
Mid-Semester	May 9		
Term-Ends	Jun 12		
Sent home	Jun 12		

Administration

District Office
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156

Northbridge School Committee

Mr. Michael LeBrasseur, Chairman: mlebrasseur@nps.org
Mr. Joseph Strazzulla, Vice Chairman: jstrazzulla@nps.org
Mrs. Bethany Cammarano, bcammarano@nps.org
Mr. Michael Alden: malden@nps.org
Mr. Brian Paulus: bpaulhus@nps.org

Central Office Staff

Superintendent: Dr. Catherine A. Stickney
Director of Curriculum, Instruction, Assessment: Ms. Amy McKinstry
Director of Pupil Personnel Services: Mr. Greg Rosenthal
Director of Finance: Mrs. Melissa Walker
Director of Facilities: Mr. Richard Maglione
Director of Technology: Mr. Greg Palmer
Transportation Coordinator: Mrs. Bonnie O'Donnell
Food Service: Mrs. Mary Farese-Brown (508) 234-8163

Vendetti Bus Company - Ms. Wanda White
410 N Main St, Uxbridge, MA 01569
(508) 234-8981

Northbridge Elementary School (Pre-K - Gr. 1) Mrs. Jill Healy, Principal 30 Cross St. Whitinsville, MA 01588 (508) 234-6346	W. Edward Balmer Elementary School (Gr. 2 - 4) Mrs. Karlene Ross, Principal Mrs. Theresa Gould, Assistant Principal 21 Crescent St. Whitinsville, MA 01588 (508) 234-8161
Northbridge Middle School (Gr. 5 - 8) Mr. John Zywiec, Principal Mr. Robert O'Brien, Assistant Principal Mr. Nicholas Hoffman, Assistant Principal 171 Linwood Ave. Whitinsville, MA 01588 (508) 234-8718	Northbridge High School (Gr. 9-12 and Post Grad) Mr. Timothy McCormick, Principal Mr. Eric Tracey, Assistant Principal Mr. John Susienka, Dean of Students 427 Linwood Ave. Whitinsville, MA 01588 (508) 234-6221

QUICK LINKS

Important Telephone Numbers

Police: 508-234-6211
Fire: 508-234-8448
Ambulance: 508-234-2111
Poison Control: 800-682-9211

Town of Northbridge

Selectman/Town Manager 508-234-2095
Town Clerk 508-234-2001
Treasurer/Collector 508-234-5432
Board of Registrar 508-234-2001
United States Post Office 800-275-8777
Whitinsville Library 508-234-2151
Whitin Community Center 508-234-8184.

Anonymous Alert (Bullying)

<http://www.nps.org/node/2272>

Social Service

Arbour Counseling-Franklin 508-528-6037
Beginning Bridges Community Partnership
508-234-1291
Catholic Charities 508-234-3800
Crisis Center 508-791-6562
Dept. of Social Services 508-234-1000
Dept. of Transitional Assistance 508-767-3100
Family Continuity Program (FCP) 508-234-4181
First Call Referral 508-755-1233
Food Pantry 508-234-4599
Integrated Psychotherapy 508-473-1200
Maria Diran-LMHC Whitinsville 774-847-7227
Milford-Franklin Counseling Services, Inc
508 437-7400
Parental Stress Line 800-632-8188
Riverside Emergency Service 508-634.3420
Riverside Outpatient Counseling 508-529-7000
Social Security 800-772-1213
Wayside Community Counseling/Valley Rape

Crisis Program 508-478-7400 / 800-511-5070
Wayside Trauma Intervention 508-478-6888
WIC-On Wheels 508-641-4829
You,Inc 508-849-0469

Health Services

Whitinsville Urgent Care 508-234-6311

Northbridge Public Schools Nursing.

Northbridge High School
427 Linwood Ave.
508-234-9356

School Hours

Northbridge Elementary School:
8:45-11:30 (AM PreK) / 12:15-3:00 (PM PreK)
8:45-3:00 (full day PreK)
8:35-2:50 (Kindergarten & Grade 1)
W. Edward Balmer Elementary
8:25-2:40
Northbridge Middle School
7:40-2:00
Northbridge High School
7:20 (first bell); 7:25 (tardy bell) - 1:55

School Closings

School closing, delayed starting time or early dismissal will be announced by the **Connect-Ed** system, the district website, social media, and on the following stations: WSRS, WTAG-580, WBZ-1030

WBZ-TV Channel 4
WCVB Channel 5
TV 7 News
Fox 25
NECN

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

Vision Statement

For all students to engage in an inclusive and innovative learning environment that cultivates respect and ownership and empowers them to succeed in an evolving local and global community.

Mission Statement

The Northbridge Public Schools, in partnership with students, families and the community, provide a robust educational experience that inspires critical thinking, collaboration and creativity. We strive to cultivate resilience, personal responsibility and effective communication skills in all students to ensure their social-emotional well-being and individual success.

Northbridge Core Beliefs

- We believe respect and appreciation for diversity is essential
- We believe all students are capable of achieving personal greatness
- We believe problem solving and perseverance are critical to success
- We believe teaching and learning should be joyful
- We are committed to the continuous improvement of our school system

Northbridge Public Schools Strategic Plan

The Northbridge Public Schools is committed to striving for continuous improvement in all areas. We have developed a Strategic Plan that focuses on three main areas: Social-Emotional Health and Well-Being, Academic Rigor and Personal Success, and Culture and Community. This plan and its action items drive our decisions and work. Please visit the [website](#) for specific information.

GENERAL INFORMATION

After School Activities, Clubs and Sports

All students are welcome to participate in the after school clubs, activities, and sports offered at their school. Please check each school's Appendix for specific information regarding types of activities, participation guidelines, expectations, and eligibility (MIAA).

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

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

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

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

Before and After School Care

The Northbridge Public Schools offers extended care options for students in Gr. K-8. These programs are managed by AlphaBEST. For information regarding enrollment and participation, you may go to the district website or go to the AlphaBEST website at <https://www.alphabest.org/?s=Northbridge&x=12&y=8>, or you can contact the main office at your child's school.

Dismissal Procedures

Restrictive Dismissal:

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

1. In case of a divorce or separation, we must have a court order indicating the person who is restricted from picking up the child.
2. Children will only be dismissed to people verified on the Emergency Card.

Identification will be required before the child is discharged in either situation. If there is a change in either 1 or 2, the school must be notified in writing of this change. Appropriate personnel will be informed.

Early Dismissal:

Students are not permitted to leave the school grounds before their regular dismissal time without prior written approval from their parent/guardian. If you would like to dismiss your child from school, please

send a note to the office with your child prior to the start of school. Students will not be dismissed directly from their classroom. Students will only be released to the authorized adults that have been registered on the student's emergency card and proper identification may be required. Authorized person must come to the main office to dismiss the student.

Early Dismissal Due to Weather

In case of an early dismissal due to weather, it is imperative that arrangements be made for the care of your child in the event that a parent/guardian is not home. Be sure that your child is thoroughly familiar with these arrangements and know where they should go if they are dismissed from school early because of an emergency. Early planning is the best preventive measure. It is the policy of the Northbridge Public Schools to activate the Connect-Ed system to alert parents of unplanned early dismissals. Announcements of early school closings will also be made on WBZTV Channel 4 and radio stations WSRS, WTAG, and WBZ-1030.

Entrance Requirements

A child must be 5 years of age by September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten (Policy JEB). Any student enrolling in Northbridge Public Schools for the first time must present a copy of his/her birth certificate and complete immunization records. Failure to produce complete immunization records will result in the student not being permitted to enroll. All children will be screened in the spring prior to entering kindergarten. The kindergarten staff and speech and language pathologists will conduct the screening.

First Week – Forms/Updates

Families are encouraged to pick up the packet of forms to be completed during the first week of school. This packet will contain the following information:

- School emergency card
- Pick-up authorization form
- Computer Acceptable Use Policy form
- Photo permission form
- School menu
- Free and reduced lunch form
- PTA membership form (if appropriate)
- Student schedule (if appropriate)
- Bus tag (if appropriate)

Please help us by filling out the required forms, and return them to the school office as soon as possible.

Idling of Motor Vehicles

Operators of motor vehicles are prohibited from allowing any motor vehicle to idle unnecessarily on school grounds (see M.G.L. c. 90, section 16B). The following exceptions apply: traffic conditions; queueing for pick-up or drop-off; diesel engine cool down and warm up; maintenance of temperature of school busses. Violators may be subject to a civil fine of up to \$100 for a first offense and \$500 for second and subsequent offenses.

Lost and Found

All clothing, lunch boxes, and backpacks found at school are placed in the lost and found located in each building. Money, jewelry, and any other articles of value are turned into the principal.

Personal Property

Personal property, other than items needed to complete homework and assignments, should not be brought to school without specific permission from the teacher or principal. This includes, but is not limited to, toys, games, lasers, beepers, baseball bats, cameras, skateboards, trading cards, electronic games of any kind, movies, and excessive amounts of money. Students violating this procedure will have the item taken away and returned at the end of the day. In the case of money or valuables, parents will be notified to pick up the items.

The school will not be responsible for lost, stolen, or damaged personal items. All personal items should be clearly labeled with the student's name. This includes coats, hats, gloves, mittens, lunch boxes, backpacks, personal books, and electronic devices approved by the school principal or related to a student's approved educational program.

Personal playground equipment such as musical instruments, sporting equipment, balls, jump ropes, mitts etc., may be brought to school under the following conditions:

- The equipment must be approved by the teacher or school principal
- The equipment must be clearly labeled with the child's name
- The equipment must be placed in the child's classroom, unless otherwise directed by the administrator

The school will not be responsible for lost, stolen, or damaged equipment.

Registration/Withdrawal

Registration:

Students are registered at each school building for his/her grade level.

The following documents must be provided for all students enrolling at any of the Northbridge Public Schools:

- District Student Registration Form
- Birth Certificate
- Proof of Residency: *ie: Mortgage documents, water/sewer bill, Rental agreement, Purchase & Sales Agreement, recent utility bill*
- Most recent Physical and Immunization Record
- Most recent Report card and any academic support documents *ie: IEP or 504*
- Legal Proof of Guardianship or Custodial Paperwork-***this documentation must be provided if you fall into one of the categories below:***
 - If you are not listed as the mother/father on the student's birth certificate
 - If you are not the mother/father, but have physical custody of the student
 - If either the mother or father have joint legal custody with physical custody going to either mother or father
 - If either the mother or father have sole custody

Withdrawal:

Please notify the school as soon as you know the date of your child's withdrawal so that the records can be processed and sent to the receiving school. The custodial parent or guardian must come into the school to fill out a records release form. All books borrowed from the school should be returned. If books borrowed are not returned, payment is required.

School Closings or Delays

School closings, delayed starting time or early dismissal will only be announced by the Connect-Ed system and on the following Radio Stations: WSRS, WTAG, WBZ-1030 and WBZ-TV Channel. No announcement will be made from the school. **Please do not call the school for this information** as these decisions are not made on an individual school basis. If school is closed for the day or dismissed early, all school related activities are canceled.

ACADEMIC EXPECTATIONS and OTHER RELATED POLICIES**Acceptable Use Policy (AUP)**

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 21st 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 electronic storage devices.

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 with 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 3rd 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: Adherence to the following guidelines will ensure a positive and productive learning environment for all.

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.

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.

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 other's privacy and may not tamper with anyone else's data files, network account, etc. The District does, however, reserve the right to examine and remove the content of files to ensure 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.

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.

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. Memory must be conserved by deleting messages once they have been read and removing unused files. When asked by a faculty or staff member, a student must immediately "log off" from the system.

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; antivirus 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. Everyone 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. No account, username or password may 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 at each school must be safeguarded at all times and changed in accordance with the current procedures.

Faculty and staff may prohibit the use of non-school issued equipment in school computers and may scan any technology at any time for viruses. Each school will establish a safe and ethical file handling procedure for all.

No one shall:

- open up any computer resource that appears broken or jammed
- access any network operating software or system configuration files
- install or delete software, without the prior consent of the technology staff
- download executable files which can corrupt computers and networks
- knowingly introduce a virus, spyware, ad-ware or similar threat
- disconnect or move any technology, without the prior consent of the technology staff
- use a modem or telephone line, without appropriate permissions
- print without appropriate permission
- change system settings including the desktop, icons, and colors

Report any misuse or abuse: Anyone with knowledge of abuse, inappropriate 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.

Field Trip Policies

The Northbridge Public Schools recognize that first hand learning experiences provided by field trips are an effective and worthwhile means of learning. It is the desire of the school to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. The school will establish regulations to ensure that:

- All students have written parental permission for trips.
- All trips are properly supervised.
- All safety precautions are observed.
- All trips contribute substantially to the educational program.

In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

A. Trip Approval Process

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

B. Transportation

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Should the use of vans be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.
2. Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.

3. School officials will ensure that the 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”.
4. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor’s qualifications.

C. Trip Scheduling

1. Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
2. Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour of service requirements and common sense. Student vehicular (bus and auto) travel between the hours of midnight and 6:00 AM will not be allowed unless relief drivers are provided.
4. If substantially all members of a class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

D. Fundraising

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

E. Student Supervision

1. After taking into account the trip scheduling and logistics, students shall be accompanied by a sufficient number of chaperones.
2. 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. A chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form. Such forms shall include eligibility requirements and appropriate authorization for emergency medical care and administration of medication.
4. When away from school, all school rules will apply to the trip. Infringement of rules may result in a student’s immediate expulsion from the trip. In such cases, parents will be financially responsible for transportation home.

Forgery, Plagiarism, and Cheating

Forgery, cheating and plagiarism are unacceptable behaviors and will not be tolerated in any manner or form. This includes, but is not limited to, the forging of parent/guardian’s signature, the use of “crib” notes, falsifying one’s identity, submitting another person’s work as one’s own, allowing another student to use your work or cutting and pasting of copyrighted materials from computer sources. A grade of zero will be given in all cases.

Homework Guidelines

We believe homework is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Each teacher will communicate to the student and parent his/her individual homework guidelines. Please assist your child by checking his/her agenda or the teacher’s website to remain informed regarding homework assignments.

Parents can assist with developing a positive attitude regarding homework and good study habits early in a student's academic career.

- Set up a consistent time for homework and reading each day
- Create an area that is free from distraction and have the appropriate materials necessary for assignments - pencils, paper, crayons, dictionary
- Review the expectations and directions for the assignment
- Ensure that someone is available to support the child, but not oversee and hover. This does not establish independence.
- Allow your child to complete the assignment with the methods he/she has been taught in class
- Contact your child's teacher if he/she is struggling with homework or is unsure of the directions or assignment

The teacher's role in homework is to provide a means for the student to practice skills needed for continued progress in class.

- Inform students and parents as to what is expected in an assignment
- Inform students and parents as to when homework is assigned and due back
- Inform the students and parents of their role in the homework process (website, syllabus, or homework compact)
- Ensure homework is not burdensome and allows students to explain and reinforce their learning in meaningful ways

Internet Use in Educational Setting

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 preschool – grade 1 levels, students may only use the Internet alongside an adult. Students in grades 2-12 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 2, 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 and may be subject to disciplinary action.

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

- access material that is obscene; harmful to minors, hardware, software or networks; or otherwise inappropriate for educational uses

- engage in "hacking" or attempts to otherwise compromise system security, engage in any illegal, commercial, or active political activities
- disclose or post personal information, such as last name, age, sex, school, address, or phone number.
- download files, which can jeopardizes the health of the network by introducing a computer virus and using large amounts of data, without the prior consent of the technology staff. This includes screensavers, games, and other programs such as "Weatherbug"

Promotion and Retention of Students

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building Principal.

Any student who accumulates fourteen (14) or more absences during a school year may be ineligible to move successfully from one grade to the next unless there are extenuating circumstances. The Principal may consider exceptions to this policy for medical reasons, serious illnesses, hospitalizations, and extraordinary circumstances.

Sex Education

Parent/Guardian Notification

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

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

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

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

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue.

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

ATTENDANCE POLICY

Student Attendance Policy

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

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents/guardians have the responsibility for ensuring that students attend and remain at school daily.

An excused absence occurs when a student is absent for a legitimate, acceptable reason and is able to provide adequate written documentation (a note from a parent/guardian or physician explaining the reason for the absence).

Excused absences include the following:

- Death in the immediate family/funeral
- Observance of a major religious holiday
- Professional appointments that could not be scheduled outside the regular school day
- Illness covered by a physician's note or other medical professional
- Serious illness or injury or chronic illness
- Personal/family emergencies approved by the school principal
- Mandated legal/court appearances
- School sponsored field trips
- Approved school related activities including college visits and job interviews
- Weather so inclement as to endanger the health of the child

Unexcused absences include the following:

- Family vacations/non-emergency travel
- Lack of transportation
- Illness – unless proper and conclusive documentation is produced
- Out-of-school suspensions

When a child is going to be absent, the school district requires the parent/ guardian to call the school to inform them of their child's absence. To call your child out absent, please contact the school's Main Office. **Please note: a parent phone call does not excuse your child's absence. In order for medical absences to be excused, please provide a written physician note within 5 school days of the absence.** If a student is absent and the school is not notified, the school will call the student's parent/guardian. Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made.

If your child is going to have an extended absence due to medical reasons, please notify the school nurse and principal.

Any other absence will be considered **unexcused**. An absence will be defined as occurring any time a student is not present at the start of the school day, and does not check in (as late, tardy to school) with the school's' office. Parents/guardians must provide a written note and a phone call for the absence and

tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Regardless of the reason for the student's absence, and regardless of whether parents/ guardians have submitted a written note or called the school to explain the absence or tardiness of their child, students will be officially recorded as absent or tardy on days when they are not in attendance at school or are late coming to school.

****** Students who are absent more than half the school day will not be allowed to participate in any after-school or evening activities that day. Students with excessive attendance issues may be determined to be ineligible to participate in class and/or school sponsored events. ******

In accordance with the law (c. 76, sections 1A and 1B), the NPS administration shall inform a parent/guardian of a student's absence if the school has not received notification of the absence from the parent/guardian within three (3) days of the absence.

Unexcused Absences

The following is a step-by-step procedure that will be used in situations of **unexcused absences**:

Step One: When a student has a total of five (5) unexcused days of non-attendance the students teachers will contact the parent/guardian to notify them of the unexcused absences. According to Massachusetts General Law Chapter 76 Section 1B, "each school committee shall have a policy of notifying the parent or guardian of a student who has missed 5 or more school days unexcused in a school year".

Step Two: If a student continues to be absent without an appropriate excuse and the total of non - attendance days is ten (10) a second letter notifying the parent(s) or guardian(s) requesting them to contact the school to schedule a diversion meeting with the School Adjustment Counselor. The meeting will focus on the concerns associated with the student's attendance and develop an action plan to support improved attendance.

Step Three: If a student continues to be absent from school without appropriate excuse or the parent did not participate in an attendance diversion meeting then the following actions may be taken:

- An additional meeting may be held at the school's discretion
- The school's administrator (or designee) may be obliged to file a Failure to Cause School Attendance with the Milford District Court
- The school's administrator or designee may be obliged to file a 51-A for educational neglect with the Department of Children and Families.

The action steps shall be developed jointly and agreed upon by the relevant administrator, the student and the student's parent/guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

LEGAL REFS: M.G.L. 76:1, 1A, and 1B; 76:16; 76:20

Excessive Absences/Truancy

The Northbridge School Department will fully comply with and enforce Massachusetts' laws requiring court notification and action on behalf of any child between the ages of 6 and 16 with more than (7) seven unexcused absences in any (6) six-month period. All parents of students in this category will be notified

in writing that a CRA (Child Requiring Assistance) truancy or criminal (failure to cause attendance) complaint has been made. The Principal, acting as the representative of the School Committee, shall have sole jurisdiction in determining whether an absence shall be excused. For “excused” status, the Principal will consider issues of serious medical impairment, bereavement, religious holidays, or emergencies.

Parents of students with (3) three or more unexcused absences or (6) six or more tardiness in any term may be required to attend a meeting with school officials BEFORE he/she will be allowed to return to school.

LEGAL REFS: M.G.L. 119:21, M.G.L. 119:39E-39J St 2012, c240

Sometimes excessive absenteeism can be an indication that abuse or neglect exists in the home. Where necessary, a referral will be made to the Department of Children and Families.

Tardiness

Promptness to school is vital for a student to develop proper work habits and to get a full day of instruction. The instructional day begins promptly. Students should be inside their classroom ready to learn.

1. All students at the must be in class when school begins or they will be considered tardy.
2. Students arriving more than (5) five minutes after the start of school day MUST report to the office for a late slip accompanied by a parent.
3. Early dismissal requests require prior written notification from a parent.

If a student is late, a parent must accompany the student to the main office. Being on time to school and class is mandatory.

BULLYING AND CYBERBULLYING

Students and parents should be aware that the definition of bullying and of cyberbullying are quite broad and include the following:

Bullying is the repeated use by a student or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of written, verbal, or electronic expressions or physical acts or gestures which are directed at a student target and which: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, may take many forms, including:

1. The use of electronic technology, such as emails, social media, the internet, cell phones/cameras, and texting, in a way which constitutes bullying;
2. The creation of a web page or blog in which the creator assumes the identity of another person if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above;
3. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above;

4. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above. Note that this type of cyber-bullying requires only **one communication** sent to multiple people or posted where multiple people can access it. Students should be aware of the dangers of group texts and group emails, as well as posts on social media sites. A single post, text, “tweet”, email, etc. may, under certain conditions described in this section, constitute cyber-bullying.

Students should understand that teasing, taunting, mocking, and other behaviors that are intended to humiliate, ostracize, embarrass or degrade other students will not be tolerated.

Bullying is prohibited in any form:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses and at school bus stops;
- Through the use of technology or an electronic device owned, licensed or used by a school; and
- At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

To create more positive school climates and prevent as much bullying as possible, age-appropriate instruction for students in each grade on bullying prevention must be incorporated into a school's curriculum. In addition, Individualized Educational Programs (IEPs) are required to include measures to ensure that children who are particularly vulnerable to bullying obtain the skills to avoid and respond to bullying, an especially challenging task for special needs children.

All complaints of bullying will be thoroughly investigated in a timely manner in accordance with the district's Bullying Prevention and Intervention Plan, which is located on the district website.

Age-appropriate Evidence-Based Instruction

NPS provides age-appropriate instruction regarding bullying and cyber-bullying to students primarily through school-based, age appropriate curriculum. Each school implements an evidence-based program, as well as small group lessons and advisory classes as appropriate.

Vulnerable Students

The NPS recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. The district will strive to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Bullying Prevention

Students can help prevent bullying from happening if they follow this code of behavior.

- Be kind to each other.
- Do not use words that would cause a classmate to feel sad, upset, or ashamed.
- Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
- Consider other people's feelings at all times before you speak. Try your best not to hurt others' feelings.

- Do not say or do anything to threaten another student.
- Do not do or say anything that would make another student scared.
- Do not tease, taunt, mock, embarrass, or humiliate your classmates.
- **If you are being bullied, tell an adult right away.**
- **If you know another student is being bullied, tell your teacher, principal, parents, or another adult right away.**
- Review and follow our anti-bullying policy.
- If you bully another student, you will be disciplined, up to and including a long-term suspension from school.

Cyberbullying Prevention

Students can help prevent cyberbullying from happening if they follow this code of behavior.

- Do not write anything in an email, text, tweet, Facebook post, or in any other electronic forum that you would not say out loud for everyone to hear. Remember, these written messages are out of your control once you send or post them, and they may continue to exist long after you have deleted your copy.
- Follow the rules above under “bullying” and apply them to electronic communications.
- Remember that only one text, tweet, email, Facebook post, etc. may be cyber-bullying. We encourage parents and students to read our anti-bullying policy together to ensure that they both understand that various definitions of cyberbullying.
- **If you are being cyber-bullied, tell an adult right away.**
- **If you know another student is being cyber-bullied, tell your teacher, principal, parents, or another adult right away.**
- Review and follow our anti-bullying policy (it includes cyber-bullying).
- If you engage in cyberbullying, you will be disciplined, up to and including long-term suspension from school.

Professional development for teachers and other staff to help them prevent and stop bullying is required on an annual basis. In addition, schools must offer education to parents about bullying prevention.

To stop bullying as soon as it occurs, all school staff are required to promptly report bullying when they witness or become aware of it. A school principal or his designee must immediately investigate and take appropriate disciplinary action. The attached policy provides more specific information to guide students, staff, administrators, and parents on reporting, investigating, and responding to complaints of bullying and harassment.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying is prohibited.

Complaints regarding a school or district not responding appropriately to bullying allegations may be investigated through the DESE’s Program Quality Assurance (PQA) Services: [Problem Resolution System](#).

COMMUNICATION

Change of Address/Email/Telephone

Please notify the school of any change in address, telephone numbers (i.e. home, work, or emergency), or email addresses. In case of an emergency, it is very important that we are able to reach parents/guardians or authorized adult. Also, please be sure to update contact person information when any changes occur.

Channel 194 on Northbridge Cable and District YouTube Channel

The Northbridge Public Schools airs Northbridge School Committee meetings and student performances on Channel 194 (Spectrum Cable in Northbridge). Additionally, School Committee meetings are streamed live to the Internet and posted to the NPS YouTube channel. Parents and older students are also encouraged to follow the school department on social media for current updates and pictures.

Classroom Newsletters/Class Websites

Teachers are encouraged to send home periodic newsletters to highlight special classroom happenings. Some teachers maintain a classroom website to share information. We encourage families to stay connected to what is happening in in your child's classes and school.

Connect-Ed (all call system)

Through an automated system, you will receive a message from the Superintendent of Schools on your home phone number notifying you of various events/information. If you wish to have this message sent to a different phone number other than your home, please notify the school's office with the change in information.

Principals utilize the Connect-Ed system and email as a vehicle for communications with families. Please be sure that your contact information is up to date in the school office.

District Website

The Northbridge Public Schools has a website at www.nps.org. The website has general school information and policies

iParent

iParent is a parent portal where parents/ guardians can view student information and stay connected.

What can I see in iParent ?

- Attendance Data (all grades)
- Biographical Data (all grades)
- Progress Reports (gr 5-12) Grades (gr 5-12)
- Competency Reports (gr 2-4)
- Course Assignments (gr 5-12)
- Student Schedules (all grades)
- Course Recommendations (gr 9- 12)
- Discipline Data (gr 9-12)

1. The sole purpose of iParent is to provide biographical, academic and attendance data to parents and guardians for their student(s) only.

2. The parent/guardian registers and receives a username and password; one account may be used for all students in the family. It is the sole responsibility of the parent/guardian to protect the security of this username and password. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent/guardian. In the event of a username and or password being compromised, the parent/guardian should changes his/ her password.

3. Users of the system shall not use a username and password that is registered to another individual. Individual student information should be kept confidential.

4. Should misuse of the above conditions occur, access will be terminated.

How do I register for iParent?

Contact your son or daughter's school to make an appointment to fill out the iParent forms.

Notes from Home to School

A note to your child's teacher/school is required when:

- Your child will be late for school.
- Your child will be dismissed early.
- Your child returns to school after an illness.
- Your family changes addresses and/or phone number.
- Your child's transportation plans change.

Phone System

The Northbridge Public Schools has a phone system that allows parents to contact teacher voicemail directly. Teachers will check messages on a daily basis.

Staff members are encouraged to check email at least once throughout day. Most are busy working directly with students. Please allow 1-2 school days for a response. If the matter is urgent, please call the school office and leave a message.

When calling your child out absent, you may contact the school at any time. The phone system utilizes an absentee message system.

DISCIPLINE, BEHAVIOR and CODE OF CONDUCT

Pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the Northbridge Public Schools. We believe that no student has the right to keep a teacher from providing instruction or a student from learning. We believe each student has a right to be respected and learn in a safe environment. The Northbridge Public School's discipline plan focuses on a positive learning environment based on fairness and consistency.

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. Corrective actions for misbehaviors outlined in the handbook shall be commensurate with the severity of the misbehavior. Consideration shall be given to the following:

1. Age of the student
2. Mitigating circumstances
3. Previous behavior of the student
4. Attitude of the student

When students choose to act in a manner that is in conflict with our core beliefs and values, appropriate disciplinary measures will be taken. When a disciplinary event arises that involves a consequence of suspension or expulsion, all students will receive due process (the level of process due varies depending on the level of discipline contemplated – see Disciplinary Procedure section below) in accordance with the law and with the procedures outlined in this Handbook.

The primary responsibility of teachers is to teach and the primary responsibility of students is to come to school prepared to learn. When students act in a manner that is disruptive to the learning environment of others, disciplinary action will be taken. Our discipline policy is designed to address inappropriate behaviors and to encourage students to make better choices.

We are committed to acting promptly, to treating each student fairly and respectfully, and to applying discipline consistently. Students are reminded to think carefully about their other commitments before acting in a manner in conflict with NPS Policy.

Disciplinary action for students may include, but may not be limited to, the following: written warning, detention, classroom transfer; suspension (short- or long-term; in-school or out-of-school), exclusion from school-sponsored functions, exclusion from after-school programs and/or extra-curricular activities, limitation/denial of access to parts or areas of a school building or grounds, expulsion or indefinite suspension from school (in limited circumstances authorized by statute and with access to education services consistent with the school-wide education service plan), 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 the school disciplinary code. The District complies with federal and state laws and regulations pertaining to the discipline of all students, including those with disabilities.

Disciplinary Procedures

This section of the Handbook provides a summary of rights and procedures which govern how and when a student may be disciplined. Included in this Handbook are the text of M.G.L. c. 71, sections 37H, 37H1/2, and 37H3/4, as well as the relevant text of 603 CMR 53.00 (DESE regulations regarding student discipline). This text should be consulted for specific details about a student's rights and the various applicable procedures.

Detention

Detention, or keeping a student after school, is sometimes a necessary consequence for inappropriate actions. There are two kinds of detention: teacher and school/office.

(1) A teacher detention is given for unacceptable behavior within the classroom. The individual teacher will determine the procedure to follow for this kind of detention.

(2) A school/office detention is given for disruptive behavior in the corridor, on the playground, in the cafeteria, at assemblies, or other school areas outside of the regular classroom before, during or after school. School detention can also be assigned to students who have repeatedly created disturbances in classrooms.

Students will be given 24 hours' notice for both teacher and school detentions. In some cases, detentions will be assigned during a student's lunch period and these detentions do not require 24 hours' advance notice. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions. Failure to serve detention is a serious offense and will result in additional detention and/or suspension.

Behaviors that may result in detention:

The following are only examples of behaviors that may result in a student being assigned a detention (this list is not intended to include all behaviors that may result in detention, nor is it intended to suggest that detention is a maximum penalty for the infractions listed):

- habitual tardiness
- cutting class
- habitual classroom misbehavior
- throwing items (including ice or snow)
- possession or use of electronic equipment between arrival and dismissal (Unless authorized for classroom use.)
- use of skateboards on school grounds
- failure to report after school for a teacher detention
- use of profanity and/or obscene language or gestures
- disruptive behavior in and around the school
- possession of items which disrupt the educational process
- unauthorized use of a cell phone in the school building

Appeal of Detention

If the detention was imposed by the Assistant Principal, the student may appeal the detention in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of notice of the detention. If the detention was imposed by a teacher, the student may appeal the detention in writing to the Assistant Principal. The appeal must be made within one (1) school day of the student's receipt of notice of the detention. An appeal of a detention does not stay the discipline, but may result only in the expunging of it from the student's record in the event the discipline is overturned. Students have no appeal rights with respect to detentions other than those described in this section.

Suspensions***In-School Suspension***

In-School Suspension is a temporary exclusion from the activities of the regular classroom when deemed appropriate by the administrator. School work is obtained for the student and the student completes the assignments in the main office. All completed assignments are handed back to the respective teachers for grading.

A student who receives an in-school suspension for a disciplinary offense is entitled to the following due process:

- 1. Notice of the charge:** The principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, *prior* to the suspension taking place.
- 2. Meeting with the Principal or designee:** The student shall meet with the principal or designee regarding the alleged offense. The principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offering additional information or mitigating facts.
- 3. Explanation of the evidence:** At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and his/her parent/guardian if present, shall have the opportunity to present additional information and to offer mitigating facts. However, the student will not have the opportunity to secure counsel, to confront and cross-examine witnesses or to call his/her own witness to verify his/her version of the incident. The

Principal or designee, in his/her sole discretion, may permit the student to question the accuser or present witnesses.

4. Written determination: The principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, and a date of return to school/classes, and the opportunity to make up assignments and other needed school work.

Out-of-School Suspension

Out-of-School Suspension is a temporary exclusion from the activities of the regular classroom, accompanied by a temporary exclusion from school when deemed appropriate by the administrator. Under *Goss vs. Lopez*, 419 U.S. 565 (1975), students facing an out-of-school suspension of ten days or less have interests in their education that qualify them for procedural protections against the unjust deprivation of those interests under the Due Process Clause of the United States Constitution. Students facing a suspension of greater than 10 days have enhanced procedural rights. Massachusetts law authorizes the suspension/removal from school for a maximum of 90 days, with the exception of conduct covered by M.G.L. c. 71, §§ 37H and 37H1/2.

** The due process for out-of-school suspensions is the same as that of in-school suspensions.

Behaviors that may result in out-of-school suspension:

The following are only examples of behaviors that may result in a student being suspended (this list is not intended to include all behaviors that can result in detention). These behaviors may result in in-school suspension, out-of-school suspension, long-term suspension, short-term suspension or, where noted, indefinite suspension:

- Possession, use, or distribution of alcohol.
- Defacing of lockers, walls, or other objects on school property, both inside and outside the building or grounds, by writing names, messages, or drawing on them or use of graffiti.
- Unauthorized leaving of school grounds.
- Assault (i.e. threatening assault, hitting, kicking, slapping, pushing) against fellow students or other members of the school community.
- Damaging, destroying, or stealing personal or school property or attempting to do so.
- Using or possessing tobacco products.
- Possessing combustible materials such as matches or lighters.
- Committing sexual, racial, or any form of harassment or intimidation or retaliation.
- Using abusive, vulgar or profane language.
- Making verbal or physical threats, empty or otherwise.
- Setting off false alarms.
- Defiant behavior towards any school personnel or policy.
- Discharging or attempting to discharge fire safety equipment.
- Fighting.
- Serious misbehavior on a field trip.
- Behavior that endangers others or substantially disrupts the educational process.
- Behavior that encourages another student to substantially disrupt the educational process.
- Possession of or use of firecrackers, fireworks or stink bombs.
- Persistent or excessive truancy and/or tardiness to class and class cutting.
- Habitual misbehavior that has not been resolved after the assignment of school detentions.
- Bullying, bullying participant, including bystander and/or retaliator.

- Cyber-bullying, cyber-bullying participant, including bystander and/or retaliator (remember, a single electronic communication (email, text, post, etc.) may constitute cyber-bullying if it is sent to or may be viewed by more than one person).
- Harassment, harassment participant, including bystander and/or retaliator.
- Hazing, violence, extortion or the threat of hazing, violence or extortion directed towards another student or school personnel, including bystander and/or retaliator.
- Failure to report acts of bullying, cyber-bullying, or hazing, to adult at school.
- Assaulting educational personnel (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Being charged with a felony (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possessing a dangerous weapon including but not limited to a knife or a gun (see M.G.L. c. 71, §37H in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possessing a controlled substance as defined in M.G.L. c. 94C including but not limited to illegal drugs and prescription medication (see M.G.L. c. 71, §37H in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).

In addition to any of these infractions, any breaches of Federal Law, Massachusetts State Law, or bylaws of the Town of Northbridge, may be handled in cooperation with the local police department and may result in suspension or expulsion where authorized by law (see M.G.L. c. 71, § 37H1/2 in Appendix).

Appeal of Short-Term Suspensions (10 days or less)

If the suspension was imposed by the Assistant Principal, the student may appeal the suspension in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of the notice of the suspension. An appeal of a suspension does not stay the discipline, but may result only in the expunging of a student's record. There is no right of appeal beyond the Principal. Additionally, there is no right of appeal if the Principal, rather than the Assistant Principal, imposes the suspension.

Applicability to Students with Disabilities:

This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

Long Term Suspension (more than 10 days):

Students facing a suspension of more than ten days (cumulatively within a school year or consecutively) and up to ninety days have the right to a more formal process. These rights include the following in addition to those described for short-term suspensions:

- to review the student's own record and any documents on which the principal may rely, in making his/her decision regarding suspension;
- to be represented by counsel (at the student's expense);
- to present the student's own explanation of the alleged incident;
- to produce witnesses on his/her own behalf;
- to cross-examine witnesses presented by the school or district;
- to request a recording of the meeting;
- notice of the student's opportunities to make academic progress during suspension, with information about the school's education service plan; and
- notice of the right to appeal the suspension, with instructions about the process for doing so.

Appeal of Long-Term Suspension (more than 10 days)

If a student receiving a long-term suspension (more than 10 school days for a single infraction or for more than ten 10 school days cumulatively for multiple disciplinary offenses in any school year) wishes to appeal that decision to the Superintendent, he/she must do so in writing no later than 5 calendar days following the effective date of the suspension. The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal. The Superintendent or designee shall hold a hearing within 3 school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held. The Superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her. At the hearing, the student has the same rights afforded him/her at the principal's meeting prior to issuing the long-term suspension. The Superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The Superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

Emergency Removal

Emergency removal of a student is within the Principal's authority when, in his/her judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. However, the Principal or designee shall do the following:

- Make adequate provisions for the student's safety and transportation before removing him/her from school/classroom on an emergency basis.
- Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
- Provide written notice to the student and parent/guardian.
- Provide an opportunity for a hearing before the principal, with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
- Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

Suspended Students and School-Sponsored Activities

Students who are suspended from school (other than an in-school suspension) are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the Principal or Assistant Principal to serve detentions and work details during the summer. A student serving a suspension will be required to complete these obligations at the beginning of the next school year. If a school-sponsored activity begins prior to the start of the school year, that time will be included as part of the suspension.

Expulsion/Indefinite Suspension

Expulsion is a permanent removal from school. Indefinite suspension is a removal from school for an indefinite period. These consequences may be imposed for a narrow range of conduct, as defined in M.G.L. c. 71, sections H and H1/2.

Basis for Expulsion/Indefinite Suspension

M.G.L., c. 71, section 37H provides the Principal the authority to expel a student who is found on school premises or at a school-sponsored event, including athletic games and field trips, possessing a dangerous weapon, or possessing a controlled substance, or who assaults a principal, assistant principal,

teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games and field trips. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found in the Appendices to this Handbook. Following the required hearing the Principal may, in his/her discretion, decide to suspend instead.

M.G.L., c. 71, section 37H1/2 provides the Principal the authority to indefinitely suspend a student who is charged criminally with a felony and to expel a student who is convicted or admits guilt in court with respect to a felony or felony delinquency. Expulsion and indefinite suspension proceedings pursuant to this section shall be in accordance with the statutory language, which may be found in the Appendices to this Handbook. An indefinite suspension is subject to the same procedure as is a long-term suspension.

Expulsion Procedure:

A student facing expulsion has the following procedural rights:

1. Written notice in the student's/home's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:
 - a) The date/time/place of the hearing;
 - b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
 - c) A list of witnesses who will appear on behalf of the school;
 - d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;
 - e) Notice of the right to an Alternate Education Plan if the student has an Individualized Education Plan;
 - f) The telephone number of the Principal;
2. The right to be represented by a lawyer or advocate (at the student's expense);
3. Adequate time to prepare for the hearing;
4. Access to documented evidence prior to the hearing;
5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);
6. The right to have the hearing transcribed;
7. The right to have the hearing translated into the student's or his/her parents' or guardians' primary language; and
8. A reasonably prompt written decision including specific grounds for the decision, the process for appeal, and the right of the student to access alternative educational services.

Appeal of Indefinite Suspension

A student may appeal a suspension imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days following the effective date of the suspension.

Appeal of Expulsion

A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days of the receipt of the written decision of the Principal to expel. A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H (possession of dangerous weapon, controlled substances, assault of staff, etc.) in writing to the Superintendent within ten (10) days of the receipt of the written decision of the Principal to expel.

Applicability of Expulsion Policy to Students with Disabilities

To the extent that the application of the foregoing policy to students with disabilities conflicts with state or federal laws, such law(s) shall prevail.

Academic Progress of Suspended/Expelled Students

Any student who is serving a suspension or expulsion shall have the opportunity to receive education services and make academic progress during the period of removal. Northbridge Public Schools will establish and publish an education service plan specifying alternative educational services which will be made available to students who are expelled or suspended for more than 10 days.

Suspended or Expelled Students

Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

Discipline and Students with Disabilities (IDEA)

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 (10) ten 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 (10) ten 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 (10) ten 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 (45) forty-five 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 (45) forty-five school days.

Miscellaneous Discipline Policies/Procedures

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 the minor's parent/guardian, 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.

Search and Seizure

Searches and seizures of student property will be conducted, for reasonable suspicion, to preserve order in the school, and/or to protect the safety of any member of the school community. 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 warrantless 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, hallucinogenic, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct. An administrator only, with a witness will carry out search and seizure procedures. When violations of the law are suspected, police officials will be advised and may be asked by the administrators to assist.

DISCRIMINATION and HARASSMENT POLICIES/PROCEDURES

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

Harassment and Discrimination Policy

Harassment and/or discrimination on the basis of race, national origin, age, sex, sexual orientation or disability is illegal and will not be tolerated. In addition, anyone who retaliates against an individual who has brought a complaint of harassment or discrimination to the attention of the school or who has cooperated in an investigation of a complaint of harassment or discrimination will be subject to disciplinary action.

Individuals, who believe they are the subject of harassment or discrimination or who have witnessed the harassment or discrimination of another person in school, should inform the school principal, guidance counselor or teacher. Complaints of harassment and/or discrimination will be investigated promptly. Confidentiality will be maintained to the extent consistent with the school district's obligation under law.

The School District's policies on harassment and discrimination are on file at the district office.

Definition of 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.

Harassment may also be a form of aggression involving a power imbalance between the aggressor and student victim, where the aggressor has perceived or actual physical, social and/or psychological power over his/her target(s). Although this type of harassment 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.

Definition of Discrimination

Discrimination is the unfair treatment of individuals based on the person's membership in a "protected class," such as your race, national origin, religion, disability, age, sexual orientation, or gender identity.

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

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, discriminate against 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 he /she 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.

This policy is not designed or intended to, nor shall it, limit the school's authority to take disciplinary or remedial action when such harassment occurs out of school, but has a sufficient nexus to school under applicable law, or is disruptive to an employee's or student's work or participation in school-related activities.

Reports of harassment, occurring in or out of school will be reviewed, and, when a sufficient nexus to school or school-related work exists, will result in discipline.

Reporting Harassment, Discrimination, or Hate Crimes

Students can report any case of harassment, 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, 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

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.

Formal Complaint/Grievance Procedure

Level #1

If a student, employee or 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) working school 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.

Prohibition on Retaliation

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

False Reports

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

Ensuring Safety During Investigation

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

Confidentiality

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

Consequences

Any student or employee found to have discriminated against or harassed a member of the school community will be subject to disciplinary consequences including, but not limited to, termination of employment or exclusion from school (in accordance with procedures relating to the disciplinary exclusion of students).

Informal Complaint Resolution

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

- The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have separate conversations with you and the respondent.
- Examples of possible resolutions are as follows: Verbal statements of apology; Letters of apology; Assurances that the offensive behavior will end; Disciplinary action.

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

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, 5 Post Office Square Boston, MA 02110-1491 (617-289-0111), 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 Elementary and Secondary Education, 75 Pleasant 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, 75 Pleasant Street, Malden, Massachusetts 02148 (781-338-3300).

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

Sexual Harassment

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

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

Definition

Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student; or
- Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individual(s); or
- 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)

Considerations to Remember

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.

The victim may be the same or opposite sex as the harasser.

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.

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:

- 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.
- Within two school days of receipt of the verbal complaint, the employee will notify the principal/superintendent, and your parent/guardian will be notified of the pending complaint. Where appropriate, the Principal/designee will propose and discuss with you/your parents informal resolution of your complaint.
- 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.

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.

Other Resources

Individuals also have the right to seek a remedy from Regional Office for Civil Rights, 5 Post Office Square Boston, MA 02110-1491 (617-289-0111), 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 Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (781-338-3300).

Northbridge Public Schools Points of Contact for Discrimination/Harassment/Sexual Harassment

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

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

At the District level, the ADA and Section 504 (employment activities) is:

Mr. Greg Rosenthal, Director of Pupil Personnel Services
Northbridge Public Schools
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156
groenthal@nps.org

Title 1 Coordinator is:

Ms. Amy McKinstry, Director of Curriculum
Northbridge Public Schools
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156
amckinstry@nps.org

Title VI and Title IX (race, color, sex, religion, age, national origin, and sexual orientation) Coordinators are:

Ms. Amy McKinstry, Director of CIA
Northbridge Public Schools
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156
amckinstry@nps.org

Mr. Greg Palmer
Northbridge Public Schools
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156
gpalmer@nps.org

FOOD POLICIES/PROGRAMS

Northbridge Public Schools Protocol for Food in the Classroom (Grades PK through 8)

The Northbridge Public Schools has developed a protocol for food celebrations in the classroom to address three issues:

- There has been an increase in life-threatening food allergies in our schools
- New legislation has been passed which supports Northbridge Public Schools' efforts to help prevent obesity in children

Celebrations In The Classroom

We encourage non-food celebrations; however we realize that at times food is an important and appropriate part of a celebration.

1. There will no longer be an allowable foods list. Ingredients change on an almost daily basis, and there is no safe way to guarantee that a food that seemed safe this week will be safe next week.
2. No food will be brought in to share with the entire class.
3. When a teacher chooses to plan a celebration, parents will be asked to send in a special snack for their student to enjoy during the celebration. Teachers have the option to have students decorate a bag to bring home for the snack, or to provide one for the snack. They may also ask the parents to provide a bag.
4. Sharing of snacks among students is not allowed.

Food Permission Forms

At the beginning of the year, when parents sign the Food Permission Form, they will be informed of the possibility of being asked to provide a snack for a special celebration.

The following statement will be included on the permission form: a. If your student's teacher chooses to have a classroom celebration, you will be asked to provide your student with a special snack for the occasion. Should you forget, or be unable to provide the snack, please circle which items listed below may be provided for your student from the cafeteria for the celebration. Your student's meal account will be charged for the item. Curriculum Related Food Lessons When a teacher decides to include food as part of the curriculum, he/she will send permission forms home 7 calendar days before the lesson.

At the beginning of the year, a general food permission form will be included in the forms sent home on the first day of school for every student. On this form, parents/guardians will be able to indicate if their child can participate in any curriculum related food lesson during the school year, or if the student has a special circumstance and the parent/guardian must be informed of the food to be provided. During the school year, teachers will only need to send permission forms home with students who require permission for each food lesson or to students who do not have a permission form on file at school. The nurse in each building will keep track of the food permission forms and will provide teachers with the list of students who require permission forms for each food related lesson. Permission forms must be sent home at least 7 days before the food is to be provided. If a student cannot have a food, the teacher and parent/guardian will work out an acceptable alternative food. During some teaching units students are asked to bring in homemade food that enhances a unit or lesson plan. If a teacher is including homemade food during a lesson such as this, a letter will be sent home to parents of students who require permission describing the event and the foods that will be available (e.g. homemade food representing cultures studied in our lesson) at least 7 calendar days before the event. If a student cannot sample the homemade foods, the teacher and parent will work out an alternative that will still allow the student to participate in some way. An example would be having that parent/student make a cultural food item that that student can eat. Teachers and parents are responsible to remind the student that he/she cannot sample the foods. Rewards and Incentives Food will not be used as a reward or incentive for any student unless indicated in an IEP or 504 plan. As always, children are not allowed to share snacks or food with each other, either in school, on the bus, or at school sponsored events such as Field Trips.

Breakfast and Lunch Program

The Northbridge Public Schools provides a School Breakfast Program as well as School Lunch Program. Prices are as follows:

Breakfast - \$1.50; Reduced Breakfast - \$.30
Lunch - \$2.85; Reduced Lunch - \$.40
Milk only \$.50

The school does provide a Free and Reduced Breakfast and Lunch Program for those students who qualify. These forms are sent home with all students on the first day of school. Please contact your child's school for the necessary forms if you feel your family becomes eligible at any time throughout the school year.

The Northbridge Public Schools Food Service Department has a convenient, easy and secure online service through our food service point of sale system called MyNutrikids.com. This web service allows parents to view your child's current lunch account balance and make secure online prepayments to that account. You may also view a history report that will show you all dates and times that your child has purchased a breakfast and or lunch within the past thirty days.

Prepayment of lunch and milk is encouraged. You can pay for the week or the month. Please make checks payable to the **Northbridge Food Services**. Please do not send your child to school with glass containers.

HEALTH INFORMATION

The following are health requirements for students attending Northbridge Public Schools:

1. No student may enter school unless **immunizations**, according to Massachusetts State Law, are up-to-date. To ensure continued attendance in school, immunizations must be kept up-to-date.
2. A **lead test** is now required for school entry.
3. **Physical Exams** are required for entrance into school.
4. The schools do **Vision and Hearing** screenings periodically.
5. **Emergency cards** sent home at the beginning of each school year should be filled out completely and returned immediately. Phone numbers and addresses should be kept up-to-date. Be sure to list **two (2) people in town** who **have agreed** to be contacted if you are not available. Please keep your child's teacher and the nurse informed of any medical problems.

Health Services

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

Physical Examinations

Massachusetts requires that a physical examination by a health care provider be on file with the nurse for kindergarten entry, and at the beginning of the school year for grades 1, 4, 7, and 10. Students entering the District without records or recent physical must have a physical examination within the first year. A physical exam is also required within 13 months prior to tryouts for competitive athletics or cheerleading.

Mandated Screening Programs

Students in grades 1, 4, 7, and 9 are weighed and measured. Students in grades K, 1, 5, and 10 are tested for vision and students in grades K, 1, 7, and 10 are tested for hearing. Students in grades 5 - 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 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. File: ADF-R

HOME SCHOOL PARTNERSHIPS

Booster Clubs – Middle and High Schools

Parents and community members regularly meet to provide support to the sporting teams and promote student health and wellness through the strong athletic history in Northbridge. Both the Middle School and High School Booster Clubs are looking for new members. Each group has a Facebook page which provides up-to-date meeting information and activities taking place in the community.

NPTA

The Northbridge Parent Teacher Association is a group of parents, teachers, and administrators dedicated to the enrichment of the educational experience of the children at Northbridge Elementary School and W.E. Balmer Elementary School. Each year, the NPTA sponsors programming designed to both fundraise and promote family involvement. For the safety of all our students, no door to door sales are allowed. The key to success is parent participation. All students and their families benefit from the Northbridge PTA. The association provides enrichment programs that support the extension of the curriculum.

The NPTA meets the first Wednesday of the month on a rotating basis between Northbridge Elementary School and W.E. Balmer Elementary School. To find out more about the visit their website at <http://northbridgepta.my-pta.org/>

Parent Volunteers

Parents and visitors are welcomed and encouraged to visit our school. All visitors must report to the school office, sign in upon entering the building, and pick up a visitor's badge. The visitor's pass must be visible throughout the duration of the visit. Parents must sign out and return the pass at the end of the visit.

A **CORI** (Criminal Offender Record Information) form must be in place and processed before any adult volunteer is allowed to volunteer with children, including, but not limited to volunteering in the classroom and chaperoning a field trip. **CORI** forms are available in the office and could take about four weeks to process. Please be advised that the **CORI** process may now include fingerprinting. It is strongly suggested that all prospective volunteers complete the form in September. If you have completed a form in a prior year, please verify that the form remains current with the Main Office in September of each year. **CORI** information will be updated at least every three years.

Questions or concerns regarding this matter may be directed to:

Melissa Walker (or designee/successor)

Business Manager

Northbridge Public School District

87 Linwood Avenue

Whitinsville, MA 01588

(508) 234-8516

School Council

The School Council was created to meet the provisions of Massachusetts General Law Chapter 71, Section 53 (also known as the Education Reform Act of 1993). School Council membership consists of the Principal, parent/guardian, teachers, students and community representatives. Application for membership may be obtained by contacting the principal's office. School Council members are elected at the start of school during the year in which they will serve.

The primary responsibilities of the School Council are to assist and advise the principal in the following areas:

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

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

Special Education Parent/Guardian Advisory Council (PAC)

The PAC is a State mandated Parent/Guardian Advisory Council whose goal is to give parents/guardians the opportunity to participate in educational programming in a more informed way. The PAC acts as a support group for parents/ guardians who wishes to discuss special needs issues. The PAC will assist in providing information about the availability of special education services, procedures to obtain these services and the right and responsibilities of parent/guardian under State and Federal special education laws. Membership is open to parent/guardian of children with or without special needs, educators, human service agency representatives, school committee members, and any caring member of the community. Regular monthly meetings are held which are announced on Cable TV and can be found advertised in the local newspaper.

PBIS (Positive Behavioral Intervention Supports)

Northbridge Public Schools have adopted a Positive Behavior Intervention Supports Model also known as PBIS. The School Wide Positive Behavior Support (SWPBS) provides an organizational approach and framework for improving the social behavior climate of our school and supporting and enhancing the impact of academic instruction on achievement and increasing proactive (positive/preventive) management at each school.

SWPBS is a framework for enhancing the adoption and implementation of a continuum of evidence based interventions to achieve academically and behaviorally important outcomes for all students.

The goal of SWPBS is to create safe, respectful, effective and relevant social culture where successful teachers and learning are possible and pro-social behaviors are promoted.

We strive to develop, create, and maintain safe, comfortable, caring learning environments. We work to maintain an environment in which all students can learn without distractions. 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. The Northbridge Public Schools recognize that discipline must be developmental and age appropriate.

Role of Students: Students must fully understand what the Code of Conduct says. Students have a responsibility to follow the Code of Conduct or face consequences. Students should:

- Respect themselves, fellow students, staff, and the school.
- Obey classroom, school, and bus rules.
- Not engage in bullying behavior and report incidents of bullying

Role of Parents: Parents should read and fully understand what the Code of Conduct says. Parents should:

- Support the school's Code of Conduct.
- Show courtesy, respect, and support for their child, staff, and school.
- Work with their child to help develop a healthy respect for others in the school community.
- Work with their child and the school to prevent bullying behavior.

Role of Teachers: Communicate and enforce the content of the Code of Conduct. Teachers should:

- Provide a safe environment that is pleasant, orderly, respectful, and conducive to learning.
- Be consistent enforcing school rules.
- Maintain open lines of communication with parents.
- Be visible in the hallways between classes to model appropriate behavior.
- Report all incidents of bullying behavior in a timely manner.

Role of Administrators: Administrators should follow through and enforce the Code of Conduct. Administrators should:

- Support staff in enforcing the Code of Conduct.
- Maintain open lines of communication with staff, parents, and outside authorities (when appropriate) regarding misconduct and consequences.
- Be consistent enforcing school rules.
- Be visible in the hallways, cafeteria, and classrooms to model appropriate behavior.
- Be accessible and responsive

The most important rule for all of us in school is: **Everyone will act with respect, courtesy, and consideration for others at all times.** Examples of specific expectations are (this list is not intended to be all-inclusive):

- Keep hands, feet and other objects to yourself.
- Attempt to understand other people's point of view.
- Make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything required for that class, beginning and ending the class in a courteous, orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.
- Move calmly and quietly about school. This means never pushing or shouting, but being ready to help others by standing back to let people pass.
- Walk inside the school. Running in the hallway is not permitted because of safety violations.
- Speak politely to everyone and use an appropriate volume level. Shouting is unnecessary and discourteous.
- Keep the school clean and tidy, so that it is a welcoming place of which we can all be proud. This means putting all trash in bins; keeping walls and furniture clean and unmarked; and taking great care of the displays, particularly of other people's work.
- Out of school, walking locally, or with a school group on a field trip, remember that the school's reputation and the success of our role in the community depend on your behavior.
- Represent yourself, your parents, and your community with respect and pride.

SAFE SCHOOL GUIDELINES

Safety of students is of critical importance to the school. All staff members are familiar with the school's Critical Incident Plan. In addition our school site has security procedures, which are implemented as needed.

Visitor's Passes

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

Fire Drills

For the safety of everyone, the school practices fire drills frequently during the school year. At the beginning of the school year you will receive special directions. You will also find instructions posted in each classroom. When the fire alarm sounds, teachers will guide students to exit 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.

Enhanced Lockdown Procedures (ALICE)

In the unfortunate circumstance that an intruder or active shooter is threatening one of our school buildings, staff and students are trained yearly and practice the following *Enhanced Lockdown Procedures*.

Alert, Lockdown, Inform, Counter, Evacuate

1. ALERT

- PA Announcement
- Gunfire, screaming, loud noises
- Phone call
- Text or emergency notification
- May SEE aggressor

2. LOCKDOWN

- Traditional lockdown procedures, plus:
- Barricade the door
- Spread out within the room
- Don't huddle
- Look for alternate escape route
- DO NOT open the door for anyone

3. INFORM

- Call 911 or text appropriate parties when safe to do so
- Who? What? Where? When? How?
- Pass on real-time information

4. COUNTER

- Interrupt process of shooting accurately
- Create chaos (shout, yell, scream, throw things)
- Move, move, move
- Create barriers (use what's available)
- Divert attention
- Take back control – last resort – personal choice

5. EVACUATE

- Occupants have authority to leave building when they deem appropriate
- Look for a window, door not commonly used, connector door
- Run and zig-zag down hallway as fast as possible with palms raised
- Run to pre-determined rally point

What can we do to ensure a Safe School?

- See something, say something
- Do not prop open doors that open to the outside
- Do not open doors for others to get inside
- Report safety concerns immediately to the closest adult

School Resource Officer

Northbridge Public Schools has a full-time school resource officer from the Northbridge Police Department, ***Officer Tom DeJordy***. He is present in the buildings and available each day of the school year to assist staff and administration throughout the district, as needed.

STUDENT SUPPORT SERVICES

Child Abuse/Neglect Reporting (51A)

Under General Laws Chapter 119, Section 51A for purposes of reporting child abuse and neglect to the Department of Children and Families. 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 Children and Families (DCF) or to the person designated by the school to accept those reports, who then promptly reports it to DCF.

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.

If a staff member is found to be the cause of abuse or neglect, the staff member will not be allowed to work while DCF goes through the investigation. If the staff member is found at fault, he/she will be terminated immediately.

Child Find

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

District Curriculum Accommodation Plan, Ch 71, Section 38 Q½ (DCAP)

A school district shall adopt and implement a Curriculum Accommodation Plan to assist principals in ensuring that all efforts have been made to meet students' needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular program including, but limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, or who do not qualify for special education services under chapter 71B. The curriculum accommodation plan shall include provisions encouraging teacher mentoring and collaboration and parental involvement.

School Councils and District Accommodation Plan (DCAP), Ch 71 Section 59C

The school council, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of all students attending the school, shall make recommendations to the principal for the development, implementation and assessment of the Curriculum Accommodation Plan required pursuant to Section 38Q1/2.

Purpose:

School districts are required to implement a District Curriculum Accommodation Plan (DCAP) to help ensure efforts have been made to meet the needs of students in general education and avoid unnecessary referrals to special education. The DCAP provides an accounting of resources and accommodations available to all students and classroom teachers and encompasses the following:

- Analysis and accommodations of diverse learning styles in the general education classroom;
- Provision of appropriate services and supports within the general education classroom;
- Support services that address the needs of students with disruptive behavior;
- Encouragement of parental involvement in their children's education;
- Encouragement of teacher collaboration and effective planning;
- Assistance to general education staff through research-based professional development and effective mentoring program.

Northbridge Public School District is committed to the high expectations and active engagement of all learners. The DCAP documents the ways educators in Northbridge Public Schools work to meet the needs of our students. Accommodations may include, but are not limited to: modified materials, targeted assessments, instructional strategies, and support services. These accommodations shape the way instruction is delivered to the student but does not change or modify the content of the concepts taught to students.

The following accommodations are available for all students in the Northbridge Public Schools to provide equal access to the general education curriculum program:

I. Student Resources

Curriculum/Instruction/Assessment:

- Standards-based instruction
- Small group instruction
- Cooperative learning strategies
- Repeat or re-teach concepts with different approach
- Differentiate instruction and assignments
- Provide preferential seating
- Teach study skills and note-taking
- Utilize technology and computer assisted instruction
- Utilize graphic organizers
- Provide manipulatives
- Break down tasks/assignments into manageable steps
- Provide students with study guides
- Provide project organizers/checklists to break down larger/longer projects
- Provide students with models and exemplars
- Real-world applications
- Hands-on learning opportunities
- Frequent checks for understanding
- Multiple opportunities for students to discuss their learning/thinking
- Appropriate use of "wait time"
- Variety of assessments and assessment opportunities (summative and formative)
- Common assessments across grade levels/subject areas
- Extended time on assessments
- Rubrics and clear learning expectations
- Access to technology for word processing

Organizational Strategies:

- Posted standards-based objectives with learning targets and success criteria
- Flexible grouping methods
- Frequent check-ins
- Various graphic organizers
- Agenda/student planner support
- Study guides/structured notes

Social/Emotional and Behavioral Strategies:

- Clear rules and logical consequences (posted)
- Strategic seating plans/accommodated seating
- Student contracts or individual behavior plans
- Open and ongoing communication with parents to support in-class strategies
- Movement breaks
- Careful and thoughtful student placement processes
- Adjustment/guidance counselor support
- Well managed transitions between classes
- PBIS (Positive Behavioral Intervention Supports)
- Support through counseling staff, psychologists, nurses and other support staff
- Structured behavior and/or support plans
- SEL programs in general education (Advisory, Game Change, Second Step, etc.)
- Anti-bullying training and processes

II. Teacher Resources

- Building-based instructional coaches
- District Mentoring Program
- Professional Learning Communities
- Common Planning Time
- Building and district data teams
- Early Intervention Team
- Student Support Team
- Ongoing professional development activities (in and out of district)
- Opportunities to take graduate courses reimbursed by district
- Collaboration/consultation with support staff (Instructional Coaches, Sheltered English Instructors, Occupational Therapists, Physical Therapists, Speech Pathologists, Behavior Specialists, School Adjustment Counselors, Psychologists, Special Education Teachers, Nurse, Administrators)
- Learning Walk participation opportunities
- Continued curriculum support (updated and revised pacing guides and other supports)
- Updated standards-based curriculum materials
- Effective supervision and evaluation processes

III. Parent and Community Involvement Resources

- Variety of parent groups including: Parent Teacher Associations, Title 1, Parent Advisory Council, Special Education Parent Advisory Council, School Councils, Booster Clubs
- Partnerships with Alternatives, Inc. in schools to foster relationships with the community
- Family Continuity Services is a local mental health care provider who provides direct counseling to students in school who would not be able to access services otherwise
- Northbridge Education Foundation provides grant funding for innovative academic programming that engages learners
- The Northbridge Coalition is an organization consisting of parents, students, educators, professionals, representatives of town departments, and people of faith to identify and develop strategies and resources for areas of critical concern within the Northbridge community.

Building Curriculum Accommodation Plans (BCAPs)

This District Curriculum Accommodation Plan details accommodations, services and personnel that are already available and implemented throughout the Northbridge Public School District. Principals, in consultation with faculty and school council members, will formulate specific Building Curriculum Accommodation Plans for each building. Building Curriculum Accommodation Plans (BCAP) are developed and revised as programs and support change within the buildings for students.

The following are resources provided for all students and teachers that are specific to the individual schools within the Northbridge Public School District.

Northbridge High School:

Student Resources	Teacher Resources
<ul style="list-style-type: none">• Use of student agenda books to organize tasks/student work• Opportunities for retakes and rewrites• Advisory block for social curriculum and college and career planning• Career Academies (Art, Business, Communications, Engineering, Justice, Health Sciences)• Extensive AP course offerings• VHS NetCourses for extended class offerings• After school help session days for all teachers/subjects• “Game Change” Curriculum• NHS Food Pantry• Naviance• iStudent• Comprehensive guidance services• Independent study opportunities• Internship opportunities	<ul style="list-style-type: none">• Department chairs• Dean of Students• School Leadership Team

Northbridge Middle School:

Student Resources	Teacher Resources
<ul style="list-style-type: none">• Higher level math opportunities (Advanced Math and Algebra)• Optional re-takes and re-writes• Use of student agenda books to organize tasks/student work• Title I support for ELA and math• Advisory block• Extended Learning Block (ELB) for tiered intervention• PBIS incentive activities	<ul style="list-style-type: none">• NMS Leadership Team• Department Chairs• Title I push-in and collaboration• Grade level teaming

W. Edward Balmer Elementary School:

Student Resources	Teacher Resources
<ul style="list-style-type: none">• Agenda supervision/support• Posted schedule/established daily routine• Transition cues• Use of learning targets and success criteria to frame the day's lesson• Enrichment Groups• Content area reading strategies• Title I school-wide ELA supports• Minimize the use of timed tests• Phonics/word study instruction• Fluency instruction• Communicate changes in routine (schedule and staff) ahead of time, when possible• Pre-teaching social cues and expected social behaviors• Use of social stories• School-wide behavior support plan• Social emotional learning curriculum (Second Step)• PBIS Incentive Activities	<ul style="list-style-type: none">• Instructional Coach• Peer observations• Lesson study• Title I push-in and collaboration

Northbridge Elementary School:

Student Resources	Teacher Resources
<ul style="list-style-type: none">• Posted schedule/established daily routine• Transition cues• Multi-sensory learning opportunities (manipulatives, audio, visual, movement)• Tiered interventions• Enrichment Groups• Title I support for ELA and mathematics.• Privacy boards to minimize distractions• Phonics/word study instruction• Fluency instruction• Character Education program and assemblies• Social-emotional self-regulation instruction• School-wide behavior support systems• Communicate changes in routine (schedule and staff) ahead of time, when possible• Pre-teaching social cues and expected social behaviors• Use of social stories• School-wide behavior support plan• Social emotional learning curriculum (Second Step)	<ul style="list-style-type: none">• Instructional Coach• Peer observations• Early Intervention Team

Physical Restraint Policies/Procedures

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:
 - o When non-physical interventions would be ineffective; and
 - o 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 continue for more than twenty minutes, it shall be considered an "extended restraint" for purposes of the reporting requirements.)
- Additional safety requirements:
 - o 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.
 - o 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.
 - o 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 ongoing 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) agrees 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 Regulations 603 CMR 46.00 Physical Restraint)

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 Mrs. Kathleen Perry, the District's Section 504 Coordinator (508) 234-8156.

Service 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 your school principal or team chairperson.

Title I Program

The mission of the Title I Program is to help our students gain the reading, writing, and math skills they will need to use in their daily lives. We provide support to students, parents, and teachers to help students achieve their highest potential, feel confident in their abilities, and take responsibility for their success.

Title I is the largest federally funded education program. It provides resources to eligible school districts based on the number of students qualifying for free and reduced lunch. Title I staff assist schools in providing services that address identified student needs to help all students achieve state learning standards. In Northbridge, we use Title I funds to support students in reading, writing, and math in grades 1-8.

Students are chosen to participate in Title I reading and math services based on a combination of assessment tests from the beginning of the year, previous year's performance, RTI progress monitoring data, MCAS scores, and teacher referrals.

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 your child's teacher, please contact the school principal.

TRANSPORTATION/BUSSING POLICIES

Bus Routes and Stops

School bus stops will be at centralized locations. Students are not entitled to street-by-street or door-to-door pickup and/or delivery. All routes and stops will be determined using these guidelines:

- Bus capacity
- Length of bus routes and travel time
- Distance that an eligible student would be required to walk to a bus stop, which will not exceed the statutory limit of one mile
- Grade of student(s) to be transported
- Student's individual Education Plan (IEP) or 504 plan

Buses will not travel into cul-de-sacs or travel on unapproved town roads.

A parent/guardian or responsible person designated by the parent/guardian must be at the bus stop for the drop-off of all kindergarten through grade 4 students. A parent/guardian may write a note granting permission for his/her child to be dropped off and left at the bus stop without an adult being present. If no note is received, and no responsible person is at the bus stop, kindergarten through grade 4 students will not be dropped off and will be transported back to the school.

It is the responsibility of the parent/guardian to ensure safe passage of his/her child over roadways to an established bus stop. It is the responsibility of the parent/guardian to ensure the safety of his/her child at the established bus stop. The district's responsibility begins when the child boards the bus at the pickup location and ends when the child disembarks the bus at the assigned drop off location.

Students must be picked up and dropped off at the same bus stop location five days a week. Whichever bus stop a student is picked up at in the morning, must be the same bus stop the student is dropped off at in the afternoon. A note requesting the student take the bus to/from a different bus stop on any given day is not acceptable.

Exceptions to any of the above guidelines may be made at the discretion of the Superintendent.

Bus Conduct

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 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 a 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

Consequences for misbehavior on the school bus will be handled by the school administrators. Please reference the school's information regarding the appropriate consequence for each offense.

Changes in Transportation

If someone other than those who normally come for a student are to pick him/her up, parents should CALL, VISIT, OR WRITE THE SCHOOL and notify the staff of the change. No student will be allowed to change his/her normal going home procedure unless the parent/guardian notifies the school in advance. Your child's safety and security are of primary importance. Again, students must take the bus to and from the same bus stop each day. A note requesting a student take a different bus on any particular day is not acceptable.

Drop Off/Pick-Up Procedures

Each school has its own student drop off and student pick up procedure. Please check the school's Appendix for specific information.

Bicycles may be ridden to school beginning at the second grade. **All students must wear helmets.** They must be parked in designated area, and students are not permitted to ride bicycles inside the school buildings or during recess. The school system is not responsible for damage occurring to bicycles on school grounds. Please be advised to bring locks for student's bikes.

Eligibility for Bussing

Eligibility for transportation services is determined by the location of the student's home in relation to the school to which the student is assigned, and does not entitle the student to door-to-door service. If a student is not eligible for transportation as provided for by this policy, the parent/guardian is responsible for assuring that the student gets to and from school safely.

Students with special needs who attend out of district placements (outside the Town of Northbridge) and ride special vehicles or vans are NOT subject to the mileage boundaries or the fee. Students with special needs who attend Northbridge Public Schools are subject to the mileage boundaries and the fee under the same provisions as other students unless they have "special transportation" by a "special vehicle" indicated in their individualized plan (I.E.P). Students with special needs with these two provisions in their I.E.P. will be transported regardless of mileage and are NOT subject to the fee. Students who have a 504 plan are subject to the fee under the same provisions as all other students.

Mileage Guidelines for Bussing

Massachusetts General Law Chapter 71, Section 68 requires free public transportation for students only if they are in grades K-6 and only if they live more than two miles from the school they are entitled to attend.

The Northbridge School Committee (File: EEAA) has set the following mileage guidelines:

All Students Grades K through 4:

- Students who live more than 2 miles from school: Eligible for free bus transportation by law
- Students who live more than 1 mile, but not more than 2 miles from school: Eligible for bus transportation, subject to bus fee
- Students who live 1 mile or less from school: Not eligible for bus transportation from home residence

Grades 5 and 6:

- Students who live more than 2 miles from school: Eligible for free bus transportation by law
- Students who live 2 miles or less from school: Not eligible for bus transportation from home Residence

Grades 7 through 12:

- Students who live more than 2 miles from school: Eligible for bus transportation, subject to bus fee
- Students who live 2 miles or less from school: Not eligible for bus transportation from home residence

Fees

The School Committee may make bus transportation available on a fee-for-service basis to students who do not qualify for free bussing under state law on a space-available basis.

- The School Committee will establish the level of service and fees for the next school year.
- Fees will be due during the month of May, and the District will notify parents and guardians of the specific due date each year.
- All fees will be due on or before the annually established due date.
- The Bus Privilege Fee is set at \$200 per student with a family cap of \$600. This fee is subject to change upon School Committee vote.
- A late fee of \$50 per student with a family cap of \$100 will be assessed for registrations submitted after 4PM on the first Friday in June.
- Online registration and electronic payment are recommended.
- Students who qualify for free or reduced price lunch are entitled to free transportation provided that all necessary forms have been submitted and approved. Students who qualify for free or reduced price lunch are still required to register for school bus transportation, and will be subject to the late fee if all necessary documentation is not submitted by the required deadline.
- Bus fees are not refundable and will not be prorated for partial years or one-way transportation. Refunds will only be issued on a case by case basis subject to the approval of the Superintendent for requests made one week prior to the start of the school year. A processing fee of \$25 per student with a family cap of \$50 will be deducted from the refund.

Request/Complaint Procedure

Requests/complaints regarding the bus management procedure must be submitted in writing to the transportation coordinator. A response will be provided within five (5) school days of receipt. In accordance with the Massachusetts General Law, a complaint concerning the district's compliance with the law may be made to the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906.
LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

Use of Video Cameras on Buses

Students should be aware that they may be under audio and videotaped surveillance while riding on Northbridge Public School buses.

Cameras may be used to monitor students' behavior on buses in order to promote the safe transportation of students. Videotapes of students riding on buses may be used to foster security, promote students' safety and monitor student misconduct.

Prior notice must be given to the Superintendent before any video is reviewed. The Superintendent or designee shall review any videotape if any misconduct is alleged.

Appendix I – 37H, 37H ½, 37H ¾

Section 37H: Policies relative to conduct of teachers or students; student handbooks

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Section 37H1/2: Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of 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 request for an appeal no later than five 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 three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of 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 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 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.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Section 37H3/4: Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall

have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

APPENDIX II: Northbridge Elementary School

GENERAL SCHOOL INFORMATION

30 Cross Street Whitinsville, MA 01588
(508) 234-6346

Principal: Jill Healy

Kindergarten and Grade 1: 8:25 AM-2:50 PM

Preschool: 8:45AM-11:30AM; 12:15PM-3:00 PM; full day 8:45 AM-3:00 PM

Office Hours: 7:30 AM-3:30 PM

Breakfast: 8:25 AM

SCHOOL OPENINGS

Preschool

Preschool Opening is held within a few days of school to allow students and parents to meet their teacher and see their classrooms. This School Opening assists with transitioning into school.

Kindergarten

Kindergarten Opening is held the first day of school to allow students and parents to meet their teacher and see their classrooms. This School Opening helps to ease the student's transition into kindergarten.

First Grade

The building will be open for 1 hour the day before school starts to allow students and parents re-acquaint themselves with the building.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled in December and February. Parents are always welcome to contact their child's teacher. If you have concerns, please make an appointment to speak with the teacher, nurse, or principal.

REPORT CARDS

Report cards are sent home three times a year for children in kindergarten and grade one. After reviewing the report card, please sign one copy and have your child return it to their teacher. Please refer to the school's calendar by visiting www.nps.org/nes.

MID-TERM REPORTS

Mid-term reports will be issued for kindergarten and grade 1 students halfway through the first and second marking period. Mid-term reports may be sent home (at the teacher's discretion) after the second marking period. Please review the information with your child. If necessary, contact your child's teacher with any concerns. Preschool families will be invited to an exit meeting in June which will review your child's progress at that time.

STUDENT ARRIVAL AND PICK UP

Arrival

- Please have your children cross the street where the crossing guard is stationed to insure their safety. Please be sure the students use the crosswalks and sidewalks.
- When driving your child(ren) to school please park in the church parking lot across the street and escort your child(ren) to the building.

- Parking is also permitted on Pleasant Street and East Street.
- There is no parking on Church Street during school hours.
- Please do not drop students off in the faculty parking lot adjacent to the building, as there are no available spaces for parent parking that will allow the parents to bring the students safely into the building.
- It is the parent's responsibility to be sure the child enters the school building safely after being dropped off.

Pick-Up

To assure that no unauthorized person takes a child, we have the following procedure:

- Children to be picked up will report to North Door in the Modular building at 2:45.
- Teachers will be assigned to Parent Pick-Up area and line children up according to grade.
- At 2:45 parents may wait in a single file line outside the door to meet their child.
- At 3:00 we will bring any child who has not yet been picked up to the main office.
- We ask ALL PARENTS to fill in the pick-up authorization slip.
- All children are thereby covered for every possible situation.
- The teachers on duty will have the authorization slips with them.
- Adults must have a photo ID in hand for staff to release your child.
- If the person picking up the child is not on the authorization slip or the child is usually not a parent pick-up; the child must have a parental note initialed by the office. In an emergency the office may authorize a pick-up without a parental note.
- Please park in the church parking lot across the street when picking your child up from school.

COMMUNICATIONS

School Information Packet

On the first day of school each Elementary School student will receive a packet containing the following information:

- Computer Acceptable Use Policy
- Parent Pick-up authorization form
- Permission to have your students' picture taken for website
- School menu
- School Emergency Card
- Free and reduced lunch form
- PTA membership form

Please help us by filling out the required forms, and return them to the Northbridge Elementary School as soon as possible.

Principal Newsletters

A monthly Principal's Newsletter will be sent via email and posted on the web. If you would like to receive an email notification, please disclose your email information at the start of school. Class and grade level newsletters are also sent throughout the year with information about special events in the classroom. A positive, supportive home/school team helps build a strong foundation for a solid education. Communication is one of the building blocks.

Classroom Newsletters

Teachers send home periodic newsletters to highlight special classroom happenings and student work. These newsletters are an important way to stay connected to what is happening in your child's classroom.

Website

The Northbridge Elementary School has a website @ www.nps.org/northbridge-elementary. The website has general school information and policies.

Phone System

The Northbridge Elementary School has a phone system that allows parents to contact teacher voicemail directly. Teachers will check messages on a daily basis.

When calling your child out absent, you may contact the school at any time. The phone system utilizes an absentee message system. To access the voicemail, dial 508 234-6346 and press 3.

HOMEWORK GUIDELINES

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Each teacher will communicate to the student and parent his/her individual homework guidelines. **Request for homework the day the student is absent must be made by 10:00 am by calling the school in order to receive it at dismissal time. Work is not sent home ahead of time as teacher instruction is a key component to the successful completion of the independent activity.**

HOMEWORK AND PARENTS

Your parental role is important. Be sure that:

- You set a homework time consistently each day--after school, after supper, or any workable time
- Create a quiet place with the necessary tools--paper, pencil, etc.
- Make sure that the child understands what the teacher expects for the assignment
- Be around to help out, but do not hover over the child
- Set some time parameters; e.g. Start your math. I'll check in on you in 5 minutes.
- When necessary, you may have to stay with your child for support and direction but not direct involvement with the content of the assignment

The teacher's role in homework is:

- Inform parents as to what is expected in an assignment
- Inform parents as to when homework will be assigned
- Inform parents as to their role (An explanation should go home early in the year.)
- Keep homework from being a burden

PBIS (Positive Behavior Interventions and Supports)

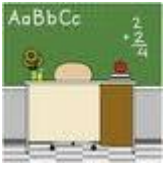


PBIS is a team based, systematic approach in teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who are able to model these behaviors and has systems in place to support students who have a difficult time or may present with more challenging behaviors.




The team approach is what truly makes this system work and we really need every family's support to help us be successful.


Behavioral Expectations

The following matrix identifies behavioral expectations at Northbridge Elementary School. At the beginning of each school each teacher explicitly teaches these expectations.. In doing so, they Each classroom will define what it looks like to **BEE Safe, Kind, Respectful, and Responsible in school**. Once student have developed a clear understanding, the expectations are reinforced throughout the year by issuing BEE tickets. Our goal is to create a safe and positive environment for all students and staff! Please feel free to reach out to your child's teacher with any questions.

Northbridge Elementary School Behavior Matrix

Setting	Be Safe	Be Kind	Be Responsible	Be Respectful
Classroom 	Sit in Chair with legs under desk Keep hands on top of desk Walk silently to desk	Use kind and polite words Share with your classmates	Complete schoolwork and homework Clean up after yourself Take care of personal belongings	Listen for teacher directions Raise your hand before speaking
Playground 	Use equipment and games properly Use safe hands and feet Tell an adult if you see an unsafe choice Walk to line up	Include other in games Use kind words Give a helping hand	Pick up recess toys One long whistle freeze Two short whistles line up Keep balls in the playground	Share and take turns Respect nature Line up quietly
Cafeteria 	Stay in your seat Keep hands and feet to yourself Walk at all times	Allow others to sit with you Use good table manners	Clean up after yourself Eat your own food Ask permission to leave the table	Raise your hand Inside voice Wait patiently Line up quietly

<p>Hallway</p> 	<p>Face forward Walk on the right side of the hallway Keep hands and feet to yourself Keep your hands by your side</p>	<p>Enjoy hallway displays with your eyes</p>	<p>Walk directly to your destination Stay in line</p>	<p>Maintain personal space Use silent wave to greet others Quiet voice</p>
<p>Bathrooms</p> 	<p>Use toilet, sink and paper towels correctly Keep feet on floor Keep floor clean and dry Tell an adult if you see an unsafe choice</p>	<p>Use good bathroom manners Use kind words</p>	<p>Wash your hands Exit promptly when finished and return to your classroom</p>	<p>Respect others privacy Quietly wait your turn</p>
<p>Office/Nurses Office</p> 	<p>Keep hands and feet to yourself Keep personal space Remain sitting When the nurses door is closed go to the main office</p>	<p>Use kind and polite words Quietly wait your turn</p>	<p>Walk directly to and from the office and nurses office Listen to the nurse</p>	<p>Patiently wait your turn Use an inside voice Respect others students privacy</p>
<p>Dismissal</p> 	<p>Walk to your bus line and the bus Face forward when walking in line</p>	<p>Use kind and polite words Silent wave</p>	<p>Go right to dismissal spot Keep your belongings with you</p>	<p>Listen to teacher directions Wait quietly in line Be aware of personal space</p>

Assembly 	Remain in one spot Safe hands and feet	Actively listen to the speaker Maintain personal space	Be ready to participate	Use appropriate applause Eyes on speaker
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Our Consequence System

When students do not meet the behavioral expectations, staff must intervene in order to advise the student of the problem behavior, teach the appropriate behavior for the particular situation, and administer appropriate disciplinary action. Northbridge Elementary School implements a tiered approach to discipline that includes several teacher and classroom based interventions as well as administrator intervention.

When students do not follow the outlined school-wide discipline plan they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeated offenses. Classroom managed behavioral issues will be handled by the teacher (classroom, art, music, computer lab, library or physical education). The following is a sampling of the consequences teachers may use:

- Redirection
- Conference with student
- Note/Phone call to parent
- "Take a Break" area within the classroom
- Loss of privilege
- Office referral**

**Office referrals will be addressed by the building administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- Parent phone call/Parent conference
- Referral to Student Support Team to develop a behavior improvement plan
- Alternative recess (only used when issue takes place during recess)
- Suspension (in school or out of school)
- Referral to Mobile Crisis Unit

SAFETY PROCEDURES

The safety of all children in our school is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we continually practice our emergency and crisis response plans by having drills designed to exercise our procedures. We will conduct various drills that is continuing throughout the school year. The following information is to help you understand the importance of these drills as well as to understand each type of drill.

Fire Drills

This is a Fire Code requirement as well as a requirement by Northbridge Public Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

Lockdown Drills / Shelter in Place

The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until a release has been authorized.

Evacuation Drills

If unsafe conditions present themselves within the school building, an evacuation off school property may be warranted. Time will be provide to practice first as individual classrooms, then as a corridor of classrooms, and finally as a whole school. Student and staff attendance is required at the time of the drill to ensure accountability for all.

Visitors

All visitors MUST state their name and business before being allowed to enter the building. Upon entering, visitors must report to the main office, sign-in and wear a visitor's badge. Only visitors who have an up-to-date CORI are permitted in the building

BEFORE AND AFTER SCHOOL CARE

The Northbridge Public Schools offers extended care options for students in kindergarten and grade 1. These programs are managed by AlphaBEST. Extended care options for preschool students are offered providing there is enough interest. For information regarding enrollment and participation, you may go to the district website; go to their website at <https://www.alphabest.org/?s=Northbridge&x=12&y=8> contact the main office at 508 234-6346.

Appendix III: W. Edward Balmer Elementary School

W. Edward Balmer Elementary School
21 Crescent St.
Whitinsville, MA 01588
Phone: 508-234-8161
Fax: 508-234-0808
Principal: Karlene Ross
Assistant Principal: Theresa Gould

ARRIVAL AND DISMISSAL PROCEDURES

The instructional day begins promptly at 8:25 AM at which time students should be inside their classroom ready to learn. If a student is late, a parent must accompany the student to the main office. Being on time to school and class is mandatory. Students who are being picked up at the end of the school day must be picked up by 2:40 PM.

Parent Drop Off

All cars will enter the blacktop play area and proceed to the drop off line (there will be NO PARKING in the blacktop play area). Students need to wait in the car until staff come out in the morning. If you want to walk your child to the door, you will need to find a parking spot in the main lot.

The drop off zone will be clearly marked. As students exit the car and parents begin to leave, it is important to pull forward to the beginning of the drop off zone. Our goal is to have 8-10 cars drop off their child at a time. Please make sure your child is ready (backpack and kisses!) to leave the car when you pull into the drop zone. Children should exit on the passenger side of the car. Staff members will be on hand to assist children when exiting the car.

Parent Pick Up

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

Walkers

Students who walk to school should not arrive before 8:15 AM. Children should proceed to the playground entrance for admittance into the building at 8:15 AM.

Early Dismissal

If it is necessary for your child to be dismissed during the school day, please send a note to your child's teacher indicating the time the child is to be dismissed. Your child must be picked up at the main office. Any calls for changes to the dismissal process must be made prior to 2:15 PM. Calls made after 2:15 PM may interfere with the dismissal process, which can impact the safety of our students.

Changes in Transportation

If someone other than those who normally come for a student are to pick him/her up, parents should CALL, VISIT, OR WRITE THE SCHOOL and notify the staff of the change. No student will be allowed to change his/her normal going home procedure unless the parent/guardian notifies the school in advance. Your child's safety and security are of primary importance.

Bicycles

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

HOMEWORK

Students should be able to complete all homework assignments by themselves. When a child is not able to complete the assignment independently, parents should make a note of this on the assignment. ***If your child continues to experience a challenge completing assignments within the below time frame, contact their teacher to discuss the issue.*** Teachers will continually monitor homework assignments to ensure students can complete within the outlined time guidelines.

Homework Guidelines

- 20 minutes of reading (listening/oral reading) Monday through Friday night for grades 2-4
- Written and/or oral homework is optional. If given, it should not exceed 10 minutes for 2nd and 3rd grade and 20 minutes for 4th grade.

Project Guidelines

No more than three times per year as long as it meets the following criteria:

- Teachers must provide all materials
- Projects should not be due immediately upon return from vacations or holidays
- Projects need to follow the homework guidelines
- Clear directions and a rubric must be given
- Projects should be an extension to the learning the students are doing in class.

Teacher-Homework Expectations

- Homework assignments should be differentiated based on student need and ability.
- Provide rubrics, clear direction, and adequate time to complete.
- Provide relevant, timely and quality feedback.
- Coordinate assignments with other teachers so that total nightly homework does not exceed allotted time guidelines.
- Assign meaningful homework that reflects best practices.
- Communicate with parents about any concerns
- Model homework strategies for students.

Student- Homework Expectations

- Copy homework assignments into their agenda when assignment is given.
- Return assignments on the date they are due.
- Complete assignment to the best of their ability.
- Ask for help when unsure of an assignment.
- Maintain a high quality of work.
- Maintain academic honesty and integrity on all assignments.
- Maintain a positive attitude about homework.

Parent- Homework Expectations

- Check their child's agenda on a nightly basis.
- Set up a quiet, distraction free environment, and allocate sufficient time for nightly homework completion.
- Provide appropriate materials to complete assignment.
- Check for completion or neatness but do not redo child's homework (You may ask a child to finish or redo a messy assignment)
- Communicate with teacher about concerns or difficulty with homework assignments.
- Stop your child and write a note when a child has completed their homework time if the assignment is not complete
- Promote a positive attitude about homework.
-

REPORT CARDS

Students in Grades 2, 3 & 4 receive a report card three times a year. It is a standards-based report card that provides detailed information regarding a student's progress in the areas of Language Arts, Mathematics, Science, Related Arts and Citizenship. Parents are asked to review the grades carefully with their child. After reviewing the report card, please sign one copy and have your child return it to their teacher. You may keep the 2nd copy for your records.

Midterm Report Cards

Mid-term reports are sent home midway through each marking period for all students for the first and second trimester. During the third trimester mid-term reports will go home to students who are at-risk. Please review the information with your child. If necessary, contact your child's teacher(s) with any concerns.

What is PBIS?

PBIS is a tiered system of preventative interventions that support student's academic, social and emotional success. When implemented at the school level, PBIS provides a clear system for all expected behaviors at the W. Edward Balmer School. Through PBIS we will work together to create and maintain a productive and safe environment in which all school community members clearly understand the shared expectations for behavior. Through positive recognition and continual teaching of expectations students will experience academic and social growth.

What are the benefits of PBIS?

We believe that through the implementation of PBIS systems and strategies we will increase student academic performance, increase safety, decrease problem behavior and establish a positive school climate.

Behavioral Expectations

The following chart explains W. Edward Balmer Elementary School's Behavioral Expectations.

These expectations will be explicitly taught at the beginning of the school year and throughout the year in your classroom. Our goal is to create a positive environment for all parties at the W. Edward Balmer School.

At the beginning of each school year every classroom will work together to develop the expectations for their classroom. Each classroom will define what it looks like to be **Respectful, Accountable, Motivated, and Safe** in their classroom.

	Arrival/Dismissal
Respectful	<ul style="list-style-type: none">★ Use a quiet voice★ Be polite
Accountable	<ul style="list-style-type: none">★ Follow directions★ Go directly to your destination
Motivated	<ul style="list-style-type: none">★ Listen to staff★ Be prepared for dismissal
Safe	<ul style="list-style-type: none">★ Maintain personal space★ Use walking feet

	Hallway
Respectful	★ Voices off
Accountable	★ Follow directions ★ Go directly to your destination
Motivated	★ Model appropriate behavior for other students ★ Travel on the right hand side of the hallway
Safe	★ Maintain personal space ★ Use walking feet

	Bathroom
Respectful	★ Use a quiet voice ★ Respect the privacy of others
Accountable	★ Use the bathroom only when necessary ★ Use the Classroom Log to sign out
Motivated	★ Keep the bathroom clean ★ Use bathroom quickly and appropriately
Safe	★ Keep floor dry ★ Report any problems to a staff member

	Playground
Respectful	★ Voices off when entering and exiting the building ★ Take turns and play cooperatively ★ Be polite
Accountable	★ Accept consequences ★ Settle disagreements using “Rock, Paper, Scissors”
Motivated	★ Follow the “Peace on Earth” signal when lining up ★ Walk quietly to your line
Safe	★ Follow the expectations of the Playground Zones ★ Maintain personal space

	Cafeteria
Respectful	★ Be polite and use table manners ★ Use a quiet voice
Accountable	★ Follow directions ★ Raise your hand if you need assistance
Motivated	★ Wait patiently with voices off during dismissal time ★ Clean up eating area
Safe	★ Eat only your own food ★ Stay in your seat with your feet under the table ★ Maintain personal space

	School Bus
Respectful	<ul style="list-style-type: none"> ★ Sit in your seat quietly ★ Keep the bus clean ★ Be polite
Accountable	<ul style="list-style-type: none"> ★ Accept consequences ★ Report problems to a staff member ★ Follow directions
Motivated	<ul style="list-style-type: none"> ★ Be ready to board and exit the bus ★ Wait patiently in your seat while bus is loading/unloading
Safe	<ul style="list-style-type: none"> ★ Stay seated and face forward until the bus comes to a complete stop ★ Keep food items in your backpack

Our Positive Behavior Acknowledgment System

Once appropriate behaviors have been identified and taught, they should be acknowledged on a regular basis. W. Edward Balmer Elementary School has developed a formal system that acknowledges positive and appropriate behavior. All staff are able to acknowledge students positive behavior throughout the school day and throughout the school building. Acknowledgment occurs on various levels.

Reinforcement will occur on various levels

- * Individual student
- * Classroom
- * Grade Level
- * Whole School

Individual Student	Classroom Level	Grade Level	School Level
<ul style="list-style-type: none"> * Verbal Praise * RAMS Tickets * Weekly Shout-outs from Mrs. Ross 	<ul style="list-style-type: none"> * Verbal Praise * RAMS Tickets * Weekly Drawings 	<ul style="list-style-type: none"> * Verbal Praise * Incentive Activity * Posters Acknowledging RAMS expectations * Student Recognition Assemblies 	<ul style="list-style-type: none"> * RAMS Wall of Fame * Monthly Drawing for Special Activity * Other Surprise Activities

What are RAMS Tickets?

RAMS tickets are a way for all staff to recognize when a student is meeting the expectations of Balmer School. We expect our students to be **Respectful, Accountable, Motivated, and Safe** throughout the day. Please reference our Expectations Matrix for more information. Any staff member can acknowledge a student's positive behavior by giving a RAMS ticket.

Our Consequence System

When students do not meet the behavioral expectations, staff must intervene in order to advise the student of the problem behavior, teach the appropriate behavior for the particular situation, and administer appropriate disciplinary action. The W. Edward Balmer School uses a tiered approach to discipline that includes several teacher and classroom based interventions as well as administrator intervention.

Consequences for Classroom Managed and Office Managed Incidents

When students do not follow the outlined school wide discipline plan they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeated offenses.

Classroom managed behavioral issues will be handled by the teacher (classroom, art, music, computer lab, library or physical education). The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a "time out" area within the classroom
- Think About It Sheet**
- Written referral
- Conference with student
- Note to parent
- Phone call to parent

**A Think About It Sheet is used as an opportunity for students to reflect on their behavior and consider alternative solutions that meet our expectations. Parents will need to sign the Think About It Sheet and return to school the next day.

Office managed offenses will be handled by an administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators may use:

- ★ Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- ★ Parent phone call
- ★ Conference with Parent
- ★ Referral to Student Support Team to develop a behavior improvement plan
- ★ Alternative recess (only used when issue takes place during recess)
- ★ Suspension (in school or out of school)
- ★ Referral to Mobile Crisis Unit
- ★ Referral to Juvenile Court

Grade Level Acknowledgment Activities

Wall of Fame- Every week five students from each grade will have their RAMS ticket selected to sign our Wall of Fame. When a grade 2 and 3 student is selected for a second time they will receive a VIP Cafeteria Award (able to sit with a friend on the stage). When a grade four student wins for the second time they will be able to do morning announcements.

Choice Week- Twenty students from each grade will be selected to participate in Choice Week. Students whose tickets are selected will be able to choose from 5 different activities (iPads, Chromebooks, craft, scooter boards and basketball) to participate in during the Choice Week event day.

Super RAMS Challenge- Teachers (classroom and related arts) will get to select one student from a specified homeroom to participate in our Super RAMS Challenge. The challenge is a minute to win it type activity. A student will only be able to participate one time during the school year.

School-wide Celebration- Students who have not received an office referral or bus incident report during the three weeks prior to the celebration will earn the chance to participate in the special incentive on a designated day. Students who are not eligible for this activity will review the RAMS expectations with a staff member.

Student Recognition Assemblies- Assemblies that focus on one of our expectations (Respectful, Accountable, Motivated, Safe) will be held during the school year. There will also be a mid-year and end of year perfect attendance assembly. Our Paw Sox Awards Assembly will be held to recognize students who serve as a role model for their classmates.

Volunteers are always welcome to support the school-wide celebrations. If you are interested in volunteering, you must have a current CORI on file with the school. You can contact the school's secretary, Sharon Poitras at (508-234-8161) to check the status of your CORI.

A Connect-Ed message will be sent out to inform you of upcoming volunteer opportunities.

Appendix 3: Northbridge Middle School

NORTHBRIDGE MIDDLE SCHOOL

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

John J. Zywiec
Principal

Robert O'Brien
Assistant Principal

Nicholas Hoffman
Assistant Principal

Dear Parent(s)/Guardian(s):

The Northbridge Middle School Parent/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 parent/student handbook shall be applied to students in a standardized, nondiscriminatory and non-arbitrary manner. The parent/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 parent/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,

John J. Zywiec
Principal

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.

Administration			
Zywien, John	Principal	jzywien@nps.org	X 2112
O'Brien, Robert	Asst. Principal	robrien@nps.org	X 2151
Hoffman, Nicholas	Asst. Principal	nhoffman@nps.org	X 2114

Secretaries			
Capistran, Laura		lcapistran@nps.org	X 2109
Duclos, Beverly		bduclos@nps.org	X 2107

Adjustment Counselors			
Gambaccini, Gina	Grades 5 and 8	ggambaccini@nps.org	X 2210
Anthony Kissell	Grades 6 and 7	akissell@nps.org	X 2144

Nurses			
Calabro, Sue	Grades 5-8	scalabro@nps.org	X 2129

Grade 5			
Cook, Jacquelyn	Inclusion Specialist	jcook@nps.org	X1319
Tebo, Emily	Math/Science	etebo@nps.org	X1326
Gauthier, Jaime	Math/Science	jgauthier@nps.org	X1325
Jenkins, Katie	Humanities:ELA/SS	kjenkins@nps.org	X1321
Kamataris, Lauria	Math/Science	lkamataris@nps.org	X1324
McLaughlin, Bob	Humanities:ELA/SS	rmclaughlin@nps.org	X1317
Phillips, Richard	Humanities:ELA/SS	rphillips@nps.org	X1323
Lavoie, Kerry	Humanities:ELA/SS	klavoie@nps.org	X1318
Stinchfield, Mary	Math/Science	mstinchfield@nps.org	X1316
Sullivan, Lisa	Inclusion Specialist	lsullivan@nps.org	X1320

Grade 6			
Bethel, Jennifer	Humanities:ELA	jbethel@nps.org	X1229
Coady, Tamsyn	Math	tcoady@nps.org	X1234
Joncas, Jeanne	Math	jjoncas@nps.org	X1227
Connell, Melissa	Inclusion Specialist	mconnell@nps.org	X1221
Hammond, Julianne	Humanities:ELA	jhammond@nps.org	X1236
Hazelwood, Michelle	Humanities: Geography	mhazelwood@nps.org	X1230
McNeil, Lynne	Humanities: Geography	lmcneil@nps.org	X1237
Spadaro, Tracy	Science	tspadaro@nps.org	X1235
Sullivan, Jackie	Science	lsullivan@nps.org	X1228

Grade 7			
McNeil, Lynne	Humanities: Geography	lmcneil@nps.org	X1236
Lukasek, Lisa	Humanities:ELA	llukasek@nps.org	X1244
Malone, Marianne	Math	mmalone@nps.org	X1241
McNeil, Kevin	Math	kmcneil@nps.org	X1308
Mercier, Erin	Science	emercier@nps.org	X1311
Ouellette, Marie	Inclusion Specialist	mouellette@nps.org	X1245
Mezzoni, Gregory	Humanities: History	gmezzoni@nps.org	X1242
Taylor, Donna	Science	dtaylor@nps.org	X1310
Bennett, Dean	Humanities:ELA	bsteves@nps.org	X1249

Grade 8			
Salmonsens, Lauren	Humanities:ELA	lsalmonsens@nps.org	X1132
Gauthier, Matt	Science	mgauthier@nps.org	X1315
Hickey, Katelyn	Humanities:ELA	khickey@nps.org	X1108
Tappin, Mary	Science	mtappin@nps.org	X1107
Zuliani, Tracy	Math	tzuliani@nps.org	X1134
Pastore, Matthew	Math	mpastore@nps.org	X1129
Provost, Jane	Humanities: History	jprovost@nps.org	X1130
Remuck, Meghan	Humanities: History	mremuck@nps.org	X1103
Sanko, Nancy	Inclusion Specialist	nsanko@nps.org	X1135
DiPetrillo, Alison	Inclusion Specialist	adipetrillo@nps.org	X1133

Related Arts			
Ashby, Doug	Art	dashby@nps.org	X1303
Donohue, Jonathan	Physical Education	jdonohue@nps.org	X2125
Kilgariff, Corey	Music/Chorus	ckilgariff@nps.org	x1430
Gogolinski, Lisa	Technology	lgogolinski@nps.org	X1239
Larson, Moira	Health	mlarson@nps.org	X1213
Goguen, Joseph	Music/Band	jgoguen@nps.org	X1145
Nelson, Carol	Physical Education	cnelson@nps.org	X2125
Wermuth, Elizabeth	STEM	ewermuth@nps.org	X1312

Special Education			
Cronin, Brittany	Special Education Teacher	bcronin@nps.org	X1205
Parker, Daniel	Pathways Teacher	dparker@nps.org	X1124
Robinson, Cathy	Team Chairperson Grades. 5&6	crobinson@nps.org	X2143
Godowski, Heidi	Team Chairperson Grades. 7&8	hgodowski@nps.org	X2114

Librarian			
Muscatell, Michelle	Grades 5-8	mmuscatell@nps.org	X 2130

Our motto at the Middle School is ***“All things are ACHIEVABLE at NMS”***, and we work daily to promote this idea through classroom activities, extracurricular activities and school-wide initiatives.

GENERAL SCHOOL INFORMATION

School Day for Children

7:40 A.M.– 2:00 P.M.

Office Hours

7:00 A.M.– 3:15 P.M.

Breakfast

7:30 A.M.

Student Arrival

- Students should not be dropped off at school before 7:30 A.M.(Unless student is attending the Before School Program)
- For the safety of your child and the community, please pull up to the end of the parking area before allowing passengers to discharge from your vehicle.
- Please have your child cross the street where the crossing guard is stationed to ensure their safety.
- Please have your child use the crosswalks and sidewalks.
- It is the parent/guardian's responsibility to make sure your child enters the school building safely after being dropped off.

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 Northbridge Middle School doors 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.

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, with a maximum of 8 students per table.
5. Clean up after yourself.

Locks & Lockers

The school lockers are the property of the Northbridge Public Schools and therefore may only be secured with locks purchased from the school. All other locks will be removed from lockers. Students in grades may purchase a lock through the Main Office for \$6.00. An administrator may search lockers if warranted.

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

A student must be in good academic standing to participate in the promotion ceremony. Any student failing two or more classes for the year will not be permitted to participate in the promotion ceremony.

STUDENT SERVICES

- Social Lunch Groups
- Early Intervention Team
- Organizational Skills
- Therapeutic Learning Center
- Intervention Specialists –Direct Service
- Classroom Meetings
- FCP In-House Counseling
- ELL Support
- Enrichment Blocks

SBIRT

Screening, Brief Intervention, Referral to Treatment (SBIRT) screening is done annually in grade 7. This is a substance use prevention and education screening. Parents and guardians will be notified of the screening before it takes place and will be given the opportunity to opt their student out of the screening

PROGRAM OF STUDIES

Major Subjects

Grade 5

English Language Arts
Integrated Science
Social Studies
Math

Grade 6

English Language Arts
Integrated Science
World Geography and Ancient Civilizations
Math

Grade 7

English Language Arts
Integrated Science
World Geography and Ancient Civilizations
Math
Pre-Algebra (Qualified Students)

Grade 8

English Language Arts
Integrated Science
Civics and US Government
Math
Algebra I (Qualified Students)

Related Arts

Art, Health, Music, Physical Education, STEM, Technology, Spanish(Grade 8), Band, Chorus, Library

HONOR ROLL CRITERIA

High Honors: 90% or better for each major subject, A and/or B for Conduct and Effort for Related Arts.

Honors: 80% or better for each major subject, A and/or B for Conduct and Effort for Related Arts.

INTERSCHOLASTIC ATHLETICS

All athletes must be a student in “good standing” in order to participate in athletics. “Good standing” is defined but not limited to:

- Adherence to school rules that regulate behavior and attendance
- Respectful behavior towards all members of the school community
- Appropriate academic progress

A student found not to be in good standing may be limited or denied the privilege of participating in an interscholastic sport or an extracurricular activity, as determined by the school's administration. Students will be offered due process before loss of privileges.

Interscholastic athletics are teams that compete against other schools. Grade 8 Students will be eligible to participate in high school athletics on teams that have been granted a waiver by the Massachusetts Interscholastic Athletic Association (MIAA). These teams will be posted through the NHS Athletic Department.

- MIAA – This is our state association, and we are governed by their rules and regulations.
- Interscholastic Fees - Northbridge Middle School athletics are funded through the dedicated work of the Northbridge Middle School Booster Club. For more information, please visit <http://www.leaguelineup.com/welcome.asp?url=nmsboosterclub>.
- Busing to Games – All students must take school provided transportation to and from games. Any exceptions must go through the coach.
- Academic Eligibility – A student becomes ineligible for extracurricular 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.
- 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 include Football, Soccer, Cross Country and Field Hockey. Squad limit sports include Basketball, Baseball and Softball.
- Practice – Teams practice on a daily basis. Their respective coaches will distribute schedules of days and times.
- Injuries – School insurance covers all costs 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 school year. 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. Potential club offerings are: Art, Band, Chorus, Drama, Flag Football, Homework, Intramural Basketball, Lego Robotics, Ski, Student Council and Yearbook. Clubs are open to all students who are academically and behaviorally eligible. The club fee is \$25 for the first club and an annual \$50 max for additional clubs.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are regularly scheduled conferences this year and will be on **Wednesday, December 5, 2018 and Wednesday, March 13, 2018**. Parents are always welcome to contact their child's teacher. If you have concerns, please make an appointment to speak with the teacher, nurse, or principal.

PROMOTION OF STUDENTS

Grade 8 students will be ineligible for participation in the promotion ceremony if they fail two or more classes for the school year. Other 8th grade privileges are dependent on appropriate behaviour and attendance.

WEBSITE

The Northbridge Middle School's website is linked to www.nps.org. The website has general school information and policies.

PHONE SYSTEM

The Northbridge Middle School has a phone system that allows parents to contact teachers' voicemail directly. Teachers will check messages on a daily basis. When calling to report your child absent, you may contact the school at any time. The phone system utilizes an absentee message system. To access the voicemail, dial (508) 234-8718 and press 3.

WE ARE RAMS!

R - Respectful
A - Accountable
M - Motivated
S - Safe

At NMS we strive to be respectful to others, our environment and ourselves. We are accountable for our actions, motivated to achieve academic success and to assist in developing a safe and positive learning community for all. We work to maintain an environment in which all students can learn without distractions. The purpose of a code of conduct is to create clear expectations and uniform, consistent consequences which support a safe, comfortable, caring learning environment. 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. The Northbridge Middle School recognizes that discipline must be developmental and age appropriate.

