The Northbridge Public School District prohibits discrimination on the basis of race, color, gender, religion, age, national origin, gender identity, 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
August, 2017

It is my pleasure to welcome students and families to another school year!

At the Northbridge Public Schools, we pride ourselves on our strong sense of community and proud history of hard work. For the past 150 years, our graduates have gone forth to build a strong community, strong country, and now go forth to make a difference in the world.

Over the past year, we have welcomed our first groups of students from China. This year, we will bring a group of students from Northbridge to Beijing and Shanghai. We will not only continue to build a strong school system, we are building a world-class school system. Community service locally and global citizenship internationally further set Northbridge Public Schools’ students ahead of their peers.

Equally as exciting is our increased focus on the integration of technology in all of our programs. This year will bring the opening of the BioTech Lab at the High School and continuation of partnerships with NASA and the National Consortium of Secondary STEM Schools. We have also added the Art Academy to the Northbridge Career Academies. These are examples of opportunities for our students that lead to our students earning $3 million dollars in merit-based scholarship to top universities across the nation.

As our strategic plan enters its third year, we will continue to focus on our three areas for action - Teaching and Learning; Facilities and Operations; and Community and Communications. We will continue to focus on the structural needs of the W. Edward Balmer School through the MSBA Feasibility Phase. One question that will be answered through our study is the potential combination of Northbridge Elementary School and Grade 5 from Northbridge Middle School with the Balmer School.

We have updated our handbook to be a district handbook, with separate information for each school at the end. The purpose is to streamline our information for families, while also establishing consistency in protocol across the district. Our District Curriculum Accommodation Plan (DCAP) has also been updated to better reflect some of the improvements we have made in addressing the needs of all students in their classes.

Open communication is very important to us. I urge you to reach out to teachers and administrators with questions. We like to be proactive in working with students and families before small concerns become large issues. Although we ensure that our students are safely protected behind locked doors every day, our doors of communication are always open.

Wishing students and families a wonderful school year,

Dr. Catherine A. Stickney
Superintendent of Schools
### NORTHBRIDGE PUBLIC SCHOOL DISTRICT CALENDAR 2017-2018

#### AUGUST

<table>
<thead>
<tr>
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</table>

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

#### SEPTEMBER

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</table>

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

#### OCTOBER

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<tr>
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<td>24</td>
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- 10 Veterans Day Observance
- 22 Early Release Day, Thanksgiving
- 23-24 Thanksgiving Recess

#### NOVEMBER

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- 25-29 Winter Recess

#### DECEMBER

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- 19-23 February Recess

#### FEBRUARY

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</tr>
</tbody>
</table>

- 1 New Year’s Day, Winter Recess
- 12 Professional Development - Full Day
- 15 Martin Luther King, Jr. Day
- 31 Early Release Day, NES, BALMER Parent Conferences
- 31 Early Release Day, NMS, NHS (Staff PD)

#### MARCH

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<tr>
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</table>

- 6 Early Release Day, Parent Conferences

#### APRIL

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<td>2</td>
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- 2 Good Friday
- 16-20 April Recess

#### MAY

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</table>

- 1 Graduation
- 8 Last Day for Preschool
- 13 Early Release Day, Last Day - (180th day)
- 14-20 Possible make-up days (185 days)

#### EARLY RELEASE SCHEDULE

<table>
<thead>
<tr>
<th>School</th>
<th>Start Time</th>
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<tbody>
<tr>
<td>High School</td>
<td>10:20</td>
</tr>
<tr>
<td>Middle School</td>
<td>10:50</td>
</tr>
<tr>
<td>Balmer School</td>
<td>11:30</td>
</tr>
<tr>
<td>Elementary School</td>
<td>11:40</td>
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</table>

#### SCHOOL COMMITTEE MEETINGS

- **January 9, 2017**
- **February 13, 2017**
- **March 27, 2017**
- **April 10, 2017**
- **May 22, 2017**
- **June 12, 2017**

**Approved 2-14-17**

**School Committee meeting dates are subject to change**
### CALENDAR DATES 2017-2018

<table>
<thead>
<tr>
<th>Faculty Meetings</th>
<th>Curriculum Nights</th>
<th>PD Early Release Days</th>
<th>Parent Conferences</th>
</tr>
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<tbody>
<tr>
<td>September 5, 19</td>
<td>NES: PK - Sept. 5</td>
<td>January 31 NMS/NHS</td>
<td>January 31 NMS/NHS</td>
</tr>
<tr>
<td>October 3, 17</td>
<td>Kdg – Aug. 31</td>
<td>March 7 NES/BAL</td>
<td>March 7 NMS/NHS</td>
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<tr>
<td>November 7, 21</td>
<td>Gr 1 – Sept. 19</td>
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<tr>
<td>December 5, 19</td>
<td>Balmer: (Gr. 2) Sept. 12</td>
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<tr>
<td>January 9, 23</td>
<td>(Gr. 3) Sept. 7</td>
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<tr>
<td>February 6, 27</td>
<td>(Gr. 4) Sept. 14</td>
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<td>March 6, 20</td>
<td>NMS: (Gr. 5-8) Oct. 4</td>
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<td>April 3, 24</td>
<td>NHS: (Gr. 9-12) Sep. 14</td>
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<tr>
<td>May 8, 22</td>
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<tr>
<td>June 5</td>
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### Report Card Trimester Elementary

<table>
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<tr>
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<th>Report Card Schedule HS &amp; MS</th>
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<tr>
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<td>December 4, 2017</td>
<td>November 9, 2017</td>
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<tr>
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<td><strong>Parent Conf</strong></td>
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<td>January 25, 2018</td>
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<td><strong>Parent Conf</strong></td>
<td><strong>Term Ends</strong></td>
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<tr>
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<tr>
<td>March 8, 2018</td>
<td>January 26, 2018</td>
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<tr>
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<tr>
<td>March 19, 2018</td>
<td>March 7, 2018</td>
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<td>June 11, 2018</td>
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<td>June 13, 2018</td>
<td>April 9, 2018</td>
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<td>AHERA (Asbestos Hazard Emergency Response Act)</td>
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<td>Bullying &amp; Cyberbullying</td>
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<td>Bus &amp; Transportation Policies and Procedures</td>
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<td>ESSA – Every Student Succeeds Act</td>
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<td>Registration &amp; Withdrawal Requirements</td>
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**INDIVIDUAL SCHOOL HANDBOOK SUPPLEMENTS**

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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 these changes as appropriate and relevant.

Each school will provide a supplement that presents school-specific information and procedures. It is the student and parent/guardians’ 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 8, 2017.**

---

**Vision Statement**

The Northbridge Public Schools provides a challenging, rigorous academic program in a supportive, nurturing environment that enables all learners to become knowledgeable, active and contributing members of both local and global societies.

**Mission Statement**

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

**Northbridge Core Beliefs**

The Northbridge Public Schools are committed to the following core beliefs:

1. All students can attain high levels of achievement, can reach maximum individual potential, and have a responsibility to actively participate in their own education.
2. Students and staff deserve to have a safe, supportive, and nurturing environment where they are treated with respect.
3. Students and staff are actively engaged and ready to participate in a positive learning environment with social and emotional supports.
4. Families, educators, and the community have a responsibility to form a partnership to support the growth and development of each student.
5. When students, families, and educators work together, student achievement is maximized.
6. Rigorous curricula and high quality instruction are vital to student success and achievement.
ADMINISTRATION CONTACTS

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. Alicia Cannon, Secretary: acannon@nps.org
Mrs. Randeen Zanca: rzanca@nps.org
Mr. Brian Paulhus: bPaulhus@nps.org

Central Office Personnel:
Superintendent: Dr. Catherine A. Stickney
Director of Curriculum, Instruction, Assessment: Ms. Amy McKinstry
Director of Pupil Personnel Services: Mrs. Kathleen Perry
Director of Finance: Mrs. Melissa Walker
Director of Facilities: Mr. Steven Von Bargen
Director of Technology:
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

<table>
<thead>
<tr>
<th>Northbridge Elementary School (Pre-K - Gr. 1)</th>
<th>W. Edward Balmer Elementary School (Gr. 2 - 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jill Healy, Principal</td>
<td>Mrs. Karlene Ross, Principal</td>
</tr>
<tr>
<td>Mr. Donald Incutto, Assistant Principal</td>
<td>Mrs. Theresa Gould, Assistant Principal</td>
</tr>
<tr>
<td>30 Cross St.</td>
<td>21 Crescent St.</td>
</tr>
<tr>
<td>Whitinsville, MA 01588</td>
<td>Whitinsville, MA 01588</td>
</tr>
<tr>
<td>(508) 234-6346</td>
<td>(508) 234-8161</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Northbridge Middle School (Gr. 5 - 8)</th>
<th>Northbridge High School (Gr. 9-12 and Post Grad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John Zywien, Principal</td>
<td>Mr. William Bishop, Principal</td>
</tr>
<tr>
<td>Mr. Robert O’Brien, Assistant Principal</td>
<td>Mr. Tim McCormick, Assistant Principal</td>
</tr>
<tr>
<td>Mr. Nicholas Hoffman, Assistant Principal</td>
<td>Mr. John Susienka, Dean of Students</td>
</tr>
<tr>
<td>171 Linwood Ave.</td>
<td>427 Linwood Ave.</td>
</tr>
<tr>
<td>Whitinsville, MA 01588</td>
<td>Whitinsville, MA 01588</td>
</tr>
<tr>
<td>(508) 234-8718</td>
<td>(508) 234-6221</td>
</tr>
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</table>
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](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)*
**ACCEPTABLE USE POLICY & INTERNET USE**

**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.

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

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

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

**ATTENDANCE, ABSENCE and TARDY POLICIES**

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

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.

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 file a Child Requiring Assistance (CRA) petition with the Milford Juvenile 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, 1B 4; 76:16; 76:20

Schools' Responsibilities for Excessive Absences
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.


Any student unable to attend a regular school session cannot participate in any afternoon or evening school activities unless the Principal approves a written request. The Principal may also suspend other school privileges and activities if a student has accrued (3) three or more unexcused absences in any given term.

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.

Tardies
- All students at the must be in class when school begins or they will be considered tardy.
- 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.

AHERA (Asbestos Hazard Emergency Response Act) 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 continue 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 preschool through grade 8. These programs are managed by Springboard, LLC. For information regarding enrollment and participation, you may go to the district website; go to their website at [http://www.springboardkids.com/](http://www.springboardkids.com/) or ask at the office of your school.

**BULLYING & CYBERBULLYING**

**Definitions:**
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 Northbridge Public Schools 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.

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.

**Reporting bullying or retaliation:** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member must be recorded in writing. All employees are required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses using the Incident Report/Complaint Tracking Form. Reports made by students, parents/guardians, or other non-employees may be made anonymously, including through the Anonymous Alert link on district and school websites. Each school will make reporting resources available to the school community including, but not limited to, the Northbridge Public Schools’ Incident Report/Complaint Tracking Form, available on the Northbridge Public School District’s website.

Use of the Northbridge Public Schools’ Incident Report/Complaint Tracking Form is not required as a condition of making a report by parents and students. Schools will:

1) make it available in the school’s main office, the counseling office, the school nurse’s office, and other locations determined by the principal or designee; and
2) post it on the school’s website.

1. **Reporting by Staff**
   A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation using the Incident Report/Complaint/Tracking Form. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with each school’s policies and procedures for behavior management and discipline.

2. **Reporting by Students, Parents/Guardians, and Others**
   The school system expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

**Investigation:**
The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents/guardians, and others as necessary. The principal or designee (or whoever is
conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews will be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with district policies and procedures for investigations and for possible disciplinary action. If necessary, the principal or designee will consult with the Superintendent/Assistant Superintendent regarding consultation with legal counsel pertaining to the investigation of the alleged report.

Determinations:
The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.
Depending upon the circumstances, the principal or designee may choose to consult with the student’s teacher(s) and/or school counselor, and the target’s or aggressor’s parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skill development.

The principal or designee will promptly notify the parents/guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.
School personnel may, however, share information with the family of the target regarding the process that was followed to investigate and determine whether bullying occurred; what general measures are being taken to protect the target from further acts of bullying or retaliation; and what is being done to ensure that the target is reassured, receives help, and is provided with appropriate ways to communicate ongoing concerns.
The principal or designee shall inform the parent/guardian of the target about the Department of Elementary and Secondary Education’s problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

Responses to Bullying:
The Northbridge Public School District has incorporated a range of individualized strategies and interventions that may be used in response to remediate a student’s skills or to prevent further incidences of bullying and/or retaliation.

1. Teaching Appropriate Behavior Through Skills-Building
Once the principal or designee has determined that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:
- offering individualized skill-building sessions based on the school’s/district’s anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-
bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills;
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Northbridge Public School District’s Bullying Prevention and Intervention Plan and with the school’s code of conduct/student handbook.

The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration, subject to applicable procedural requirements. Nothing in this plan is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in accordance with administrative disciplinary policies and applicable state and federal laws.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action consistent with the school’s code of conduct/student handbook.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target’s sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

4. Ongoing Monitoring

The principal or designee will monitor data such as bullying incident reports, behavior referrals, etc. on a monthly basis through meetings with staff, Early Intervention Teams, and parent meetings to promote accountability and to make changes to programming and intervention strategies as soon as possible to prevent significant problems and to ensure the integrity of the programming being implemented.

Bullying Prevention Plan

The Northbridge Public School District is committed to meeting the academic, social, and emotional needs of our students. In accordance with state legislation, M.G.L. c. 71, §370, we have created this Bullying Prevention and Intervention Plan to guide our district in the implementation of our policies and procedures.

This plan reflects our zero-tolerance for bullying behaviors and incidents in all our schools. The plan was developed jointly by staff, students, and parents, with input from the Northbridge community. Please see the full plan on our NPS website:

BUS & TRANSPORTATION POLICIES & PROCEDURES

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

**Eligibility**
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, generally, subject to the fee under the same provisions as all other students.

**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.

**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:

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

**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 five (5) minutes before pick-up time. Dogs must be restrained at home when buses are expected.
● In crossing the highway after leaving the bus, cross only after the driver signals that it is safe to cross.
● Pass in front of the bus, and look both ways before crossing the street.
● Keep all items out of the aisle. Keep the bus neat, and do not mark, cut, or break any part of the bus.
● Do not throw anything in the bus or out the windows. Do not put hands, arms, or other parts of your body out of the windows or rear exit door from the bus at any time.
● Do not eat or drink on the bus.
● Be respectful to the bus driver. He/she has a very important job to do and needs your help. The driver’s ears and eyes need to be focused on the road in order to drive to and from school. Do not shout or make other noises that might distract the bus driver. Do not talk to the bus driver while the bus is moving, but report any emergencies to him/her at once.
● No student shall ride home on a bus to which he/she is not assigned. The school principal or assistant principal may deprive students from riding the bus for a length 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.

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.

Student Drop-Off/Pick-Up
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.

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.

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.

CELL PHONE USE

While it is recognized that in today’s society the use of such communication devices is common, we also recognize that it is distracting and disruptive to the learning environment. Each school has its own practices for student and staff cell phone use depending upon the age of the student, the educational practices of the teacher, and the program to which the staff member is assigned. If a student is found using such a device during the school day during a time that its use is not permitted, the device may be confiscated and held by administration. Parents will be notified and will be required to pick up the device from administration. Students needing to call home should do so from the school office. Parents who need to contact their child during the school day should leave a message with the secretary.

CHILD ABUSE & NEGLECT/MANDATED REPORTING

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.

COMMUNICATION (Home/School)

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.

Connect-Ed
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.

Principal Messages
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.

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

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 the 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.

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.

DISTRICT & BUILDING CURRICULUM ACCOMMODATION PLANS (DCAPs & BCAPs)

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, 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 38Q½.

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
- Social emotional learning 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 - BCAP(s)

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:**

<table>
<thead>
<tr>
<th>Student Resources</th>
<th>Teacher Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Use of student agenda books to organize tasks/student work</td>
<td>● Department chairs</td>
</tr>
<tr>
<td>● Opportunities for re-takes and re-writes</td>
<td>● Dean of Students</td>
</tr>
<tr>
<td>● Advisory block for social curriculum and college and career planning</td>
<td>● School Leadership Team</td>
</tr>
<tr>
<td>● Career Academies (Art, Business, Communications, Engineering, Justice, Health Sciences)</td>
<td></td>
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<tr>
<td>● Extensive AP course offerings</td>
<td></td>
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<tr>
<td>● VHS NetCourses for extended class offerings</td>
<td></td>
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<tr>
<td>● After school help session days for all teachers/subjects</td>
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<tr>
<td>● “Game Change” Curriculum</td>
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<tr>
<td>● NHS Food Pantry</td>
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<tr>
<td>● Naviance</td>
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<td>● iStudent</td>
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<tr>
<td>● Comprehensive guidance services</td>
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<tr>
<td>● Independent study opportunities</td>
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<tr>
<td>● Internship opportunities</td>
<td></td>
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</tbody>
</table>

**Northbridge Middle School:**

<table>
<thead>
<tr>
<th>Student Resources</th>
<th>Teacher Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Higher level math opportunities (Advanced Math and Algebra)</td>
<td>● Instructional Coach</td>
</tr>
<tr>
<td>● Optional re-takes and re-writes</td>
<td>● NMS Leadership Team</td>
</tr>
<tr>
<td>● Use of student agenda books to organize tasks/student work</td>
<td>● Team leaders</td>
</tr>
<tr>
<td>● Title I support for ELA and math</td>
<td>● Title I push-in and collaboration</td>
</tr>
<tr>
<td></td>
<td>● Grade level teaming</td>
</tr>
</tbody>
</table>
- Advisory block
- Extended Learning Block (ELB) for tiered intervention
- PBIS incentive activities

**W. Edward Balmer Elementary School:**

<table>
<thead>
<tr>
<th>Student Resources</th>
<th>Teacher Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Agenda supervision/support</td>
<td>- Instructional Coach</td>
</tr>
<tr>
<td>- Posted schedule/established daily routine</td>
<td>- Peer observations</td>
</tr>
<tr>
<td>- Transition cues</td>
<td>- Lesson study</td>
</tr>
<tr>
<td>- Use of learning targets and success criteria to frame the day's lesson</td>
<td>- Title I push-in and collaboration</td>
</tr>
<tr>
<td>- Enrichment Groups</td>
<td></td>
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<tr>
<td>- Content area reading strategies</td>
<td></td>
</tr>
<tr>
<td>- Title I school-wide ELA supports</td>
<td></td>
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<tr>
<td>- Minimize the use of timed tests</td>
<td></td>
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<tr>
<td>- Phonics/word study instruction</td>
<td></td>
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<tr>
<td>- Fluency instruction</td>
<td></td>
</tr>
<tr>
<td>- Communicate changes in routine (schedule and staff) ahead of time, when possible</td>
<td></td>
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<tr>
<td>- Pre-teaching social cues and expected social behaviors</td>
<td></td>
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<tr>
<td>- Use of social stories</td>
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<tr>
<td>- School-wide behavior support plan</td>
<td></td>
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<tr>
<td>- Social emotional learning curriculum (Second Step)</td>
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<tr>
<td>- PBIS Incentive Activities</td>
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</tbody>
</table>

**Northbridge Elementary School:**

<table>
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<th>Teacher Resources</th>
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<tbody>
<tr>
<td>- Posted schedule/established daily routine</td>
<td>- Instructional Coach</td>
</tr>
<tr>
<td>- Transition cues</td>
<td>- Peer observations</td>
</tr>
<tr>
<td>- Multi-sensory learning opportunities (manipulatives, audio, visual, movement)</td>
<td>- Early Intervention Team</td>
</tr>
<tr>
<td>- Tiered interventions</td>
<td></td>
</tr>
<tr>
<td>- Enrichment Groups</td>
<td></td>
</tr>
<tr>
<td>- Title I support for ELA and mathematics.</td>
<td></td>
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<tr>
<td>- Privacy boards to minimize distractions</td>
<td></td>
</tr>
<tr>
<td>- Phonics/word study instruction</td>
<td></td>
</tr>
<tr>
<td>- Fluency instruction</td>
<td></td>
</tr>
<tr>
<td>- Character Education program and assemblies</td>
<td></td>
</tr>
<tr>
<td>- Social-emotional self-regulation instruction</td>
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</tbody>
</table>
DISCIPLINARY PROCEDURES

Introduction
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.

**Suspension (In-School and Out of School) and Expulsion Policies and Procedures**

*(See Appendix 1)*

**Academic Progress of Suspended/Expelled Students.** Any student who is serving a suspension or expulsion shall have the opportunity to 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.

**Other Discipline Information**

**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.

**Searches.** Northbridge Public Schools authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District. A warrant-less search (non-emergency) of a student’s school locker or articles/items 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.

**Discipline and Students with Disabilities**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a discipline 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. Students with disabilities may be excluded from their programs for (10) ten school days or less 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.

2. 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.

3. 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.

4. 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.

DISMISSAL PROCEDURES:

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

- In case of a divorce or separation, we must have a court order indicating the person who is restricted from picking up the child.
- 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 of the circumstances above, 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 Inclement 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.

**DRESS CODE**

The responsibility for the appearance of students rests with the parents. You have the right to determine your child’s dress, providing that such attire is not offensive, disruptive, hazardous to health or safety, and does not interfere with the educational program.

All students are encouraged to express their individuality within the context of our Dress Code Policy. All students are expected to dress and groom themselves appropriate for a positive learning environment. Any style of dress that is considered disruptive, offensive or poses a safety or health risk is prohibited. Students will be required to immediately correct the situation upon the request of an Administrator.

Refusal to comply with the request may lead to suspension.

Proper footwear is essential for student safety, especially on the playground and during physical education class. Students are encouraged to wear sneakers or safe shoes. At the elementary level, shoes with high heels, flip flops, thong sandals, or jelly shoes are not allowed. Heelys and cleats are not allowed at any school as daily footwear.

- Designs on clothing which display poor taste, advocate for drugs, alcohol, sex or tobacco.
- Designs on clothing, which displays inappropriate symbols, language, ethnic slurs, or any attire, which could be construed as offensive.
- Hats or headwear. Such items may not be worn during the school day and must be stored in lockers.
- Chains, wallet chains and/or spiked collars/bracelets are not allowed.
- Jackets, coats, or other outerwear may not be worn during the school day.
- Backpacks, or shoulder packs, of any type must be stored in lockers during the school day.
- Footwear must be worn at all times.
- No bare midriffs, muscle shirts, visible under garments, or equivalent types.

If a violation occurs, students will be required to correct the situation. Corrective action may include a change of clothes, turning an item inside out, dismissal from school after parent/guardian notification, or any other appropriate and reasonable means of redress. Failure to comply with this request will result in disciplinary action.

**EMERGENCY PROCEDURES – FIRE DRILLS, ENHANCED LOCKDOWN, MEDICAL LOCKDOWN**

For the safety of everyone, each school will practice the fire drill, enhanced lock-down and medical emergency lockdown procedures during the year. At the beginning of the year, students and staff will receive training on the various aspects of the fire drills and lockdown procedures. Instructions will be posted in each classroom. When the signal is given, teachers will guide students on the safest response to the situation.
**Enhanced Lockdown**
In conjunction with the Northbridge Police Department, Northbridge High School has implemented new, research based Enhanced Lockdown Procedures to enhance building safety as well as to increase the options we all have in the event of an unwanted intruder in the building.

Schools across the country are implementing similar plans in order to try to avoid situations like Columbine High School in Colorado and Newtown Elementary school in Connecticut

Enhanced lockdown procedures are not a step-by-step checklist, but a set of general recommendations. These procedures give staff and students options for response in an emergency situation, and give staff and students permission to adapt their response depending on the situation.

**Procedures**

**Alert!** - Get the word out that there is an emergency situation. Usually an announcement will come from the main office, but use common sense if there are sounds of commotion or disruption in the halls. “This is an active intruder alert, please take all necessary steps.” or “The intruder is in....” You will be given as much detail as possible to help you make informed decisions.

**Lockdown** – This is a good starting point and gives you time to plan your next steps. Lock-down may not be appropriate in every location of the building depending upon the information that is available. Your teacher will make decisions as to your best, most logical course of action. Teachers and students will be trained in the Enhanced Lockdown Procedures so they have the necessary information to make these decisions. In the event a teacher is not present, students will have this information so they can make appropriate decisions. When in lock-down, move away from the doorway; Secure or barricade the door if you are able to; Gather items to counter with. (e.g. keys, cell phones, staplers, chairs, books, pens etc.) and mentally prepare to defend yourself or others. Put yourself in a position to surprise the intruder should then gain entrance.

**Inform** – Communication keeps the intruder off balance and helps let everyone know what is happening and where the danger is. This will help everyone with making informed minute by minute decisions. It is ok to pass information you have onto the police, or administration. (e.g. “The intruder is headed toward the field house”.)

**Evacuate** – If it makes sense for you to evacuate, and get out of danger, your teacher will make this decision with you and you will run out of the building and into a safe location. This reduces the number of potential targets for the intruder. Ultimately you will end up in the designated meeting location so we can make sure you are safe and accounted for.

**Counter** – This is a LAST RESORT and is only for students and staff who feel comfortable doing this safely. If you get into a situation where you are confronted by the intruder, apply skills to distract, confuse, and possibly gain control of the intruder.

Students will review these procedures more in depth yearly and more specific information will be given at that time.

**Emergency Medical Lockdown**
This procedure is in place to minimize exposure to potential hazards by remaining in the building or to assist school staff in the event that there is a medical issue happening in the hallways that is being handled.

**Procedure:**
- If a lockdown/shelter in place is called, remain seated in your classroom and follow the instructions of your teacher.
- If you are not in your classroom at the time of the announcement report immediately to the closest room in which an adult staff member is present.
• If you are in the cafeteria, gym, or auditorium, remain in those areas, and:
  1. Stay calm; stay seated and away from the doors and windows.
  2. Do not evacuate the room until you are told to do so.

**EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) is an opportunity to take stock of Massachusetts’ policy framework. While in many respects ESSA rebalances the federal-state relationship, the reauthorized Act largely continues Congress’ interest in ensuring that the nation’s investment in elementary and secondary education is in service of our most vulnerable youth.

The Every Student Succeeds Act removes the highly prescriptive, one-size-fits-all Adequate Yearly Progress (AYP) metric that existed under the No Child Left Behind (NCLB) version of the Elementary and Secondary Education Act. Nonetheless, the reauthorized act maintains the requirement for statewide assessments in reading/English language arts and mathematics in grades 3-8 and once in high school as well as in science once each in the following grade spans: 3-5, 6-8, and high school. In addition, ESSA requires states to:

- set progress measures and long-term academic and graduation goals for all students as well as for each group of students, with greater progress expected for groups that are further behind;
- report annually on school and district progress and achievement towards those goals;
- identify and intervene in the lowest performing schools; and
- evaluate and report the degree to which “low income and minority students … are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers”.

Perhaps the greatest impact of ESSA is that we no longer require a waiver from the federal government to continue implementing the system we have developed over the past several years. The Every Student Succeeds Act gives us discretion to meet the requirements of the reauthorized legislation through the architecture we have built with your assistance and engagement. Working with the Massachusetts Teachers Association, the American Federation of Teachers Massachusetts, the Massachusetts Association of School Superintendents, the Massachusetts Association of School Committees, and other stakeholders, we codified these refinements to the 1993 Massachusetts Education Reform Act through the Commonwealth’s 2010 Achievement Gap Act, our Race to the Top program, and our NCLB waiver.

We have also codified high expectations in our Educator Evaluation Framework. Under ESSA, the Department of Elementary and Secondary Education (ESE) will continue to implement the Commonwealth’s Evaluation Framework, including annual reporting of both Summative Performance Ratings and Student Impact Ratings. We believe providing educators with meaningful feedback about both their practice and their impact on student learning is paramount to supporting their professional growth. As well, identifying the link between educator practice and student learning is essential to maximizing the impact of our instructional programs.

**FIELD TRIPS/PERMISSION SLIPS**

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:

**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.

**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.

**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.

**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 fund raising activities are preferred.
**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.

**FOOD SERVICES**

**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.

**MyNutrikids.com**
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 pre-payments 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.

**HARASSMENT AND DISCRIMINATION POLICIES/COMPLAINT PROCEDURES**

Harassment on the basis of race, national origin, age, sex, gender identity, 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 to the attention of the school or who has cooperated in an investigation of a complaint of harassment will be subject to disciplinary action.

Individuals, who believe they are the subject of harassment or who have witnessed the harassment of another person in school, should inform the school principal, guidance counselor or teacher. Complaints of harassment will be investigated promptly. Confidentiality will be maintained to the extent consistent with the school district’s obligation under law. The policy of harassment is on file at the office.

**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, gender identity, sexual orientation, age or disability. M.G.L. c. 76, § 5. The District will not tolerate retaliation against those taking action consistent with this Policy. Threats or acts of retaliation, regardless of how they are expressed, are serious offenses that will subject the violator to significant disciplinary or other corrective actions.

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

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

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.

**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**
Any student 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.

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

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

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

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

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

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

- The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have separate conversations with you and the respondent.
- Examples of possible resolutions are as follows: Verbal statements of apology; Letters of apology; Assurances that the offensive behavior will end; Disciplinary action.
The informal procedure will be completed within five (5) school days from the date the principal/superintendent receives the complaint. The principal/superintendent or his/her designee will notify you, your parent/guardian, and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used.

Formal Complaint/Grievance Procedure

Level #1
If a student, employee of third party believes that she/he: (1) has been subjected to or witnessed harassment or discrimination; or (2) has been subjected to or witnessed retaliation against an individual associated with a complaint of harassment/discrimination, the student, employee or third party shall report the incident promptly to a teacher, counselor or building administrator. The teacher, counselor or administrator shall thereafter refer the complainant to the building principal.

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

Level #2
If a satisfactory resolution is not achieved at Level #1, the complainant may, within ten (10) school working days of receiving the decision rendered at Level #1, file a grievance with the Administrator of Special Education (for discrimination/harassment on the basis of disability) or the Director of Operations (for all other forms of discrimination/harassment), who shall meet with the complainant, conduct further investigation (where appropriate) and shall provide a written response to the aggrieved party within ten (10) school working days. Where appropriate, immediate action may be taken by the District-wide grievance officer to prevent recurrence of any harassment/discrimination and to correct its discriminatory effect(s) on the complainant.

Level #3
If a satisfactory solution is not achieved at Level #2, the complainant may file a written appeal to the Superintendent of the Northbridge Public Schools. The Superintendent will meet with the complainant, conduct further investigation (where appropriate), and will provide a written response to the aggrieved party within ten (10) school days. The Superintendent’s decision on the complainant’s appeal shall constitute the District’s final decision with regard to the complainant’s grievance.

Extension of Time Lines
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 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)

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.

Other Resources
Individuals also have the right to seek a remedy from the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Boston, MA 02108, (617) 727-3990, and/or the Regional Office for Civil Rights, 5 Post Office Square Boston, MA 02110-1491 (617-289-0111).

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

Considerations to Remember
A 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.

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

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

At the District level, the ADA and Section 504 coordinator is:
Mrs. Kathleen Perry, Director of Pupil Personnel Services
Northbridge Public Schools
87 Linwood Ave.
Whitinsville, MA 01588
(508) 234-8156
kperry@nps.org

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

Dr. Catherine Stickney (or designee)  Mr. John Zywien, Principal
Northbridge Public Schools  Northbridge Middle School
87 Linwood Ave.  171 Linwood Ave.
Whitinsville, MA 01588  Whitinsville, MA 01588
(508) 234-8516  (508) 234-8718
cstickney@nps.org  jzywien@nps.org

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 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

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

**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.
- 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.
- No food will be brought in to share with the entire class.
- 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.
- Sharing of snacks among students is not allowed.
- 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.

**Food Permission Form**
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 seven (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.

**HOME SCHOOL PARTNERSHIPS**

**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/](http://northbridgepta.my-pta.org/)

**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. The PAC follows the Open Meeting Law; all meetings are posted at the Town Hall.

**School Councils**
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.

Middle School and High School Booster Clubs
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.

HOMELESS STUDENTS RIGHTS (McKinney Vento Act)

What is the McKinney-Vento Act?
The McKinney-Vento Homeless Assistance Act (“Act”), 42 U.S.C. 11431 et seq., is a federal law that is designed to ensure that homeless children and youth have the same access as other children to public education, including public preschool programs.

Who is protected under McKinney-Vento?
Massachusetts has adopted Section 725(2) of the Act which defines homeless children and youth as individuals who lack a “fixed, regular and adequate nighttime residence. This includes children who:

- Share the housing of other persons due to loss of housing, economic hardship, or similar conditions;
- Live in motels, hotels, trailers or camping grounds due to lack of alternative housing;
- Live in shelters;
- Have been abandoned in hospitals;
- Have been placed out of their home into temporary, transitional or emergency living placement, including STARR programs, and are waiting for a foster care placement;
- Have a primary nighttime residence that is not meant for regular sleeping accommodations;
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- Have been “thrown out” or have run away and as a result are not in the physical custody of a parent or guardian and are living in a shelter, on the street, with friends or relatives, or are moving around from one place to another.

Also included are migratory children who qualify as homeless because they live in any of the circumstances described above. Mass. Dept. of Elementary and Secondary Education Homeless Education Advisory 2002-1, 2004-9, 2007-9A

What rights to students have under McKinney-Vento?

- The right to immediate enrollment. DESE Homeless Education Advisory 2002-2. A school must immediately enroll a homeless student, even if the student does not have documents normally required for enrollment, such as academic and medical/immunization records or proof of residency. Once enrolled, the Homeless Education Liaison of the school must help the family obtain the necessary records and/or immunizations.
- The right to choose what school to attend. DESE Homeless Education Advisories 2002-1, 2002-2, 2003-3. Students have the right to continue attending their “school of origin”. The “school of origin” is the school where the child or youth was last enrolled or the school the child or youth was attending when s/he became homeless. The school district shall keep a student in the “school of origin” unless it goes against the wishes of the parent. The student also has the option of enrolling in school where he is currently living.
• If the school district sends a student to a school other than the school of origin or a school requested by the parent, the district must provide the parent with a written explanation of the decision, which includes the right to appeal the decision to the Department of Elementary and Secondary Education (DESE).
• The school district must make placement decisions based on the best interests of the student.
• If a student obtains permanent housing during the school year, the student has the right to stay in their current school until the end of the school year.
• The right to transportation. DESE Homeless Education Advisory 2002-3, 2007-10.
• The parent or guardian (or, in the case of an unaccompanied youth, the school homeless liaison) of a homeless student may request that transportation be provided to and from school. If the student is still in the same district as the school of origin, the school district must provide transportation. If the student is not living within the district of the school of origin, the district of origin and the district where the student is living must determine how to share transportation costs and responsibility. If the districts cannot come to an agreement, then the responsibility and costs must be shared equally. In general, transportation time should be limited to one hour or less in each direction. ** Please note, the transportation provisions of McKinney-Vento only apply to students who are currently homeless. If a student obtains permanent housing and continues to attend his/her school of origin until the end of the school year, the continued provision of transportation is at the discretion of the district of origin.
• The right to participate in the same programs and activities as other students.
• Homeless students have the same rights as all other students to participate in School Nutrition, after school and special education programs.
• In order to determine the eligibility for free or reduced price meals, school officials must accept documentation that the student is homeless from the local Homeless Education Liaison or the director of the homeless shelter where the student resides. If a student is temporarily residing with another household, the household size and income of the host family are not taken into consideration when determining the free meal eligibility for the homeless student. However, the host family may include the homeless family as household members if the host family is providing financial support to the family. DESE homeless Education Advisory 2002-4.
• Homeless students who qualify for special education services must be provided appropriate services based on the information that is available to the school. A school may not delay providing such services based on the non-receipt of school records. DESE Homeless Education Advisory 2003-6, 2004-8, 2004-9, 2007-10, Homeless children are also included under child find requirements in the Individuals with Disabilities Education Act 20 U.S.C. 1412(a)(3).

Under the Act, every school district is required to have a Homeless Education Liaison. It is the job of the Liaison to ensure that homeless students have the same opportunities as all other students, which includes ensuring that homeless students are able to attend school, arranging for transportation in a timely manner, keeping the school staff informed of the rights of homeless students and providing appropriate referrals to service providers.

**What if the school district challenges enrollment or there is a disagreement about school placement?**

The Massachusetts McKinney-Vento dispute resolution process can be found in DESE Homeless Education Advisory 2003-7.

If a school district challenges the right of a homeless student to attend a district school, the school district must continue to provide transportation and other services to the student until the dispute is resolved. The dispute resolution process begins when the school district challenges the student's enrollment/continued enrollment in school. The same day the school district challenges the enrollment of the student, the district must notify the Homeless Liaison and the parent/guardian or unaccompanied youth in writing. This notice must include the right of the parent/guardian or unaccompanied youth to appeal the decision. The district must also notify the DESE the same day and provide the DESE with copies of all notices provided to the parent/guardian or unaccompanied youth.
The Liaison must then provide the parent/youth with a clear, easy-to-understand, written explanation of dispute resolution process and include the contact information for Massachusetts Advocates for Homeless Children and Youths (MAEHCY).

The school district then has two working days to determine whether it will continue to challenge the right of the student to be enrolled in school. During this time, DESE may provide technical assistance to the school on the requirements of McKinney-Vento.

The final decision by the school district must be made in writing by the Superintendent and must state all factual reasons and the legal basis for the decision.

If the final decision of the school district is adverse to the student, the District must provide the DESE and homeless liaison (who then notifies the parent) with a copy of Children’s Issues Series: Rights of Homeless Students under the McKinney-Vento Act the written decision that same day. The parent/youth then has the right to appeal the decision to the DESE.

Once the DESE has received the appeal, the Commissioner has two working days to make a decision. The decision made by the Commissioner is final.

**Helpful Resources**

- Sarah Slautterback, Homeless Education State Coordinator: 781-338-6330

All advisories referenced above can be found on the DESE page on McKinney-Vento: [http://www.doe.mass.edu/mv/](http://www.doe.mass.edu/mv/)

**HOMEWORK**

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, computer access
- 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**

**MCAS TESTING**

A good testing system is tied directly to good teaching and learning. In Massachusetts, we set high learning standards-what a student should know and be able to do at each grade level and in each subject. Then, educators create classroom lessons and select textbooks and other resources to provide each child the best education possible.
To find out how well students understand what is being taught, educators give students local and state tests. Using test results, school districts and teachers can identify areas where students need more help, refine lesson plans, and even select different curriculum resources to help students reach high expectations.

The MCAS tests, used in concert with ambitious learning standards, have played an important role in the achievement gains of the past 20 years. Our K-12 public school students lead the nation in academic achievement and are competitive internationally. That success would not have been possible without a high-quality testing system that provides feedback on student, school, district, and state achievement and progress.

However, MCAS was not designed to measure readiness for success in college or a career after high school. In fact, more than a third of the state's public school graduates who attend Massachusetts's public colleges or universities are placed in remedial courses. The remedial rate is closer to 70 percent for two-year colleges. These courses often consume a student's financial aid, are not credit-bearing, and do not count toward graduation. Too often, these students do not graduate college on time or at all.

Today, we have a better understanding about learning progressions in mathematics, text complexity and the interplay of reading and writing, and the academic expectations of higher-education institutions and employers. Now that we have upgraded our learning expectations over the years through revisions to our learning standards and content standards, it is time to upgrade our assessments for the next generation of students.

**The Next-Generation MCAS**

The Next-Generation MCAS will build upon the best aspects of the MCAS assessments that have served the Commonwealth well for the past two decades. The test will include innovative items developed by PARCC, along with new items specifically created to assess the Massachusetts learning standards.

The new MCAS will be designed to be taken on a computer. The plan is to phase in computer-based testing so that computer-based tests are fully administered statewide in 2019, with many students participating as well in 2017 and 2018.

NPS Students in grades 2-4 took computer-based MCAS this year (spring 2017) in ELA and math, and our middle school students in grades 5-8 took at least one computer-based MCAS, ELA or math, and one paper-based test. The science MCAS was taken on paper at all levels. Our Gr.10 students continued to take their ELA, math and science MCAS tests on paper.

**Participation Requirements for Students in Grades 3 - 8 and 10**

Students educated with Massachusetts public funds are required by federal laws and the 1993 Massachusetts Education Reform Law, state law M. G. L. Chapter 69, section 1I, to participate in statewide testing.

Accessibility, Accommodations, and Participation Requirements for MCAS and ACCESS for ELLs

Students with disabilities and ELL students must participate in all MCAS testing scheduled for their grades regardless of the program and services they are receiving, with the exception of ELL students who are in their first year of enrollment in U.S. schools (i.e., students first enrolled after the March SIMS submission), for whom ELA testing is optional; and students taking the MCAS Alternate Assessment (MCAS-Alt) who must take alternate assessments in the grades and subjects required for students in that grade.

In addition, all ELL students are required to participate in the ACCESS for ELLs tests, regardless of the English language services they receive, to comply with federal and state laws. Details are posted on how
all students participate in spring MCAS testing and how ELL students participate in ACCESS for ELLs testing.

**Participation Requirements for Students with Significant Disabilities**
The MCAS-Alt is available for students with significant disabilities who, due to the nature and severity of their disabilities, are unable to participate in the standard MCAS tests, even with accommodations. The IEP or 504 plan must state whether a student requires an alternate assessment and if so, in which subject(s).

**Student Participation Guidelines for the High School Tests and Retests**
All Massachusetts students who are seeking to earn a high school diploma must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements.

*For more information about MCAS, please visit:* [http://www.doe.mass.edu/mcas/parents/](http://www.doe.mass.edu/mcas/parents/)

**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

**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.**

**PHYSICAL RESTRAINTS**

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.

To ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint, all staff will receive training regarding the District’s restraint policy and will be reviewed annually and employees hired after the school year begins will receive training within one month of starting their employment, which will include the following:

- The District’s restraint policy;
- Interventions, which may preclude the need for restraint, including de-escalation of problematic behaviors;
- Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
- Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training in the use of physical restraint.

Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint. Those designated staff members will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.

**Administration of Physical Restraint**

- Physical restraint may only be used in the following circumstances:
  - When non-physical interventions would be ineffective; and
  - The student’s behavior poses a threat of imminent, serious harm to self and/or others.
- Physical restraint is prohibited as a means of punishment; or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, in the judgment of the staff member, if the property destruction or the refusal to comply with a school rule or staff directive might escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.
- Only school personnel who have received required training pursuant to this policy shall administer physical restraints on students with, wherever possible, one adult witness who does not participate in the restraint.
- The training requirements shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in this policy. A staff member who has received in-depth training as specified in this policy may only administer floor prone restraints, and when in the judgment of the trained staff member, such method is required to provide safety for the student or others.

Physical restraint shall be discontinued, as soon as possible, when it is determined that the student is no longer at risk of causing imminent physical harm to self or others. (If, due to unusual circumstances, a restraint continues for more than twenty minutes, it shall be considered an “extended restraint” for purposes of the reporting requirements.)

Additional safety requirements:

- A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
- If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:

- Review the incident with the student to address the behavior that precipitated the restraint;
- Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
- Consider whether any follow-up is appropriate for students and staff members who witnessed the incident.

**Reporting**

- Staff shall report any use of physical restraint to the school principal. The following reporting procedure will be followed:
  - The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.
  - The written report shall be provided to the Principal or designee. The Principal shall prepare the report if the Principal administered the restraint.
  - The Principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
  - The Principal shall send a copy of the report to the Superintendent at the Central Office.
  - The Principal or designee shall verbally inform the student’s parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:
    - Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
    - A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
    - A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student’s behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
  - For extended restraints (a restraint lasting twenty (20) minutes or longer), the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
• Information regarding any further action(s) that the school has taken or may take, including any
disciplinary sanctions that may be imposed on the student.
• Information regarding opportunities for the student’s parent(s)/guardian(s) to discuss with school
officials the administration of the restraint, any disciplinary sanctions that may be imposed on the
student and/or any other related matter.
• When a restraint has resulted in 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 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.

Filing 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

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)

PROGRESS REPORTS & REPORT CARDS

Report cards are issued to all NPS students at the end of each quarter of the school year. Progress
reports are also issued to every student halfway through each quarter to provide parents/students with an
update on each student’s progress in each course/subject. See NPS District Calendar for specific dates
that progress reports and report cards will be issued.

Parents and guardians are strongly urged to monitor their child’s progress routinely throughout the school
year. Beginning at Grade 5, parents may also access their child's progress information through the
iParent portal. If you need access to your child’s account, please contact the school office.
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.

REGISTRATION & WITHDRAWAL REQUIREMENTS

A child must be 5 years of age by September 1st 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.

Required Enrollment Documents
- District Student Registration Form
- Birth Certificate
- Proof of Residency, i.e. mortgage documents, water/sewer bill, rental agreement, Purchase and Sale agreement, recent utility bill
- Most recent physical and immunization record
- Most recent report card and any academic support documents, i.e. IEP or 504
- Legal proof of guardianship or custodial paperwork – this documentation MUST BE provided if you fall into one of the categories below:
  1. If you are not listed as the mother/father on the student’s birth certificate
  2. If you are not the mother/father, but have physical custody of the student
  3. If either the mother or father have joint legal custody with physical custody going to either mother or father
  4. If either the mother or father have sole custody

Withdrawal from School
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.

SEX EDUCATION

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.

Parent/Guardian Notification

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.

Exemptions

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.

Materials Review

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.

Written Request

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.

STUDENT SERVICES

Special Education Services

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.

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

**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 Kathleen Perry, Director of Pupil Services, Northbridge Public School District, 87 Linwood Avenue, Whitinsville, MA 01588 (508-234-8156 X204)

**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.

For more information regarding Title I programming, please contact your school’s principal or our District Title I Coordinator, Ms. Amy McKinstry, at (508) 234-8156 x201.

**ELL (English Language Learner) Services**
In accordance with Department of Elementary and Secondary Education guidelines, students who may be English learners are identified and assessed with regard to their level of English proficiency upon their enrollment in the school district. Parents should be sure to indicate the possible need for ELL services upon registration. The school district provides a variety of services, both direct and consultative, to students who are English language learners. Translation of important documents or interpretation during important meetings is available when parents or guardians of students have limited English language skills.

**STUDENT RECORDS**

**Annual Notification to Students and Parents on Student Records/Internet Disclosure**
In accordance with the Massachusetts Department of Education Student Record Regulations, the Northbridge Public School District shall:
1. Take all reasonable precautions to preserve the confidentiality of a student's records.
2. Make available for inspection all school records of a student upon request of the parent or legal guardian.
3. Make available for inspection all school records of a student upon his or her request provided that the student is fourteen (14) years of age or older or upon entering the ninth grade.
4. Disseminate, to parents and students, State Regulations on Student Records and this policy annually.

Regulations:
The State Board of Education has adopted Regulations (603 CMR 23.00) pertaining to Student Records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

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

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

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

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

**Confidentiality of Record** - With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

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

**Destruction of Records** - The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's withdrawal, transfer or graduation from the school district. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

**Transfer of Records:** It is the practice of the Northbridge Public Schools to forward the student record of any student who transfers to another public school district upon request of the receiving district. The written consent of a parent or eligible student shall not be required under such
circumstances.

**Non-Custodial Parents:** Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student’s achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child’s school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent’s ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

M.G.L. c.71, §34H, 603 CMR 23.07.

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

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

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


FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for
reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

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

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

TEACHER QUALIFICATION NOTIFICATION

The Federal Every Student Succeeds Act (ESSA) 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.

APPENDIX 1: Northbridge Elementary School

GENERAL SCHOOL INFORMATION

30 Cross Street
Whitinsville, MA 01588
(508) 234-6346
Principal: Jill Healy
Assistant Principal: Don Incutto

Kindergarten and Grade 1: 8:25AM-2:50 PM
Preschool: 8:45AM-11:30AM  12:15PM-3:00PM  full day 8:45AM-3:00PM
Office Hours: 7:30 AM-3:30 PM
Breakfast: 8:25 AM

SCHOOL OPENINGS

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 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 for m
- Permission to have your students’ picture taken for website
School menu
School Emergency Card
Free and reduced lunch for m
PT A 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**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Be Safe</th>
<th>Be Kind</th>
<th>Be Responsible</th>
<th>Be Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Sit in Chair with legs under desk. Keep hands on top of desk. Walk silently to desk</td>
<td>Use kind and polite words. Share with your classmates.</td>
<td>Complete schoolwork and homework. Clean up after yourself. Take care of personal belongings</td>
<td>Listen for teacher directions. Raise your hand before speaking.</td>
</tr>
<tr>
<td>Playground</td>
<td>Use equipment and games properly Use safe hands and feet Tell an adult if you see an unsafe choice</td>
<td>Include other in games. Use kind words Give a helping hand</td>
<td>Pick up recess toys. One long whistle freeze. Two short whistles line up. Keep balls in the playground.</td>
<td>Share and take turns. Respect nature. Line up quietly.</td>
</tr>
<tr>
<td>Location</td>
<td>Instructions</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cafeteria</td>
<td><strong>Walk to line up</strong>&lt;br&gt;Stay in your seat. Keep hands and feet to yourself. Walk at all times&lt;br&gt;Allow others to sit with you. Use good table manners.** Clean-up after yourself&lt;br&gt;Eat your own food.&lt;br&gt;Ask permission to leave the table.**</td>
<td>Raise your hand.&lt;br&gt;Inside voice&lt;br&gt;Wait patiently.&lt;br&gt;Line up quietly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallway</td>
<td><strong>Face forward. Walk on the right side of the hallway. Keep hands and feet to yourself. Keep your hands by your side.</strong>&lt;br&gt;Enjoy hallway displays with your eyes.** Walk directly to your destination. Stay in line.**</td>
<td>Maintain personal space.&lt;br&gt;Use silent wave to greet others. Quiet voice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathrooms</td>
<td><strong>Use toilet, sink and paper towels correctly&lt;br&gt;Keep feet on floor&lt;br&gt;Keep floor clean and dry&lt;br&gt;Tell an adult if you see an unsafe choice</strong>&lt;br&gt;Use good Bathroom manners&lt;br&gt;Use kind words** Wash your hands&lt;br&gt;Exit promptly when finished and return to your classroom</td>
<td>Respect others privacy&lt;br&gt;Quietly wait your turn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. This letter 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 Springboard, LLC. 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 http://www.springboardkids.com/ or contact the main office at 508 234-6346.
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 two drop off lines (there will be NO PARKING in the playground lot). Students need to wait in your 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. Our goal is to have 5-6 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 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.

PBIS
(Positive Behavior Interventions and Supports)

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.

Why PBIS?
PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors in schools. One of the key components of the system is a focus on prevention. Students are taught clearly defined behavioral expectations for all aspects of the school environment. They are provided with predictable responses to their behavior, both positive and corrective.
**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.

<table>
<thead>
<tr>
<th></th>
<th>Arrival/Dismissal</th>
<th>Hallway</th>
<th>Bathroom</th>
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</thead>
<tbody>
<tr>
<td><strong>Respectful</strong></td>
<td>★ Use a quiet voice</td>
<td>★ Voices off</td>
<td>★ Use a quiet voice</td>
</tr>
<tr>
<td></td>
<td>★ Be polite</td>
<td></td>
<td>★ Respect the privacy of others</td>
</tr>
<tr>
<td><strong>Accountable</strong></td>
<td>★ Follow directions</td>
<td>★ Follow directions</td>
<td>★ Use the bathroom only when necessary</td>
</tr>
<tr>
<td></td>
<td>★ Go directly to your destination</td>
<td></td>
<td>★ Use the Classroom Log to sign out</td>
</tr>
<tr>
<td><strong>Motivated</strong></td>
<td>★ Listen to staff</td>
<td>★ Model appropriate behavior for other students</td>
<td>★ Keep the bathroom clean</td>
</tr>
<tr>
<td></td>
<td>★ Be prepared for dismissal</td>
<td>★ Travel on the right hand side of the hallway</td>
<td>★ Use bathroom quickly and appropriately</td>
</tr>
<tr>
<td><strong>Safe</strong></td>
<td>★ Maintain personal space</td>
<td>★ Maintain personal space</td>
<td>★ Keep floor dry</td>
</tr>
<tr>
<td></td>
<td>★ Use walking feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>★ Report any problems to a staff member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td></td>
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<td></td>
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</tbody>
</table>
| **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** | ‐ Sit in your seat quietly  
‐ Keep the bus clean  
‐ Be polite |
| **Accountable** | ‐ Accept consequences  
‐ Report problems to a staff member  
‐ Follow directions |
| **Motivated** | ‐ Be ready to board and exit the bus  
‐ Wait patiently in your seat while bus is loading/unloading |
| **Safe** | ‐ 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
* Verbal Praise
* RAMS Tickets
* Weekly Shout-outs from Mrs. Ross

Classroom Level
* Verbal Praise
* RAMS Tickets
* Weekly Drawings

Grade Level
* Verbal Praise
* Incentive Activity
* Posters Acknowledging RAMS expectations
* Student Recognition Assemblies

School Level
* 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)
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.
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. Zywien
Principal

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Zywien, John</td>
<td>Principal</td>
<td><a href="mailto:jzywien@nps.org">jzywien@nps.org</a></td>
<td>2112</td>
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<tr>
<td>O’Brien, Robert</td>
<td>Asst. Principal</td>
<td><a href="mailto:robrien@nps.org">robrien@nps.org</a></td>
<td>2151</td>
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<tr>
<td>Hoffman, Nicholas</td>
<td>Asst. Principal</td>
<td><a href="mailto:nhoffman@nps.org">nhoffman@nps.org</a></td>
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## Secretaries

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<tr>
<td>Capistran, Laura</td>
<td><a href="mailto:lcapistran@nps.org">lcapistran@nps.org</a></td>
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<tr>
<td>Duclos, Beverly</td>
<td><a href="mailto:bduclos@nps.org">bduclos@nps.org</a></td>
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## Adjustment Counselors

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<tr>
<td>Gambaccini, Gina</td>
<td>Grades 6 and 7</td>
<td><a href="mailto:ggambaccini@nps.org">ggambaccini@nps.org</a></td>
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<tr>
<td>TBD</td>
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## Nurses

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<td>Calabro, Sue</td>
<td>Grades 5-8</td>
<td><a href="mailto:scalabro@nps.org">scalabro@nps.org</a></td>
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## Grade 5

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<tr>
<td>Belanger, Karen</td>
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<td><a href="mailto:kbelanger@nps.org">kbelanger@nps.org</a></td>
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<tr>
<td>D’Angelo, Rachel</td>
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<td>Math/Science</td>
<td><a href="mailto:rdangelo@nps.org">rdangelo@nps.org</a></td>
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<tr>
<td>Gauthier, Jaime</td>
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<td>Jenkins, Katie</td>
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<td>Humanities:ELA/SS</td>
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<td>Kamataris, Lauria</td>
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### Grade 8

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<tr>
<td>Salmonsen, Lauren</td>
<td>Team</td>
<td>Humanities: ELA</td>
<td><a href="mailto:lsalmonsen@nps.org">lsalmonsen@nps.org</a></td>
<td>X1132</td>
</tr>
<tr>
<td>Gauthier, Matt</td>
<td>Team</td>
<td>Science</td>
<td><a href="mailto:mgauthier@nps.org">mgauthier@nps.org</a></td>
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<tr>
<td>Hickey, Katelyn</td>
<td>Team</td>
<td>Humanities: ELA</td>
<td><a href="mailto:krickey@nps.org">krickey@nps.org</a></td>
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<tr>
<td>Mary Tappin</td>
<td>Team</td>
<td>Science</td>
<td><a href="mailto:mtappin@nps.org">mtappin@nps.org</a></td>
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<tr>
<td>Zuliani, Tracy</td>
<td>Team</td>
<td>Math</td>
<td><a href="mailto:tzuliani@nps.org">tzuliani@nps.org</a></td>
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<tr>
<td>TBD</td>
<td>Team</td>
<td>Math</td>
<td>@nps.org</td>
<td>X1129</td>
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<tr>
<td>Provost, Jane</td>
<td>Team</td>
<td>Humanities: History</td>
<td><a href="mailto:jprovost@nps.org">jprovost@nps.org</a></td>
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<tr>
<td>Remuck, Meghan</td>
<td>Team</td>
<td>Humanities: History</td>
<td><a href="mailto:mremuck@nps.org">mremuck@nps.org</a></td>
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<tr>
<td>Sanko, Nancy</td>
<td>Team</td>
<td>Inclusion Specialist</td>
<td><a href="mailto:nsanko@nps.org">nsanko@nps.org</a></td>
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<tr>
<td>DiPetrillo, Alison</td>
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<td>Inclusion Specialist</td>
<td><a href="mailto:adipetrillo@nps.org">adipetrillo@nps.org</a></td>
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<td>Ashby, Doug</td>
<td>Art</td>
<td><a href="mailto:dashby@nps.org">dashby@nps.org</a></td>
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<tr>
<td>Donohue, Jonathan</td>
<td>Physical Education</td>
<td><a href="mailto:jdonohue@nps.org">jdonohue@nps.org</a></td>
<td>X2125</td>
</tr>
<tr>
<td>Montgomery, Danielle</td>
<td>Music/Chorus</td>
<td><a href="mailto:dmontgomery@nps.org">dmontgomery@nps.org</a></td>
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<tr>
<td>Gogolinski, Lisa</td>
<td>Technology</td>
<td><a href="mailto:lgogolinski@nps.org">lgogolinski@nps.org</a></td>
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<tr>
<td>Larson, Moira</td>
<td>Health</td>
<td><a href="mailto:mlarson@nps.org">mlarson@nps.org</a></td>
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<tr>
<td>Oestreicher, Rachel</td>
<td>Music/Band</td>
<td><a href="mailto:roestreicher@nps.org">roestreicher@nps.org</a></td>
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<tr>
<td>Nelson, Carol</td>
<td>Physical Education</td>
<td><a href="mailto:cnelson@nps.org">cnelson@nps.org</a></td>
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</tr>
<tr>
<td>Wermuth, Elizabeth</td>
<td>STEM</td>
<td><a href="mailto:ewermuth@nps.org">ewermuth@nps.org</a></td>
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### Special Education

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<td>Powell, Lynn</td>
<td>Special Education</td>
<td><a href="mailto:lpowell@nps.org">lpowell@nps.org</a></td>
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<tr>
<td>Cook, Jacquelyn</td>
<td>Pathways Teacher</td>
<td><a href="mailto:jcook@nps.org">jcook@nps.org</a></td>
<td>X1124</td>
</tr>
<tr>
<td>Robinson, Cathy</td>
<td>Team Chairperson Gr. 5&amp;6</td>
<td><a href="mailto:crobinson@nps.org">crobinson@nps.org</a></td>
<td>X2143</td>
</tr>
<tr>
<td>TBD</td>
<td>Team Chairperson Gr. 7&amp;8</td>
<td></td>
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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 though 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

PROGRAM OF STUDIES
Major Subjects

Grade 5
Humanities: English Language Arts
Integrated Science
Humanities: U.S. History (Native Americans/Exploration)
Math

Grade 6
Humanities: English Language Arts
Earth Science
Humanities: World Geography & Economics
Math

Grade 7
Humanities: English Language Arts
Life Science
Humanities: Ancient History
Math
Pre-Algebra (Qualified Students)

Grade 8
Humanities: English Language Arts
Physical Science
Humanities: World History
Math
Algebra I (Qualified Students)

Related Arts
Art, Health, Music, Physical Education, STEM, Technology

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 6, 2017 and March 7, 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’ voice mail 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

Student Conduct
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.
Dear Students and Parents/Guardians,

Welcome to the 2017-18 school year. I hope that this past summer has been a restful and enjoyable period for everyone. I also hope that all summer reading and AP summer requirements helped prepare you for a successful opening to school.

This Student and Parent/Guardian Handbook, in conjunction with the District Student Handbook, is designed to provide students and parents/guardians with the general policies and procedures that govern daily life at Northbridge High School (see also Northbridge School Committee Policy, Massachusetts General Law and the Northbridge High School Program of Studies). While great effort has been placed in preparing this document, minor changes happen from time to time. The handbook is available online, in the media center, from any staff member, or in the main office upon request. NOTE: The online version is always the most up to date and will be the version of record.

Northbridge High School offers a tremendous number of opportunities for all students. It is our sincere hope at NHS that every student will explore and participate in these offerings. Academics, athletics, academies, the arts, clubs and so much more are all right here for you. Please take the time to discover activities that you may already know of, and those that you have not experienced yet.

Finally, the key to your success at Northbridge High is communication. Communication between yourself and your peers, your teachers, your guidance counselor and your administrative team. We hope that you, and your parent/guardian(s) will reach to any and all of these supports throughout your four - very short - years at NHS.

Welcome and Good Luck,

William Bishop
Accredited by the Association of School and Colleges (NEASC)
It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity, disability, age, or homelessness in its educational programs, services, activities, or employment.

MISSION STATEMENT & EXPECTATIONS

The mission of the Northbridge High School Community is to provide an educational experience committed to high expectations and diverse learning opportunities for all students. Northbridge High School honors tradition and embraces change and innovation.

Together, we encourage Responsibility, Achievement, Mutual respect and Service.

Expectations for Student Academic Performance

Northbridge High School students will:

- Read, write and communicate effectively
- Think critically and engage in problem solving
- Work independently, collaboratively and creatively
- Utilize appropriate technologies

Expectations for Student Social Performance

Northbridge High School students will:

- Participate in a variety of school and community activities
- Accept responsibility for choices and actions
- Treat everyone with respect and appreciate diversity

Expectations for Student Civic and Economic Performance

Northbridge High School students will:

- Develop an understanding of the democratic process
- Develop economic responsibility and management strategies.
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Procedures for Communication

It is very important that two-way communication occur regularly with you and the school. Please use the following guidelines for whom to contact FIRST.

Call your child’s teacher when...
• you have questions about your child’s grade
• you have questions about your child’s assignments
• you have questions about your child’s placement
• you have a question about a teacher assigned disciplinary consequence
• you have a question about an incident that occurred in class

Contact your child’s guidance counselor when...
• you have a question about your child’s schedule or course selections
• you want to inquire about credits received from another school
• you have questions about college placement
• you have a questions about credit loss
• you are troubled by a personal problem your son or daughter has
• you want to discuss standardized test scores
• you have questions about MCAS testing
• you have questions about your child’s status in regards to credits or graduation requirements

<table>
<thead>
<tr>
<th>Last name A-F</th>
<th>Mrs. Green – <a href="mailto:cgreen@nps.org">cgreen@nps.org</a></th>
<th>x5107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name G-M</td>
<td>Ms. Hubbell – <a href="mailto:lhubbell@nps.org">lhubbell@nps.org</a></td>
<td>x5106</td>
</tr>
<tr>
<td>Last name N-Z</td>
<td>Mr. Katz (Director of Guidance)– <a href="mailto:akatz@nps.org">akatz@nps.org</a></td>
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</tbody>
</table>

Contact a Department Chair when...
• you are concerned about the actions of a teacher and have found that direct contact was non-productive
• you have curriculum questions
• you have questions about a change in your child’s level in a subject area
• you wish to volunteer as a resource person in the classroom

Contact the Assistant Principal, Mr. McCormick when...
• you have a question about an assigned Office Detention or Suspension
• you have a concern about the action of a teacher that has not been responded to satisfactorily by the teacher or Department Chair
• you have questions about an attendance matter
• you have school policy questions
  Mr. McCormick – tmccormick@nps.org x5114

Contact the Main Office when...
• you have questions about financial obligations
• you have questions about daily attendance
• you have questions about work permits
Contact the Special Education Team Chair when...
- you have questions about whether your child is eligible for services under Special Education
- you want to initiate a special education referral
- your son or daughter is in the process of being evaluated
- you have questions regarding an Individualized Education Plan (IEP) or team meeting
  TBA  508-234-6221           x2127

Contact the School Nurse(s), Mrs. Johnson or Mrs. Parslow when...
- there is any change in your child's medical status or medication or if your child is hospitalized
- your child has been injured and may require specific accommodations
- you have a question about Health Records
  Mrs. Johnson - ljohnson@nps.org         x5110
  Mrs. Parslow - sparslow@nps.org         x5110

Contact the Principal, Mr. Bishop when...
- you have not received an adequate or helpful response from the appropriate staff listed above
- you have a suggestion that may improve the school
- you have a complaint or concern about school policy
- you don’t know whom else to call
  Mr. Bishop - wbishop@nps.org             x5116

Contact the Dean of Students, Mr. Susienka when...
- you have questions about athletic eligibility
  Mr. Susienka - jsusienka@nps.org         x2101

Contact the Registrar, Mrs. VandenAkker when...
- you are moving and want to withdraw your child from school
- you have a question about school choice or mid-year address changes
- you have questions about or want to sign up for iParent
- you have questions about custodial/non-custodial designations
  Mrs. VandenAkker – dvandenakker@nps.org x5102

Contact the Athletic Director Mr. Doldoorian when...
- you want to contact a coach directly
- you have already spoken with a coach about a concern and do not feel the issue was resolved
- you have a question about interscholastic athletic events
- you want to volunteer to help out at contests
  Mr. Doldoorian  jdoldoorian@nps.org       x 3204
Call the Superintendent Dr. Stickney only when...
- the problem cannot be resolved at the building level
  Dr. Stickney – cstickney@nps.org 508-234-8156

For all calls dial 508-234-6221. At the prompt, dial the extension.
Note: All calls to teachers during school hours automatically go to voicemail.
Please allow up to 24 hours for a response to your calls or emails.

ACADEMIC INTEGRITY
Academic integrity is essential to upholding a climate of honesty and fairness at Northbridge High School. It is important that all members of the NHS educational community maintain high standards of integrity and excel to their highest ability in order to protect the value of the educational process and to maintain the credibility of NHS as an educational institution. Academic integrity is acknowledging responsibility for:
- Producing the student’s own work
- Recognizing others’ work according to Modern Language Association (MLA), American Psychological Association Style (APA), or Chicago Manual of Style
- Valuing learning over grades
- Maintaining honor and trust at Northbridge High School

Violations against the Academic Integrity Policy include, but are not limited to:

Plagiarism is to commit literary theft. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.

Cheating occurs when one acts dishonestly or unfairly to gain an advantage on any type of school work.

Some examples of what cheating looks like:
- Copying from others
- Having or using resources not specifically authorized, reviewed or approved by the teacher
- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Providing or receiving information about all or part of an assessment, including answers or unauthorized materials (e.g. telling someone in a subsequent period what was on the assessment, or seeking this information).
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
● Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
● Asking about or sharing questions and/or answers to quizzes and exams.
● Submitting the same work for more than one assignment without express permission from your teacher(s).
● Altering corrections or scores with the intent of changing your grade.
● Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
● Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
● Misrepresenting academic accomplishments (e.g. tampering with computer records, fabricating resume information, etc.).
● Failing to stop work promptly on an assessment when the time allocated has elapsed.
● Missing class in order to avoid turning in an assignment or taking a test.
● Doing more or less than your share of a group project without permission from your teacher.
● Forging a signature

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Enforcement Policy
When a student is in violation of the Academic Integrity Policy, the following progressive steps will occur:

- A meeting between the student and teacher will follow.
- The student will receive a reduced grade or a grade of zero for the assessment, at the discretion of the teacher.
- The teacher will document the incident on a discipline referral. Based on the severity of the violation, the teacher will notify the parents and administration of the details of the violation and the consequences.
- Repeated offenses may result in course level penalties, program level penalties, or suspension.

If the student contests the academic dishonesty violation and consequences, he/she has recourse for mediation of the dispute. This process includes the following:

- The student writes a letter requesting a conference to further discuss the issue and also stating his/her specific reasons for the requested mediation.
- The student gives the letter to his/her counselor no later than one week after the initial meeting between the student and teacher.
- The counselor may arrange a conference which may include the student, parent, teacher, student’s counselor and a member of the administrative team.
• The school administrator will ultimately decide final penalties.

ACADEMIC & STUDENT SUPPORT
Students are encouraged to participate in one of the many academic support activities offered at Northbridge High School and to seek out assistance from their teachers, Guidance, or Administration. Parents are urged to contact the classroom teacher directly whenever concerns or questions arise (See Telephone Extension List). A proactive approach and frequent communications will help to resolve and identify problem areas sooner than later.

In addition to our guidance and teaching staff, the following programs are in place:

Student Support Team (SST). This Team will assist in identifying students who may require additional support, both academically and socially. The team’s proactive approach is designed to develop strategies to meet the needs of individual students as well as the overall school population. The SST will assist in the identification of transitional and school wide issues which may result in workshops and presentations on such topics as stress reduction, anger management, self-esteem, etc.

Extra Help Sessions. Teachers are available after school to provide help and assistance to students. All teachers will announce and post their extra help days in their classroom. Teachers may assign extra help sessions to students whenever they feel the student is not working at his/her full potential or whenever absences are impacting overall performance.

Library Media Center. The Library Media Center will be open for students to access resources at varying times throughout the year.

Link Crew. Students in upper grade levels link-up with freshmen and all new students to Northbridge High School to provide mentoring and assist with social and academic success.

Peer Mediation. Our program is designed to help students learn how to negotiate, mediate and resolve conflicts. Peer mediators will help students resolve differences and may be considered in student conflicts. Peer mediators may be used in lieu of disciplinary measures. Training is provided.

Peer Tutors. Students experiencing difficulty in a particular class can often benefit from the support and tutoring of their peers. Any student wishing to arrange for a peer tutor should discuss this arrangement with their Guidance Counselor.

Technology HELP Desk. Students will receive technology support assistance on an “as needed” basis by accessing the HELP Desk located in the media center. Students and teachers at varying times throughout the year staff the HELP Desk.
ADVANCED PLACEMENT
Students have the opportunity to enroll in a number of Advanced Placement courses. All Advanced Placement courses will follow the guidelines suggested by THE COLLEGE BOARD and will prepare the student for the AP exam at the end of the year.

Please refer to the Program of Studies Guide for specific course descriptions and enrollment procedures.

ADVISORY
High school students sometimes feel disconnected and may have few personalized relationships with the adults who educate them. Student advisories offer a way to overcome the anonymity many students feel. Our Advisory program is based on the belief that students need the opportunity to develop trusting relationships with adult educators, and that doing so benefits students AND teachers in a variety of ways.

Advisory will be a small group, supportive classroom setting for students to connect with peers and teaching staff to proactively address the needs of the students. The NHS vision is to build relationships between students and faculty to help students achieve attainable academic and behavioral goals and to improve the school’s community. Students will earn 1.25 credits for this course on a pass/fail basis each year. The NHS attendance policy will apply to this course. The guidance department will assign all students to an advisory that they will remain in for all four years of high school. Requests to change sections will only be granted by the high school Principal.

ALCOHOL, DRUGS, FELONY CHARGES, WEAPONS, ASSAULTS ON SCHOOL PERSONNEL (Massachusetts General Law, Chapter 71, Sec. 37H; Chapter 71, Sec. 371/2 H)
We recognize the complex and serious problem of drug and alcohol abuse in today’s society. We continue to support a proactive approach to these concerns by providing both short and long-term interventions. These programs are designed to educate and increase awareness amongst our students, parent/guardian and community.

The goal of this policy is to send a strong message to students and the community that we will not tolerate drugs and alcohol in our high school, on school grounds or at any related school sponsored events. This is intended to send a clear message of reassurance to the vast majority of our students who are focused on their education: we foster, value, and are committed to a safe, positive learning environment. Any substance abuse violation will be treated as a serious violation of school rules and Massachusetts law.

See District Appendix 5 for specific information relative to Massachusetts General Laws, Chapter 71, and Section 37 H.
ANNOUNCEMENTS, POSTERS & COMMUNIQUES
Morning announcements will take place during homeroom period. Announcements will begin with the Pledge of Allegiance, followed by a moment of silence. Students are encouraged to stand during the recitation of the pledge and the moment of silence. Per, Mass. Gen. Laws Ch. 71 §69 (2005) which reads “Each teacher at the commencement of the first class of each day in all grades in all public schools shall lead the class in a group recitation of the ‘Pledge of Allegiance to the Flag.’

Students are encouraged to volunteer to participate in these announcements. Any student wishing to have a general announcement read should stop by the Main Office and pick-up an announcement form. An Advisor or Administrator must approve any announcements or postings in advance. Students will be required to use the appropriate materials for posting.

General school information may also be posted regularly on cable, newsletters, school message boards, the information hotline and our web page.

ASSEMBLIES
Assemblies are an important part of a student’s educational career. Individual classes, groups, and outside affiliations sponsor a variety of assemblies.

We expect all students to act respectfully and responsibly, demonstrating mutual respect for all guests and one another. In the rare circumstance where a student acts inappropriately, he/she will be immediately removed from the assembly and may be prohibited from attending any such activity in the future.

ATHLETICS (See Eligibility)
Activities and athletics may vary from year to year. The schedule for the 2017-2018 school year is available at http://www.southworcestercountyleague.org/

<table>
<thead>
<tr>
<th>Sport</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Varsity, JV</td>
</tr>
<tr>
<td>Basketball (Boys/Girls)</td>
<td>Varsity, JV, Freshmen</td>
</tr>
<tr>
<td>Cheer-leading</td>
<td>Fall/Winter</td>
</tr>
<tr>
<td>Cross country (Boys/Girls)</td>
<td>Varsity</td>
</tr>
<tr>
<td>Field hockey</td>
<td>Varsity, JV</td>
</tr>
<tr>
<td>Football</td>
<td>Varsity, JV, Freshmen</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Varsity</td>
</tr>
<tr>
<td>Golf (Co-Ed)</td>
<td>Varsity</td>
</tr>
<tr>
<td>Lacrosse (Boys/Girls)</td>
<td>Varsity, JV</td>
</tr>
<tr>
<td>Soccer (Boys/Girls)</td>
<td>Varsity, JV</td>
</tr>
<tr>
<td>Softball</td>
<td>Varsity, JV</td>
</tr>
<tr>
<td>Track, Indoor/Out-Door (Boys/Girls)</td>
<td>Varsity</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Varsity</td>
</tr>
<tr>
<td>Tennis</td>
<td>Varsity</td>
</tr>
<tr>
<td>Swimming (Co-Ed)</td>
<td>Varsity</td>
</tr>
</tbody>
</table>
A student must complete the Northbridge Public Schools Parental Consent, Release from Liability and Indemnity Agreement/Northbridge Consent to Participation in Athletics/Extracurricular Activities form prior to participation in any athletic, co-curricular, extracurricular or field trip activity and satisfy any fees for participation.

**Athletic Schedule**

Visit http://www.southworcestercountyleague.org/ for updated athletic information including schedules, stats, and directions.

**Concussion Protocol**

**Before Beginning any Extracurricular Athletic Activity:**

Massachusetts state law currently requires that parents and legal guardians of students participating in the Athletic Program, Athletic Trainers, Coaches, Athletic Directors, parents volunteering at athletic events, nurses, Marching Band Directors, and marching band members take a free online course annually to familiarize themselves with the signs and symptoms of a concussion. There are two courses available that contain all information required by the law. These courses will also discuss proper response to a suspected concussion, return to play protocols, and suggestions for prevention of sports related head injuries. Northbridge Public Schools highly encourages student-athletes to take this course, as well. If a parent or student athlete does not have access to these online courses, they may be given printed materials with information about concussions to read.

**Concussion in Sports: What you need to know** (from the National Federation of State High School Associations):

**Heads Up: Concussion in Youth Sports** is from the Centers for Disease Control and Prevention (CDC) and can be accessed at: http://www.cdc.gov/Concussion/HeadsUp/training/HeadsUpConcussion.html

**Parents/Guardians/Athletes:**

- Provide the school nurse with a physical examination within 13 months of the start of the current sports season.
- Student and parent/guardian will sign the Athletic/Co-curricular Activities Assessment Form indicating any past history of concussion and fill out the Concussion History form.
- All athletes will take the IMPACT test prior to participating in any sport.

**If A Head Injury Occurs:**

- Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
• The student shall not return to play unless and until the student provides medical clearance and authorization by a physician or nurse practitioner.
• The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the game or practice in which a student has been removed from play for a head injury or suspected concussion. The coach also must provide this information to the parent in writing by the end of the next business day.

Parents/Guardians/Athletes:
• Communicate with the school nurse regarding student symptoms and medical follow-up
• Provide the school nurse with medical assessments and recommendations in writing, including a written clearance to return to play from the student’s health care provider.
• The student and parent will report symptoms to the nurse and work with her to develop an ongoing, gradual re-entry plan for school.

“Away” Contest Protocol
It is important to note that students, coaches, and parents are held to this same protocol when they compete on the road at “away” athletic events.

ATTENDANCE POLICY & PROCEDURES (See Vacation policy)
Philosophy—Research shows that few factors within students’ and families’ control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher’s instruction, and from interactions and exchanges of ideas with peers. Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student’s excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. The School Committee does recognize that parent/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

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 can help their children by refusing to allow them to miss school needlessly.

According to Massachusetts General Law Chapter 76, Sec. 1, every child is required to attend school on a regular daily basis. Parents do not have the option of keeping a student out of school for other than the excusable reasons. Even if the absence (either requested in advance or explained later) meets the approval of the parent, the school makes the final determination as to whether or not it is excusable. Chronically absent students and their parents may meet with the Assistant Principal in an attempt to improve attendance. An attendance contract may be
established. One provision of the contract may be the withdrawal of the student from one or more courses if the terms of the contract are not met.

Absences – Procedures for calling
Parent/guardian must notify the school if their child is absent. In order to properly distribute an accurate attendance list to staff, parent/guardian must notify the school no later than 8 AM. Attendance information may be left on the 24-hour voice automated attendance lines. To access this attendance line:
1. Dial the High School at (508) 234-6221
2. Use Auto Attendant - Follow automated instructions
3. If you have more than one child in the high school, you may leave messages for all on the attendance line. Please state your child’s name, grade, your name, reason for absence and length of absence.

If we do not receive a call, the school will contact the parent/guardian at the home number via Connect-Ed. You may request a change in the notification number by contacting the high school Main Office.

Absence Policy
Parent/guardians must provide a written note and a phone call for the absence, dismissal and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration requires a physician's statement certifying such absences to be justifiable.

Regardless of the reason for the student’s absence, and regardless of whether parents 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 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 NHS 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.

Parents/guardians will also be contacted when a student has at least five (5) days in which he/she has missed two (2) or more periods unexcused in a school year or who has missed five (5) or more school days unexcused in a school year. The administration shall make a reasonable effort to meet with the parent/guardian of a student who has five (5) or more unexcused absences to develop action steps for student attendance. 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. To call your child in as absent, please contact the Main Office: (508) 234-6221.
If a student is absent, for other than the reasons stated above, four (4) full-day sessions or eight (8) half-day sessions within any quarter, the parent/guardian and student may be sent a written notice and may be provided with the opportunity to meet with a designated staff person within ten school days to discuss the student’s status, and determine any reasonable accommodations to ensure the student’s consistent attendance in school.

If a student is absent without medical excuse for five (5) consecutive school days, the parents and student shall be sent written notice and shall be provided with the opportunity to meet with the designated staff person within five (5) school days to discuss the student’s status and educational opportunities that are available within the District. If the student and parents refuse or fail to participate in such a meeting, the student will be considered to have withdrawn from the Northbridge Public Schools.

Students with excessive attendance issues may be determined to be ineligible to participate in class and/or school sponsored events, subject to disciplinary action, require a parental conference or require referral to the Student Support Team (SST). While the responsibility for attendance is a parent/guardian/student/school partnership, the school recognizes that exceptions may arise.

All absences, dismissals and tardiness will be considered “unexcused” and count towards overall credit loss except for the following:

- Absences due to illness, including doctor visitations. An illness is defined as an absence for medical reasons. Absences due to medical reasons will only be excused with a physician’s note.
- Bereavement, when confirmed in writing by parent/guardian.
- Observance of religious holidays, when confirmed in writing by parent/guardian.
- Approved school related activities including field trips, up to 3 college visits per year, and job interviews.
- Mandated legal appearances. A Note from the court must be provided.
- Absences due to suspension or expulsion.

Appropriate documentation must be submitted for these absences to be excused and not subject to credit loss. While informing the school by telephone or with a note from a parent of an absence is required, this does NOT necessarily excuse the absence without additional documentation.

Federal and Massachusetts regulations now require 95% attendance for all students. The entire school population, including individual groups (i.e. free/reduced lunch recipients, Title I students, special education students) within the school, must each year meet the 95% required attendance level for the school to achieve Adequate Yearly Progress (AYP) and an acceptable performance level. AYP and performance will negatively affect school financing if the standard attendance is not met. It is important that all students attend school at all times

**Tardiness**
The warning bell rings at 7:20 a.m. Students are expected to be in their seats and prepared for class by 7:25. Students arriving at 7:25 a.m. should check in at the main office. Tardiness is not excused without written documentation.

Early Dismissals
Students must be present for ½ day (no dismissals before 10:45 a.m., nor arrivals after 10:45 a.m.) to be eligible to participate in any school-related activity and receive credit for a full day. Unexcused dismissals without written notification to the main office are considered class cuts.

All students must enter or exit via the School’s main entrance doors. Any student leaving school must sign out in the Main Office and exit via the Main entrance. All students must report directly to class after checking into school. Failure to do so will result in disciplinary action.

Loss of Credit will be deducted from individual courses from potential credits earned in each quarter. Loss of credit, or no credit given, will be indicated on each quarter's report card. Students may still receive a grade based upon the work they complete but no credits will be issued if the attendance standards are not met.

The first N (No Credit) in a particular course indicates a student has not met the school's attendance policy expectations. An N reflects no academic credit due to lack of attendance and will be indicated in the comments section of the report card. A student's academic grade is recorded in the grade section of the report card and averaged with the quarter, semester, or year grade. A student can still receive a passing semester or year grade following receipt of an initial N so long as attendance improves according to the standards set forth below.

The Attendance Policy expectations are:
1. Students who arrive 15 minutes or more late to class will be admitted and marked Absent/Tardy in the attendance record. In order to be considered “excused” a student must enter with a pass. This includes being late to school/first block.
2. A student with five (5) unexcused absences in one quarter with receive an N. (Note: School sponsored activities (field trips/athletic dismissals) do not count as one of the five (5) absences.)
3. A student who earns an N for one quarter in a semester course can pass for the semester if he or she meets the attendance expectations for the other quarter. He or she may receive only partial credit.
4. A student who earns an N for one quarter in a full year course can pass for the year if he or she meets the attendance expectations for the other quarters.
5. A student who earns two (2) or more N's in a full year course will receive partial credit only.
6. Students will not be allowed to change or drop classes to avoid consequences of poor attendance. Those who do change classes for legitimate reasons will have their attendance record follow them to the similar class.
7. Students who receive a final grade of N may regain graduation requirement credits by successfully completing an alternate NHS course(s) in the same category, an approved summer school offering(s) (at the student's expense), or other alternate offerings such as online credit
recovery offerings (at the student's expense) with approval from the Dept. Chair and Principal.

8. The NHS transcript records only the final grade earned by a student in any course. Therefore if a student receives a single N, but successfully completes all other quarters of the course, no N will appear on the transcript.

**Attention Seniors –** An official transcript being sent to colleges during your senior year will show quarter grades including all N’s. In the case of recorded N’s, upon request, a letter from the Principal will accompany the transcript; the letter includes an explanation of the Attendance Policy and the academic grade behind the N.

If a student is entering his/her senior year and does not have enough credits to graduate, credit recovery courses may be offered to the student. These courses would only be granted if documented time, effort and energy has been made by the student. These classes would be made available prior to graduation. If the Principal determines there has not been a legitimate effort academically and with regards to attendance, the courses will be offered on the Monday following graduation. Seniors who do not have their graduation requirements met and/or do not have the required credits to graduate by the last day of Senior finals may not be allowed to participate in any Senior Activities.

Credit loss is calculated as follows:

<table>
<thead>
<tr>
<th>Unexcused Absences</th>
<th>Credits Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>.625</td>
</tr>
<tr>
<td>10</td>
<td>1.25</td>
</tr>
</tbody>
</table>

**Note:** Every 3 unexcused tardies/dismissals = 1 unexcused absence

Unexcused tardies longer than 15 minutes of class time will count as a full class cut. Class cuts or failure to attend a class without prior permission or excuse results in a 1 hour pm detention per cut and each cut counts as one (1) unexcused absence.

**Credit Recovery**

Students who have lost credits due to the attendance policy will be given the opportunity to earn the credits back by demonstrating marked improvement in their overall attendance in subsequent quarters. A student who has lost credit may earn up to 1.25 credits back per quarter by maintaining a 95% or better attendance record for an entire quarter. (No more than 2 unexcused absences in the quarter) If a 90% or better attendance record is maintained for an entire quarter a student may earn up to .625 credits back per quarter. (No more than 3 unexcused absences in the quarter) Restored credit will be posted at the end of each semester. It is the responsibility of the STUDENT to request that credits be restored if they believe their attendance has met the requirements for restoration in the quarter by filling out a credit restoration form which is available in the main office. Students who do not earn credits back through improved attendance by the end of the year in graduation required courses will have to pay for credit recovery courses offered through our summer school program.

**AWARDS AND RECOGNITIONS**

Northbridge High School recognizes the achievements of its students in many and varied ways including academics, athletics, attendance, community service, leadership, and overall student performance. Recognizing our students is a yearlong activity and we value the importance of
doing so in many and varied ways. In addition to these initiatives, formal celebrations are held each school year: Senior Class Night and the Junior MEDALISTS Reception. We invite students, parent/guardian, family and friends to join us in recognition of our outstanding students.

The **GOLD MEDAL** (est. 1895) is the highest academic award at this school. The graduating senior must have earned: 105 Credits 90 (A-) or above and none lower than 80 (B-).

The **SILVER “N”** (est. 1984) recognizes academic achievement for graduating seniors who have earned: 115 credits majority 90 (A-) or 80 (B-), with the majority A’s and none lower than 70 (C-).

The **BRONZE “N”** (est. 1991) recognizes academic achievement for graduating seniors who have earned 105 credits of 90 (A-) or 80 (B-), and none lower than 70 (C-).

**Valedictorian** and the **Salutatorian** are ranked first and second respectively in the graduating class as determined by their Grade Point Average. Students must be in residence four semesters.

**Class Marshall** is elected by the graduating class and leads the class throughout senior week.

**Superintendent’s Academic Excellence Award** recognizes a student who has excelled in academics.

**Departmental Awards** (est. 1980) recognizes students who excelled in specific disciplines throughout high school.

**RAMS Awards** (est. 2007) recognizes superior growth and development by a member of the graduating class in the areas of Responsibility – Achievement – Mutual Respect - Service.

**Junior MEDALISTS** (est. 1988) are chosen for overall excellence and outstanding achievement in ten academic disciplines including Business/Technology Education, Computer Science, Family & Consumer Science, English, Fine & Performing Arts, Foreign Language, Math, Social Studies, Health/Wellness. The Harvard Book and medal is awarded to the student demonstrating Overall Academic Excellence and Character. Juniors receive awards and recognition in the following special areas:

- St. Michael's Book Award--volunteerism and leadership in their community service endeavors
- University of Rochester Xerox Award for Innovation & Information Technology
- The Bausch & Lomb Medal in Science
- George Eastman University of Rochester Young Leaders Award
- University of Rochester Frederick Douglas & Susan B. Anthony Humanities & Social Science Award
- The 9th Worcester District Leadership Award - History, Student Government
- The Rensselaer Medal for Excellence in Math and Science Business/Technology Education
• Harvard Book Award for overall excellence and high Character

BELL SCHEDULES

Regular School Day

Breakfast-7:10 -7:25
7:20 Warning Bell
7:24 -1 minute warning bell
Homeroom-7:25 - 7:32 ANNOUNCEMENTS
7:35 - 1 minute warning bell
Period 1
7:36 - 8:36
8:39 - 1 minute warning bell
Period 2
8:40 – 9:45
9:48 - 1 minute warning bell
Period 3
9:49 – 10:54
10:57 - 1 minute warning bell
Period 4
10:58-12:50
Lunch 1:
10:58 - 11:23
1st Lunch will return by 11:27
Lunch 2:
11:27 - 11:52
Dismiss to lunch at 11:27
2nd Lunch will return by 11:56
Lunch 3:
11:56-12:21
Dismiss to lunch at 11:56
3rd Lunch will return by 12:25
Lunch 4:
12:25 -12:50
Dismiss to lunch at 12:25
All students will be in last block by 12:54
12:53 – 1 minute warning bell
Period 5
12:54 – 1:55

Alternative Day Bell Schedule

Breakfast - 7:10-7:25
7:20 Warning Bell
7:24 - 1 minute warning bell
Homeroom - 7:25 - 7:32 ANNOUNCEMENTS
7:35 - 1 minute warning bell
Period 1
7:36 -- 8:26
8:29 - 1 minute warning bell
Period 2
8:30 – 9:20
9:23 - 1 minute warning bell
Alternative Period
9:24 – 10:00
10:03 - 1 minute warning bell
Period 3
10:04 -- 10:54
10:57 - 1 minute warning bell
Period 4
10:58-12:50
Lunch 1:
10:58 - 11:23
1st Lunch will return by 11:27
Lunch 2:
11:27 - 11:52
Dismiss to lunch at 11:27
2nd Lunch will return by 11:56
Lunch 3:
11:56-12:21
Dismiss to lunch at 11:56
3rd Lunch will return by 12:25
Lunch 4:
12:25 -12:50
Dismiss to lunch at 12:25
All students will be in last block by 12:54
12:53 – 1 minute warning bell

Period 5
12:54 – 1:55

**Early Release Bell Schedule**

**10:20 Release**

**Breakfast** 7:10-7:25
7:20 **Warning Bell**
7:24 -1 minute warning bell

**Homeroom** 7:25 - 7:32 **ANNOUNCEMENTS**
7:35 - 1 minute warning bell

**Period 1**
7:36 - 8:26
8:29 - 1 minute warning bell

**Period 2**
8:30 – 9:20
9:23 - 1 minute warning bell

**Period 3**
9:24 – 10:20

**CLASS ADVISORS**
Each class is assigned Class Advisors to assist them in a variety of ways. Classes frequently work cooperatively to plan and schedule events and activities that add to the positive school climate. All students should discuss their ideas and suggestions with their Advisors and to meet with them to discuss any issue of concern.
The Class Advisors for the 2017-2018 school year:

Class of 2021  Mrs. Stanley, Mr. A. Zollo
Class of 2020  Ms. Goodrich, Mr. Polucha
Class of 2019  Mrs. Herbert, Mr. Sponseller
Class of 2018  Mrs. Travers, Mr. Finkel

**CLASS DUES**
An integral part of a student’s life at Northbridge High School is the *privilege* to participate in a variety of class related events. Many of these events are supported and are made possible by class dues and fund-raising activities. Each class depends upon the members to be fiscally responsible. Any student who has any form of outstanding obligation to their class or to Northbridge High School will be considered *ineligible* to participate in any Class sponsored
event (i.e. Ring Dance, Class Government, Prom, Senior Activities Week, Graduation, etc.) until such time as the financial obligation has been resolved.

**CLASS ELECTIONS**
All students are encouraged to participate in school government. Leadership and service to school and community address our social expectations and these activities are supported by class and student council elections.

**Class officers may not run for E-board on Student Council. Student Council E-board may not serve as class officers.**

Elections for student council and class office will take place the first Thursday after graduation for all classes except the incoming freshmen class. Freshmen elections will be held the fourth Tuesday in September. Each candidate will write and deliver a campaign speech to their classmates on Election Day. Class advisors and Administration will review all candidates to determine eligibility. Students must be in good standing (academics, attendance, discipline) to be considered eligible. The class advisors will review all speeches. Absentee ballots will be available from the Class Advisors for any student who has a pre-determined appointment, etc., at the time the votes are cast. The ballots will be collected and counted by the Class Advisors and verified by Administration.

The Administration reserves the right to place any class officer on probation if his/her behavior or academic status is contrary to the policies and procedures outlined in this *Handbook*. (See Leadership rule) Such probation may include removal from office for the length of the probationary period. Any vacant office may be filled through a class election.

**CLASS RANK**
Northbridge High School does not calculate class rank for the purposes of reporting to colleges or other outside agencies. An internal rank is available with the Building Principal and/or Guidance and is used solely to determine Valedictorian and Salutatorian for graduation festivities.

**CLASS STANDING/CREDITS**
A student transitions to the next grade level if he/she has earned cumulative credits and has the potential to earn total credits required for graduation in his/her identified class. Students are placed on grade level probation, and identified as repeating a grade when they are unable to attain the required number of cumulative credits for graduation in the current class. All students have the potential to fulfill these requirements.
COMMUNITY SERVICE GRADUATION REQUIREMENT
Northbridge High School believes that it is through quality citizenship and service for others that students will make a positive contribution to their community and the world. Community Service is service without pay to a non-profit agency/organization, an individual or a group in need. Starting with the summer before freshman year, students will begin to earn a minimum of 20 documented hours of community service. The 20 hours of service must be completed prior to graduation in their senior year. This graduation requirement will begin with the class of 2017. Some examples of community service programs include working with animal shelters, local hospitals, nursing homes, hospice services, museums, schools, Scouts, peer tutoring, Mission trips, libraries and local community organizations.

The guidelines for Community Service are as follows:

- Students will pick up community service contracts from their advisory teacher.
- Students enrolling after their freshman year will have their community service requirement prorated to equal five (5) hours of service per year enrolled.
- A student must complete five (5) hours of service for each year/partial year of enrollment at NHS.
- Childcare and babysitting count only when done for a non-profit organization.
- Please note: Helping family members is highly valued but is not considered community service.
- The maximum number of hours a student can earn for one specific activity is twenty (20) hours.
- A student may not receive compensation for his or her community service. (No pay may be received)
- Students are responsible for arranging their own service experiences.
- Completion of this graduation requirement must be met by May 1st of their senior year.
- Students must make a copy of your service log for your records before submitting your form.

Examples of Community Service:
- Working with the elderly at St. Camillus, Beaumont Nursing Home, or a similar facility.
- Serving as a coach or official for an organized athletic program.
- Helping humanitarian or social organizations such as the Red Cross, United Way, Special Olympics, Habitat for Humanity, food banks, Meals on Wheels, or hospitals.
- Working at a museum or other cultural center.
- Volunteering at the Humane Society, SPCA, or other animal welfare organization.
- Cleaning or repairing parks, highways, playgrounds, or community structures.
- Tutoring other students during Supervised Study, at a daycare center, or in a similar setting.
- Donating blood will be considered to be 1 hour of community service.

Community Service does not include:
- Working for a friend, family member, or neighbor for his/her profit to benefit.
- Working for a “for-profit” entity or organization.
- Court ordered community service.
- Working for a political campaign or organization.
- Participating in religious rites, ceremonies, services or proselytizing.
• Fund-raising for religious or school organizations.

What if I do not complete my community service hours each year?
Community Service is a requirement and a yearly obligation. If you do not complete 5 hours during the year, you must fulfill your obligation before hours are credited for the current year. Students with obligations are exempt from participating in all social events, activities, and privileges (such as homecoming, dances, some assemblies, proms, senior events, and other such events as determined by administration).

COMPUTER POLICY (HS Addendum to District Policy)

Student work/Photographs in Grades 9 – 12 to be Displayed on School/District Web Pages

In accordance with the Northbridge Public Schools
1. Student work may be displayed on the school site web pages or District web page with the student’s full name when prior written permission is received from the parent/guardian annually.
2. Photographs of students may be displayed on the school site web pages or District web page with the student’s full name when prior written permission is received from the parent/guardian annually.

Students and their parents/guardians are reminded about using technology safely. In today's world electronic technology can be a very good thing but it also carries with it dangers. If you receive any text message, email, phone call, Tweet, Snapchat, Instagram, Facebook, or other communication which is offensive, sexual in content, threatening, or concerning or frightening to you, please immediately notify your parents or guardians, a teacher, a Principal or Assistant Principal, or a Northbridge police officer. You may also use our Anonymous Alert system on the Northbridge Public Schools website at http://www.nps.org/. You are also reminded about Northbridge Public Schools' Policy IJNDBA on internet safety, available on our website at http://www.nps.org/node/409.

COURSE EXPECTATION SHEETS/Syllabus
All students will receive a Course Expectation Sheet for each class. These sheets will outline:

• A general course description – outlines what will be expected of the students in that course including any special assignments such as term papers, frequency with which homework can be expected, etc.,
• A listing of the activities contributing to the course grade, i.e., tests, quizzes, oral participation
• A listing of class behavioral expectations beyond those stated in this Handbook
• A listing of any materials required for the course.

Students are required to sign indicating receipt of the Course Expectation Sheet. A teacher reserves the right to make changes and modifications, as they deem appropriate to the learning environment and with timely notice to the students in the respective class.
COURSE SELECTION PROCESS
The course selection process is a cooperative venture among the student, the parent/guardian, the teacher, and the counselor. A Program of Studies Guide is available online for review by both students and parent/guardian. Teachers are asked to make recommendations for the next year in all major academic areas based on current year grades and effort. Students meet with their Guidance Counselors to discuss scheduling options and the course selection process is completed utilizing iStudent and iParent. Any course changes must be approved by the administration.

DANCE/PROM GUIDELINES
Students must be present in school a minimum of one-half of the school day to participate. Students are reminded that all financial obligations must be met before admittance to any Northbridge High School class sponsored function. Any violation of the following guidelines may result in further disciplinary action.

To help insure a successful event, the following guiding principles are in place:
- Only Northbridge High School students in grades 9 thru 12 or students enrolled on our post-grad program, and in good standing, shall be admitted to school dances.
- Any student requesting permission for a guest to attend a dance must complete a Guest Request Form. All guests must be of high school age and currently enrolled in high school, or receive the prior approval of Administration. This form is available in the Main Office and must be completed and returned two days before the dance.
- No guests over the age of (20) twenty will be admitted.
- No guests who have dropped out of school will be allowed to attend NHS dances.
- All guests MUST provide an emergency contact with a phone number. Students who bring guests will be held responsible for the actions of their guests and will be subject to disciplinary consequences based upon the actions of their guests. Guests should be informed of all school policies prior to attending in order to avoid any incidents. Not knowing is not an excuse.
- Alcoholic beverages or drugs are not being permitted on school grounds. Any student suspected of being under the influence of alcohol or drugs will be detained. (See Disciplinary Policy) A parent/guardian may be required to come to the school at that time to take the student home. If the parent/guardian are not available, the police will be called.
- Any chaperone has the right to remove any person who is acting in an inappropriate manner.
- Anyone caught aiding a person to gain admittance into a dance without paying will be removed.
- All trash will be disposed of properly.
- Any person leaving the dance will not be readmitted. Loitering on school property will not be allowed.
- School dances are NOT nightclubs. Appropriate attire is required at all times.
- No backpacks, briefcases, packages etc., are allowed into the dance area. All parcels may be subject to inspection.
**DISPLAYING AFFECTION**

Public displays of affection may cause other students to become uncomfortable and therefore are considered inappropriate and are *not acceptable* in school or at school related activities and functions. Violators will be warned once and will then face consequences for disrespectful behavior and insubordination.

**DIVERSITY**

Northbridge High School embraces, appreciates, and celebrates the diversity within the school community. We foster an environment of respect for the dignity of the individual and will not tolerate behavior that is contrary to our beliefs and core values. The school will take immediate and severe action against intolerance based on race, color, sex, religion, national origin, sexual orientation, gender identity, and disability.

**DRESS CODE**

Northbridge High School respects individual rights of expression; however each student is expected to dress responsibly to uphold the standards of the school environment. Appropriate dress has a positive impact on student learning, concentration, behavior, and the overall educational environment. We believe that NHS students should take pride in their personal appearance. With this in mind, in an effort to create a safe environment, appropriate dress should be worn for both the school day and all events that are sponsored by the school:

Students are expected to exercise good judgment in their style of dress as well as demonstrate respect for those around them.

**Dress that distracts or disrupts the educational process and mission of the school is prohibited.**

The basic guidelines of decency, modesty, good taste, cleanliness and practicality should prevail. At all times, students should treat school as if it were a place of business and dress accordingly. Research has proven that when students dress this way it promotes a more serious atmosphere and students take school more seriously.

Inappropriate dress includes, but is not limited to:

1. Designs on clothing which display poor taste, advocate for drugs, alcohol, sex or tobacco, or that is uncomfortably revealing and causes embarrassment to others.

2. Designs on clothing, which displays inappropriate symbols, language, ethnic slurs, or any attire which could be construed as offensive to anyone in the building.

3. Dress intended for outside wear or other material that covers the face and/or interferes with the identification of a student such as HATS, visors, hoods, bandanas, sunglasses, etc. are prohibited. Wearing hats in a public building is generally considered inappropriate except when wearing for
religious reasons or relating to a disability. Such items should be removed upon entering the building and MUST be stored in the student’s locker for the day.

** Any teacher may confiscate hats, sunglasses, or headphones that are not stored in the student’s locker during school hours. Student’s refusing to turn over the items will be cited for insubordination and face disciplinary consequences.

4. Chains, wallet chains and/or spiked collars/bracelets or any non-school related item that could be used as a weapon are prohibited.

5. Jackets, coats, or other outerwear may not be worn during the school day and should be stored in lockers.

6. Backpacks, or shoulder packs, of any type must be stored in lockers during the school day.

7. Appropriate footwear must be worn at all times.

8. **No bare midriffs or shoulders, visible under garments**, or equivalent types.(e.g. spaghetti straps, halter tops, tube tops, muscle shirts ) Tank tops must have straps that are a minimum of 3 fingers wide with no visible undergarments

9. Length of shorts, and ‘skorts’ must be no more than 4-5” above the knee or at least mid-thigh (whichever is LONGER.) Skirts and dresses that are less than knee-length must have some type of undergarment (e.g. tights, spandex, other shorts) worn underneath that meets the same criteria as the length of shorts. **Note**: Rips or holes in garments must be below the minimum length requirement as stated and may not be worn if they are inappropriately revealing.

If a violation occurs, students will be required to correct the situation. Corrective action may include a change of clothes, turning an item inside out, dismissal from school after parent/guardian notification, or any other appropriate and reasonable means of redress. Failure to comply with this request could result in disciplinary action and possible suspension.

**DRIVING PRIVILEGES & PARKING LOT ACCESS**

The privilege of owning a driver’s license is an important milestone for any young adult. With this privilege comes responsibility. That responsibility requires the student to be diligent and conscientious; and to drive first and foremost with the safety of themselves and others in mind.

Parking on school grounds is a privilege not a right. Northbridge High School reserves the right to revoke the parking privileges of any student who acts in a manner that is in conflict with this philosophy or who does not follow the regulations.

The parking lot is off limits to students during the school day. Any student found in the parking lot during the school day without Administrative approval will be subject to disciplinary action. Students are not to loiter in the parking lot before or after school.
Students must obtain a Parking Permit Application from the Main Office. The fee for a decal is $50. Once approved, a parking decal will be issued. Parking decals will be issued the first week of school. Decals must be displayed on any parked vehicle. Decals must be placed on the driver’s side front window in lower left corner.

1. Students must park in designated areas only.
2. Observe the 10 mph speed limit. Any driving that jeopardizes the safety of all students/public may result in loss of driving privileges and/or disciplinary action.
3. Frequent tardiness or other disciplinary infractions may result in a suspension of parking privileges.
4. No student may transport another student who has left school without permission.
5. Student vehicles may leave the school grounds prior to the departure of the school buses. **However, once the buses begin to depart, student vehicles must wait until all buses have left the main lot area. At no time should a student cut in front a bus.**
6. NO LITTERING OR LOITERING in the parking lot – Help keep our school grounds clean.
7. All cars must be locked at all times. Northbridge High School is not responsible for lost or stolen items.

Any violation of the above rules may result in a loss of privilege to use the parking lot or other disciplinary action as deemed appropriate. Any vehicle in violation of our policies may be towed at the owner’s expense.

We recognize that many students will earn the privilege to drive and all students should become familiar with the laws governing the requirements for newly licensed drivers. The School does not take responsibility for the enforcement and adherence to the state laws; however, we provide a synopsis as a means of educating both parents and students that such laws exist. It is the responsibility of the individual to be familiar with such regulations, including the *Junior Operator’s Law* and *Distracted Driving Law*. 
DROP OFF AND PICK-UP PROCEDURES

Northbridge High School – AFTERNOON Pick up Procedures

NOTE: Once buses begin to depart you MUST yield and allow them to leave FIRST. Pick up Area is ONE WAY in the Afternoon. Please keep middle lane open for exiting vehicles. PLEASE be cautious of other vehicles and other students.

Northbridge High School - Morning Drop Off Procedures
Please utilize the entire drop off area to help keep traffic moving and DO NOT drop off in the marked areas.

Please unload QUICKLY so we can keep traffic moving smoothly. Use Caution when entering and leaving the Drop off area. Thank you!
**DUAL ENROLLMENT/ 12TH YEAR COURSES AP, HONORS**
Qualified high school students can earn both high school and college credit through enrollment in approved post-secondary study. AP credit will be awarded if this course description and expectations exceeds those levels of study offered by Northbridge High School in the content area and is equivalent or greater than an AP level class. Dual Enrolled students need to be enrolled in at least 3 courses for both semesters in order to participate. To be athletically eligible, per MIAA regulations, you need to pass 4 courses per semester. If you are interested in dual enrollment, you should see your guidance counselor.

**ELECTRONIC DEVICES (updated July 2017)**

New for the 2017-2018 academic school year, NHS students will **not be permitted to use cell phones, Personal Communication Devices (PCD), or any other electronic devices** during the school hours of 7:25 and 1:55. This includes classrooms; in corridors; rest rooms, or any other areas of the school during class hours.

Over the ears headphones are prohibited in the classroom along with common areas outside the classroom during school hours and are subject to confiscation as this is a safety hazard.

**Enforcement and Penalties**
All staff including teachers, administrators, and support staff are directed to monitor student violations of the electronic communication devices policy.

Consequences for students found to be in violation of the policy will be as follows:

- **First offense**: Student’s electronic communication device will be confiscated, turned over to the building Administrator, and returned to the student at the end of the school day. A warning will be issued and the parent will be contacted by the teacher.

- **Second offense**: Student’s electronic communication device will be confiscated, turned over to the building Administrator. The student will be issued an after school detention and the device will be returned only to the student’s parent or guardian after the consequence has been served.

- **Third offense**: Student’s electronic communication device will be confiscated, and turned over to the building Administrator. The student will also be issued two after school detentions and the device will be returned only to the student’s parent or guardian after the consequence has been served. The student will be prohibited from bringing an electronic communication device to school for an extended period of time up to the entire school year **or may be required to leave their phones in the Main office upon entering the building each day**.

The merging of single function devices into multifunction devices has created additional distractions for students during the school day, causing an increase in the number of disciplinary incidents which involve the use of these devices at school. As a result, there is a need for NHS
to implement a restrictive policy that increases student safety and reduces the number of disruptions to the learning environment.

The use of school and personally owned technology on school property or at school events is a privilege not a right. This privilege comes with personal responsibilities, and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

**POLICY**

- Cell phones/Electronic communication devices must be turned completely off (not simply on silent or vibrate mode) and kept away during class time unless being used with prior teacher permission for an educational purpose.
- Students may not remove any part of a device that has been confiscated.
- Recording of any kind, taking pictures on school property and/or posting of these on the internet is forbidden without prior consent and is subject to additional discipline.
- Cell phones/electronic communication devices should not be used during performances, concerts or meetings.
- The school will not be responsible for lost or stolen electronic devices and WILL NOT assist with setting up reparations for stolen items.
- The school administration reserves the right to seize and search a student’s cell phone or other electronic device if there is reasonable suspicion that the device has been used to commit a crime or break school rules. This includes the reasonable suspicion of illegal drug activity and/or the sending of bullying or harassing text messages.
- Confiscated devices will not be returned until the consequence is served.

**Social Networking and Website Usage**

Users may not access social networking profiles or accounts and instant messaging from either personally owned or school owned technology while on campus or during school related activities unless for approved educational purposes. Use of rating or dating websites is prohibited.

Users may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by users. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by users; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization;
and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

Users may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy other persons. This is unacceptable behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off campus, that is determined to substantially disrupt the safety and/or well-being of the school community is subject to disciplinary action, even if the actions are taken off campus or outside of school hours as they may create a hostile atmosphere during school hours or within the school.

Users may not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through e-mails, instant messages, or text messages.

**Purposes and Use Expectations for Technology**

The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes. Educational purposes include classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities. Commercial and recreational use of school technology resources is prohibited. Users may not utilize school technology to sell, purchase, or barter any products or services. Users may not resell their network resources to others, including, but not limited to, disk storage space.

Users may not utilize school technology at any time, including before and after school hours, to play games, visit social networking websites, send instant messages or emails, or take part in any activity that is unrelated to the educational purposes stated above. The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

**All staff including teachers, administrators, and support staff are directed to monitor student violations of the electronic communication devices policy.**

**Enforcement and Penalties**

Consequences for students found to be in violation of the policy will be as follows:

- **First offense:** Student’s electronic communication device will be confiscated, turned over to the building Administrator, and returned to the student at the end of the school day. A warning will be issued and the parent will be contacted by the teacher.

- **Second offense:** Student’s electronic communication device will be confiscated, turned over to the building Administrator. The student will be issued an after school detention and the device will be returned only to the student’s parent or guardian after the consequence has been served.

- **Third offense:** Student’s electronic communication device will be confiscated, and turned over to the building Administrator. The student will also be issued two after school detentions and the device will be returned only to the student’s parent or guardian.
after the consequence has been served. The student will be prohibited from bringing an electronic communication device to school for an extended period of time up to the entire school year or may be required to leave their phones in the Main office upon entering the building each day.

NOTE: The school reserves the right to retain a confiscated device indefinitely while an active investigation is taking place. In the case of repeat offenders, the school retains the right to retain a confiscated device for an extended period of time if it is determined the student has not been able to show they can possess the device and use it in a responsible manner without violating the school policies. Students committing repeated violations of this policy may be subject to additional disciplinary action consistent with the Code of Discipline up to and including suspension and criminal charges filed with the Northbridge Police Dept.

Privacy
There is no expectation of privacy while using the school’s network. The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school’s network or accessed on a school computer (including cell phones connected to the school’s wi-fi) can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law, and/or compromises the safety and well-being of the school community.

Devices capable of capturing, transmitting, or storing images or recordings may never be accessed, turned on, taken out, or operated at any time where there is a reasonable expectation of privacy (such as restrooms, locker rooms etc).

Filtering
All access to the Internet through the school’s network is filtered and monitored in an effort to enhance users’ safety while utilizing online resources. The school views our role in this regard as a partnership with our families. The school cannot monitor every activity, but retains the right to monitor activities that utilize the school network; either through school owned computers or personally owned devices. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography. Likewise, we expect our parents to take responsibility for monitoring their child’s use of technology at home.

Electronic Video and Still-Image Devices
The unauthorized use of electronic video devices (hand-held video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times in Northbridge High School. If a student uses an electronic video or still-image device in an unauthorized manner, the equipment may be confiscated, secured in the Office, and returned to his/her parent or the Northbridge Police Dept. if there is evidence of a crime. Any unauthorized
capture or distribution of electronic video or still images may result in disciplinary action and/or possible prosecution by the Northbridge Police Department.

To protect the safety and well-being of students, employees, and other community members and to avoid disruptions to the learning environment, school personnel reserve the right to confiscate any personally owned device. The content of the device may be reviewed as part of any investigation of policy violation or other inappropriate, immoral and/or illegal use. Appropriate actions will be taken, up to and including the notification of local authorities. The school is not responsible for any damage or harm to personally owned devices being held, including but not limited to loss, theft, damage, or destruction of the device or any of its content.

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

Remember –
- Think about the consequences of sending or forwarding a text message.
- Never take images of yourself that you wouldn’t want everyone to see.
- If you forward an image or message, you are as responsible for this image as the original sender.
- Report any inappropriate pictures you receive on your cell phone to an adult you trust. Do not delete the message until you have reported it to a staff member—get the adult involved immediately.
- Your parents are LEGALLY RESPONSIBLE for all the contents on your device until you turn 18 and may face CRIMINAL consequences along with you for your actions and/or content on the device.

Secretly Recording is a FELONY!

Massachusetts makes it a crime to secretly record an in-person or telephone conversation without the consent of all parties to the conversation. See Mass. Gen. Laws ch. 272, § 99. You should always get the consent of all parties before recording a telephone call or conversation, unless it is absolutely clear to everyone involved that you recording (i.e., it is not “secret”). This law applies to secret video recording when sound is captured. In addition to subjecting you to criminal prosecution, violating the Massachusetts wiretapping law can expose you to a civil lawsuit for damages by an injured party. The federal statutes provide criminal penalties for unlawful interception of telephone conversations, including up to five years’ imprisonment or a maximum of $10,000 in fines. They also allow for civil remedies, by which private parties are entitled to recover actual and punitive damages, together with fees and costs.

Right to Update

Since technology is continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.
ELIGIBILITY - Athletics and Extracurricular (See Athletics, National Honor Society)*  
Northbridge High School is proud of its tradition of excellence in the areas of athletics and extracurricular activities. All students are encouraged to participate in our program offerings and all activities are open to all students in good standing as defined by the following guidelines.

Northbridge High School is a member of the MIAA (State Governing Board) and the Southern Worcester County League (SWCL). The MIAA’s rules and regulations, along with the guidelines established by Northbridge High School govern participation. *

Eligibility (Academic/Disciplinary):

Students may not fail more than one major course (one grade lower than a 60) in any given marking period in order to remain eligible to participate. Major courses are defined as courses that grant standard credit hours and fulfill the regular class-meeting schedule.

- Fall participation is based upon the previous year’s fourth quarter and the final grade. A student is deemed ineligible if he/she receives more than one grade lower than a 60 in the 4th quarter OR as a final grade in a full year or second semester course. Any student determined "ineligible" based on 4th quarter grades may be reinstated pending review of the 1st quarter’s progress report. Ineligibility status will continue if a student is issued a “failing” status report. In addition, a student must pass a minimum of four (4) traditional major courses at each marking period to be eligible for participation.
- A failed course taken and passed in summer school restores eligibility for the final grade but does not affect 4th quarter status.
- Continuation of eligibility for a fall sport and participation in a winter sport is based on the first quarter grades. A student may not fail more than one course in the 1st quarter and pass a minimum of four (4) traditional courses at each marking period to be eligible for participation.
- Continuation of eligibility for a winter sport and participation in a spring sport is based on the second quarter grades. Continuation of eligibility for a spring sport is based on the 3rd quarter grades. A student’s eligibility is determined the day report cards are issued.
- An Incomplete grade is considered a failing grade until such time as the work has been completed and an official grade has been issued. A student has five school days from the day report cards are issued to make-up any work required.
- The grade “Withdraw Failing” (WF) will be considered a failing grade if it is the final grade issued for the course at the end of the quarter.
- Seniors 4th quarter final grades with be used to determine if they will remain eligible to compete beyond graduation.

A student with a school disciplinary obligation must fulfill the disciplinary obligation before reporting to a practice and/or game or activity event. A student who receives a suspension (in or out of school) is ineligible for competition, and/or practice, or activity for at least the number of days of the suspension. No disciplinary action will be postponed or canceled for any
reason. All students (athletes) are subject to the school’s discipline code. The Principal reserves
the right to remove a student for disciplinary infractions; and, may upon sufficient evidence of
improvement, reinstate the student.

**Athletic Eligibility: Chemical/Health/Alcohol/Drugs/Tobacco (MIAA)**
From the earliest fall practice date, to the conclusion of the academic year or final athletic event
(whichever is latest), a student shall not, regardless of the quantity, use, consume possess,
buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana;
steroids; or any controlled substance. This policy includes products such as NA or near beer”. It
is not a violation for a student to be in possession of a legally defined drug specifically
prescribed for the student’s own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g.,
many student athletes might be present at a party where only a few violate this standard. This
rule represents only a minimum standard upon which schools may develop more stringent
requirements. If a student in violation of this rule is unable to participate in interscholastic sports
due to injury or academics, the penalty will not take effect until that student is able to participate
again.

**First Violation:** When the Principal confirms, following an opportunity for the student to be
heard, that a violation occurred, the student shall lose eligibility for the next consecutive
interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is
permitted for a student who becomes a participant in a treatment program. It is recommended
that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal
part of an event will be truncated. All fractional part of an event will be dropped when
calculating the 25% of the season.

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for
the student to be heard, that a violation occurred, the student shall lose eligibility for the next
consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For
the student, these penalties will be determined by the season the violation occurs. If at the time of
the second or subsequent violations, the student of his/her owns volition becomes a participant in
an approved chemical dependency program or treatment program, the student may be certified
for reinstatement in MIAA activities after a minimum of 40% of events provided the student was
fully engaged in the program throughout that penalty period. The high school principal in
collaboration with a chemical dependency program or treatment program must certify that
student is attending or issue a certificate of completion. If a student does not complete program,
penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during
the season of violation, the penalty shall carry over to the student’s next season of actual
participation in that sport, which may affect the eligibility status of the student during the next
academic year.
**Fees & Participation**
All potential students must pick-up and return a completed *Athletic Eligibility Form* and/or complete the required *Liability Waiver forms* before participating in any athletic/activity. All students who plan to participate in athletics must have written proof of a current physical examination signed by a physician. It is strongly recommended that an annual examination be scheduled between June and August for each school year. Such an exam would cover a student for the entire school year.

The school will provide a physical once a year. If a student does not participate in the physical provided by the school, it is their responsibility for the scheduling and expense of the physical.

Students are assessed a user’s fee of $250 per sport.

**Club Fee** – A fee will be collected for participation in after school clubs and activities. The fee is of $35 for ONE club and $70 for TWO or more. No more than $70 per student per year.

**Equipment.** Athletes are responsible for all equipment issued to them. Lost equipment will be billed to athletes. At the end of season, the athlete is responsible for turning in all equipment, etc., to their coach.

**Insurance.** It is the responsibility of the athlete to report all injuries to the coach. School insurance covers expenses not covered by the athlete's’ family insurance policy.

**MIAA/Rules.** All athletes are bound by the MIAA rules, the specific rules of the coach, and the Northbridge High School Student Handbook.

**Loyalty to the High School Team - Bona Fide Team Members (MIAA Rule 51)**
A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First offense: Student athlete is suspended for 25% of the season (see Rule 62). Second offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines.

**Attendance.** To participate in that day’s practice, competition or preceding any weekend event, students must be in school for a minimum of ½ day. One half day is equal to no dismissals before 10:45; no arrivals after 10:45.

**Transportation.** Students must travel to and from an athletic event via the sports bus when a bus is provided. All athletes are expected to adhere to “school bus rules” (See Page 19). Students may travel home with their parent/guardian after notifying the coach (See MIAA Rule 51 above). Any athlete wishing to travel with someone else’s parent/guardian must present the coach with a
signed note from their parent/guardian giving permission for said athlete to go home with another parent/guardian. Under no circumstances will athletes travel home with other students or on their own.

**EMERGENCY SITUATIONS / FIRE DRILLS**

*Fire Drills, Enhanced Lock-down and Medical Emergency Lock-down*

For the safety of everyone, the school will practice the fire drill, enhanced lock-down and medical emergency lockdown procedures during the year. At the beginning of the year, students and staff will receive training on the various aspects of the fire drills and lockdown procedures. Instructions will be posted in each classroom. When the signal is given, teachers will guide students on the safest response to the situation.

**Fire Drills**

When the fire alarm sounds, follow these directions and those of your teachers. Leave 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 will follow. **NO HEADPHONES ARE TO BE WORN DURING A FIRE DRILL.**

1) Stay with your classroom teacher at all times. Organize in a single file line.
2) Move quickly and quietly through the exit designated for your classroom. The goal is to evacuate the building as soon as possible.
3) If you are at lunch, proceed either down the back stairway and out the closest door or out of the main cafeteria doors, take a right, and out of the door at the bottom of the stairway (whichever exit is closest). Report to your 4th block teacher for attendance once you are out of the building.
4) If you are on break or during passing times, proceed to the nearest exit. Report to the teacher you just had (not the one you are going to) for attendance once you are outside. If you are unsure where you are meeting location, then ask any teacher you see who should have a list of emergency teacher meeting locations where your teacher should be.
5) Avoid walking alongside block walls, buildings, under power lines, etc.
6) Students and teachers shall **not** utilize cellular phones during an evacuation unless it is in the capacity hazard mitigation.
7) Stay in a single line in the evacuation area, report directly to your designated spot, unless the student is ill and requires medical treatment or a student is pre-identified with a special need.

**Note:** If an exit is blocked, exit via the nearest outside access exit door and report immediately to your teacher. If a student refuses to obey the teacher the teacher should make every effort to control the situation. If the teacher cannot control the situation and the student(s) behavior is a risk to others the teacher should summons a law enforcement officer for assistance.
**ENHANCED LOCKDOWN/SHELTER IN PLACE** (Also See District Policy)

**Emergency Medical Lockdown**
This procedure is in place to minimize exposure to potential hazards by remaining in the building or to assist school staff in the event that there is a medical issue happening in the hallways that is being handled.

**PROCEDURE**
- If a Lockdown/shelter in place, remain in your classroom seated and follow the instructions of your teacher.
- If you are not in your classroom at the time of the announcement report immediately to the closest room in which an adult staff member is present, including the main office or guidance office whichever is closest.
- If you are in the cafeteria, media center or field house, remain in those areas.
  1. Stay calm; stay seated and away from the doors and windows.
  2. Do not evacuate the room until you are told to do so.

**NO HEADPHONES ARE TO BE WORN DURING AN EVACUATION OR LOCKDOWN**

**EXAMINATIONS (FINAL)**
Students are periodically assessed on an informal and formal basis. Final exams may be given in semester and all full year courses. Final and cumulative assessments are an important part of the student’s overall grade. They mark the end of a segment of study and serve as valuable assessments of the knowledge and skills acquired.

The final form of assessment will be governed by the nature of the course and may include portfolios, project-based activities, objective tests, presentations, essays, etc. An exam schedule will be made available to students and parent/guardian. In the event a student will not be present during the exam period due to reasons excused by the Administration, and arrangements must be made for make-up prior to his/her absence. NOTE: Seniors who have a grade of 90% or better will be exempt from taking a final in that course and need not attend school during the final exam period for that particular class if they have cleared it with their teacher. Seniors must sign in at the office when they arrive and/or sign out if they will be leaving early.

All underclassmen are **required** to attend school during all the final exam periods. The only exception will be for students who have completed an AP course (including taking the AP Exam).
A student may opt to come in after, or leave before the block for which they have an AP course scheduled with a note and call from a parent at least 24 hours before the period exam is scheduled.

**Expulsion of Students**
Any student in possession of dangerous weapons or controlled substances on school grounds or at school sponsored events, or who commits an assault on a school staff member shall be subject to expulsion in accordance with M.G.L. c. 71, § 37H. Students who are convicted of a felony or who admit guilt to a felony charge in a court of law, are also subject to expulsion upon a principal’s determination that the student’s presence would have a substantial detrimental effect on the general welfare of the school. All students shall be provided with due process in accordance with applicable statutes and regulations prior to expulsion. See Appendix 5.

EXTRACURRICULAR ACTIVITIES
The following is a list of many extra or co-curricular activities that are proposed for the 2017-2018 School Year. Students are encouraged to discuss any new clubs or activities with teachers and Administration. We support activities that are geared towards engaging students in meaningful, productive, social, physical, and academic oriented service opportunities. (A complete updated list is found on our website at www.nps.org.)

Acappella Choir
The A Cappella choir is a select group of vocalists who perform without instrumental accompaniment. Auditions are held in October and January.

Art Honor Society
The purpose of the National Art Honor Society (N.A.H.S) is to better the community through the use of art. Students can be nominated by a teacher after the completion of their first art class. Students are required to have and maintain a minimum GPA of an A minus in their art classes.

Best Buddies International
Best Buddies International is a nonprofit organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

Community Service Corps
Community Service Corps is dedicated to making a positive and lasting impact on the community through service and development.

DECA
An association of management and marketing students that participated in a variety of community and school related projects and competitions. Students enrolled in the marketing program are eligible to participate in this exciting program and are responsible for operation of the RAM Stand, student store.

Drama Club/Theatre Techs
The Drama Club puts a show on twice a year, in the winter and the spring. The play or musical is decided the summer before school and cast in the fall. The student members work from the fall through the production dates. Students are in charge of everything with the help of an adult director. All students are encouraged to volunteer in some way for the club.
**SAGA**
SAGA is a student organization intended to provide a safe and supportive environment for lesbian, gay, bisexual, transgender, questioning youth and their straight allies (LGBTQA). The goal of the club is to make the school community safe and welcoming to all students regardless of sexual orientation or gender identity. The GSA participates in national campaigns to raise awareness such as the Day of Silence, National Coming Out Day, No Name Calling Week and Bullying Awareness Week.

**Jazz Ensemble**
The Jazz Ensemble is a group of select auditioned students who wish to learn about and perform jazz music. The instrumentation of this group is made up of Saxophones, Trombones, Trumpets, and traditional Rhythm Section instruments.

**Link Crew**
Mentor program for incoming freshmen. Students are nominated based on overall school performance by classroom teachers and administrators to serve as Link Crew Members.

**Northbridge National Business Honor Society**
National Business Honor Society is an organization developed through the National Business Education Association. It promotes and recognizes academic achievement in business education, while also fostering and recognizing leadership skills and character development. The program helps members to mature ethically and socially by promoting and encouraging an interest in business. NBHS also encourages member involvement in service learning initiatives.

To qualify for active membership, a student must be a high school junior or senior and have completed or be currently enrolled in his/her third business education course. Each student must also have a 3.0 overall GPA and have a 3.5 GPA in business courses.

**Northbridge Student Broadcast News (NSBN)**
Northbridge Student Broadcast News (NSBN) produces media content for Northbridge High School and Channel 13. During NSBN meetings, students will develop not only their video skills, but photography, and musical skills, as well. This club is for the novice who has not yet taken Broadcast Production, as well as for the more advanced user who has taken both BP I and BP II.

**Pep Band**
The “Ram Pep Band” performs at all the home football games, playoff games, and pep rallies. Students who take part in this ensemble are enrolled in the Concert Band that is offered during the school day. Students who wish to participate in this ensemble who are not in Concert Band should see Mr. Verdone.

**RAMS Marching Band**
The Marching Rams have been the pride of Northbridge in the past. The group will perform at all the home football games, playoff games, and pep rallies as well as attending the UMASS Band Day. Students will learn the fundamentals of marching and playing technique. Students must be physically fit in order to participate in this demanding activity.
**Science Club (N.E.A.G.)**
The Science Club engages in a variety of related activities that are designed to engage students in further exploration in the sciences field of studies. Such activities include working with environmental agencies at the local and state levels, conferences, cleanups, and field trips. We also assemble the Blackstone watershed conference. Membership is open to all students.

**Student Council**
The Student Council is a democratic representative body, established for the purpose of promoting participation and cooperation among students and faculty for the general welfare of the school. It consists of students from each class who are elected each spring, as well as the vice-president from each of the grades and the student advisory committee and regional advisory council members. Additional members may be elected, subject to the revision of the Student Council by-laws. The Student Council meets twice each month to discuss student suggestions and other school matters.

**Ski Club**
Students travel to Mt. Wachusetts for a 6 week after school program.

**Tri-M Music Honor Society**
The Tri-M Music Honor Society® is a program of the National Association for Music Education which focuses on creating future leaders in music education and music advocacy. Tri-M student members must be enrolled in at least one music class for at least one semester, have a 2.0 GPA in their core classes, and a 3.0 in their music class(es), and be of strong character.

**World Language Club**
This organization is made up of three foreign language clubs, Spanish, French, and Latin. Any student enrolled in these subjects may participate. Dues are payable throughout the school year. There are elected officers who organize activities for the groups including trips, games, and small parties.

**Yearbook**
Students may get involved in organizing his/her class yearbook that will be a remembrance of times at Northbridge High School. A staff is made up to raise money, get advertisements and layout the yearbook itself.

**FAN EXPECTATIONS**
We welcome student attendance at athletic and extracurricular events. Students must maintain proper decorum and respect while in attendance at these activities since they are representing Northbridge High School. Northbridge has a proud history of winning the SWCL Good Sportsmanship awards.

In general we have the following expectations of all fans:
Students should have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment.

Students are to follow all school rules that are in effect during the regular school day.

Students should demonstrate respect toward fellow students, opponents, players, coaches, and officials.

Students should show respect and pride for the school.

Students must be appropriately attired, including wearing shirts.

Students may NOT engage in the following behaviors:

- Calling by name or taunting players on either the home or visiting team.
- **NO BOOING!**
- Using vulgar language towards other fans, players, or the game officials.
- Wearing costumes, masks, or obscuring face paint that prevents them from being recognized.
- Participating in dangerous or boisterous behavior, such as, pushing, shoving, or fighting.
- Throwing objects either in the stands or onto the playing surface.
- Turning their backs while the other team is introduced, or holding up signs and newspapers.
- Displaying signs that are meant to degrade the other school, team or individual players.

Students who engage in prohibited fan behavior may face detention or suspension consequences as determined by the administration or Athletic director.

**FINANCIAL OBLIGATIONS**

A student may have financial obligations to the school or to his/her particular class or to the school. Payments for class obligations should be made to the Class Advisor; payment for other school-related items should be made directly to the Main Office. Any student who has an outstanding obligation at the start of a new school year will be placed on probation and may be ineligible to participate in any school social function. Accordingly, any senior with an outstanding financial obligation may not participate in Senior Activities, including the graduation ceremony, until that obligation is met.

**FOOD IN THE CLASSROOM**

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.

**ALL FOOD MUST BE CONSUMED WITHIN THE CAFETERIA.**
Only Water is allowed in the classroom at the discretion of the teacher or via permission through the school nurse. All water transported to the classroom must be securely capped. No consumption of food or drink of any kind is allowed in the hallways or stairwells.

**Curriculum Related Food Lessons**
When a teacher decides to include food as part of the curriculum, he/she will choose from the attached Allowable Food list, or 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 food celebration 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 these 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.

**Holidays and Other Celebrations**
We recommend that these be limited as much as possible. When a holiday or other celebration is planned and involves food, teachers will follow the same protocol as for Curriculum Related Food Lessons.
See Food Services/Dining

**Rewards and Incentives**
Food will not be used as a reward or incentive for any student unless indicated in an IEP.
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.
FOOD SERVICES/DINING
The dining area serves a variety of hot and cold full meals, snacks, beverages, and a la carte offerings.

No containers or food of any kind are allowed outside of the dining area during school hours.

Lunch will be served in four sessions. The dining area will be closed from 12:50 to 1:45 PM to allow for cleanup. Students must report directly to the cafeteria when dismissed for their lunch and may not leave the cafeteria during the lunch period. Appropriate behavior is expected of all students, which includes proper dining etiquette. A student displaying inappropriate behavior will be subject to disciplinary action, which may include loss of dining area privileges.

MyNutrikids.com
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 pre-payments 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.

FUNDRAISING
Classes rely on fundraising to support their many and varied activities. We encourage students to be supportive of one another in their efforts to provide social activities for the student body. All fund-raising projects for school groups are subject to review by the Student Council and approval of the building Principal or designee.

No food related items of any type are to be sold by students for the purposes of fundraising during the school day. No door-to-door sales will be allowed.

GRADUATION REQUIREMENTS
In order to graduate from Northbridge High School, a student must have earned 120 credits and meet the following core curriculum requirements:

Core Curriculum
English 20.0
Mathematics 20.0
Science 15.0
Social Studies 15.0
Fine & Applied Arts:
  Computers 5.0
  Health & Wellness 10.0
Elective Distribution 35.0

120 - Total credits required for graduation
Community Service Requirement – (see community service requirement)

**Class standing credits:**
A student transitions to the next grade level if he/she has earned cumulative credits and has the potential to earn total credits required for graduation in his/her identified class. Students will be placed on grade level probation, and identified as repeating a grade, if they are unable to attain the required number of cumulative credits for graduation in the current class. All students are provided with adequate opportunity to fulfill these requirements.

To be eligible to receive a diploma, all students must fulfill the requirements of the Massachusetts Comprehensive Assessment System (MCAS) testing and the Northbridge High School core curriculum requirements, which includes 85 credits in core disciplines and 35 elective credits. Our *Program of Studies* is aligned with the recommended Department of Elementary & Secondary Education (DESE) Mass Core.

**Credit for foreign study:**
Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student’s work. In these instances, the principal and student’s guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Northbridge High School.

**Graduation participation**
To participate in the graduation ceremony, it will be necessary for the student:
- To have successfully earned the total credits required for graduation.
- To have successfully earned the total credits required in the specific credit distribution.
- To have observed the specific conduct requirements for Northbridge High School students.
- To have resolved all financial obligations incurred at school.
- To have successfully passed the required Massachusetts Comprehensive Assessment System (MCAS) tests.

** Participation in the graduation ceremony and related senior activities are privileges extended to seniors in good standing and do not constitute a student’s right.**

**GUIDANCE**
Guidance services are an integral part of each student’s academic and personal experience. We know that frequent and open communication between the school and the family is not only important, but also critical during these sometimes difficult, transitional years. Northbridge High School strongly encourages parents/guardians to initiate and to maintain contact with their son/daughter’s counselor.
All students are assigned a Guidance Counselor. The counselor’s name will appear on each student’s schedule. These counselors are available to offer personal, vocational, career, and academic counseling.

In addition, Guidance Counselors work closely with school staff in monitoring a student’s overall performance. Students meet individually with their counselors and in small group settings. Parent/guardian’s interest and involvement are encouraged and counselors are available to meet with parent/guardian during the school day and in the evening by appointment.

The counselor assignments for 2017-2018 school year are:

Mrs. Green  Ms. Hubbell  Mr. Katz
Ext. 5107   Ext. 5106   Ext. 5105
A – F   G – M   N – Z

The following are examples when students, parent/guardian, or teachers should contact the Guidance Counselor whenever you have a concern or a question regarding your son/daughter’s overall academic performance. Good rules of thumb, when in doubt, just place a call to check it out.

Our Guidance Department offers a number of programs throughout the school year that will inform and educate both parent/guardian and students. Such program offerings include educational counseling, post-secondary planning, individual career assessments, job placement, admissions testing and financial aid. This information will be made available to students and parents/guardians via cable, accessing our web page, newsletters, and mailings throughout the school year. Information may also be obtained by contacting the Guidance Office directly at extension 5102.

**HALL PASSES**

Hall Passes are **REQUIRED** AT ALL TIMES in order to move around the campus between 7:25 and 1:55, except when you are changing classes or attending lunch. Hall Passes must be presented to a faculty or staff member when requested.

Loss of privileges and /or disciplinary action will result if:

- You fail to present your Hall Pass as requested
- You forge information on your Hall Pass
- You lend your Hall Pass to another student.

All students are **required** to sign in and out when leaving a room. A teacher will sign no more than one Hall Pass at a time in his/her classroom. Multiple Hall Passes may be signed for students who may be out of class for an extended time (computer lab, media center).
Students will not have Hall Passes signed 10 minutes before or 10 minutes after passing times. (See also “No Sign-Outs”).

HAZING
The practice of hazing is a criminal offense according to Massachusetts State Law – Chapter 269. Any conduct or method of initiation into any student organization, on public or private property, which willfully or recklessly endangers the physical or mental health of any person, is forbidden. The penalty of hazing may result in exclusion. The police will be notified.

C.269, §17. Crime of Hazing: Definition: Penalty
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c665.

C.269, §18. Duty to Report Hazing
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime. Added by St.1985, c536; amended by St.1987, c665.

C.269, §19. Hazing Statutes To Be Provided; Statement of Compliance and Discipline Policy Required
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that no institution issue copies of this section and sections seventeen and eighteen to unaffiliated student
groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through is designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this sections and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution’s policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

Added by St.1985, c.536; amended by St.1987, c.665

HEALTH SERVICES
Northbridge High School provides a full range of health care services for students. Our health care offices are located in the Health Office suite. It is fully staffed during the school day.

Dismissal The nurse may find it necessary to contact a parent/guardian for dismissal of a student. In these cases, the parent/guardian must arrange transportation. The school nurse should be notified of any changes in address, telephone numbers, or contact persons.

School nurses are allowed to administer Tylenol, Ibuprofen, Tums, and Benadryl to students. Parents will be asked to sign written permission for these medications. These medications are given at the nurse’s discretion. Except in the case of a temporary situation, e.g. fracture or injury, parents will be notified of students who consistently use over-the-counter medications more than five (5) times a month.

Medications Prescription and all other over-the-counter medications not listed above will require a written prescription from the student’s physician. A NEW PRESCRIPTION MUST BE
OBTAINED EACH SCHOOL YEAR. Forms may be obtained in the Health Office. All medication must be brought to school by a parent or guardian. The nurse will NOT accept medication from a student.

Diabetic students, students with asthma and students who require an EpiPen will be allowed to carry inhalers/Epipens/insulin with them during the school day. Written permission from the physician and parent is required for this.

**Students are not allowed to carry any medication with them during the day, including over-the-counter medication.**

All medications have potentially serious side effects. Students found with any medication will be referred to the Administration for disciplinary action who will follow the guidelines for possession of a controlled substance. If a student needs to take any medication in school, please call the nurse to make arrangements.

**Health Screening:** Mandatory health screenings are done according to state guidelines. Vision, hearing, and height and weight will be screened in grade 10. Parents of 10th grade students will be notified of their child’s Body Mass Index (an indicator for healthy body weight) on an annual basis. Parents may opt out on being notified of BMI by notifying the nurse in writing. Postural screening will be done on all 9th graders. Parents will be notified of any problems identified during screenings. State law requires a physical in 10th grade, as well as within 13 months of tryouts for competitive sports or cheer-leading. Transferring students must have had a physical within 13 months of entry to school, or one month after entry.

**Immunizations:** State law requires that all students be immunized against Tetanus, Diphtheria, Measles, Mumps, Rubella, Hepatitis B, Polio, and Varicella. Students whose immunizations do not conform to state law will be excluded from school until they can provide evidence of proper immunizations.

**Substance Use/Abuse:** The school nurse may be asked to assess a student for signs of substance use in school. The nurse, who has undergone Drug Impairment Training for Education Professionals, will assess the student according to the guidelines outlined in the training program. She will share her findings with administration.

Northbridge High School recognizes that the problems associated with substance abuse are prevalent both in and out of school. While we are supportive of our students’ needs, our number one priority is their safety and well-being. Students who have been found to be under the influence of illicit substances will be referred for a medical evaluation. Students who have been found to be in possession of, or under the influence of, illegal substances, in addition to the potential disciplinary consequences, may be referred to the Northbridge Police Department for possible additional civil and criminal penalties and/or may be required to provide the school nurse proof of participation and/or registration in a treatment program before they will be allowed to return to the school.
**Latex:** Latex based products, i.e., balloons, are NOT allowed on campus at any time. (See Latex Policy)

**HOMEWORK POLICY**
Homework contributes to the understanding of the curriculum and reinforces learning. Homework is an essential extension of daily classroom activities and is averaged into the term grade. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Assignments can serve different purposes: practice learned skills, prepare for future lessons, extend skills or concepts to new situations, create original applications of skills and concepts already learned.

The level of the course offering, the nature of instruction and the requirements of the course often determined the degree of homework assigned. Departmental and teacher guidelines should be followed.

Homework has a direct effect on a student’s grade. Please refer to the *Course Expectation Sheets* distributed to students in each class for specific course requirements. If a student is absent for more than two (2) days, parents/guardians are encouraged to contact the Guidance Office to request assignments missed and always, we encourage parents to initiate contact with the specific classroom teacher.

**Responsibilities of Students:**
1. Record the directions for homework in an assignment notebook;
2. Make sure the directions are clearly understood;
3. Maintain an appropriate study environment;
4. Accept responsibility for completing assignments and keeping materials in order;
5. Hand in any meaningful products on time;
6. Budget time properly for long-term assignments.

**Responsibilities of Parents:**
1. Provide a suitable place for study;
2. Establish a consistent study time;
3. Check student assignment notebook;
4. Oversee long-term assignments and assist student in learning to budget time accordingly;
5. Encourage student to accept responsibility for completing homework assignments;
6. Assist with - but do not do - the work;
7. Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.
**Homework/summer**
Students may be required to complete summer assignments depending upon their academic status or the courses they are scheduled. The individual teachers will give notice and information is posted on our webpage. Students are assigned a “summer reading” book in June and are expected to return in the fall prepared to discuss and write about their chosen book.

**HONOR ROLL**
Students are recognized for their academic success. An Honor Roll is published shortly after the close of each of the four quarters. This recognition is based on their quarter grades and is determined as follows:

- HIGHEST HONORS: All grades 93 – 100
- HIGH HONORS: All grades 87 – 92
- HONORS: All grades 80 – 86

**INCOMPLETE GRADES**
Students may receive an “I” for a course grade if he/she has excused absences during the quarter and has not completed the make-up work (See make-up policy) prior to the end of that quarter. A grade of “I” will remain for a maximum of 1 week after report cards are issued. Should the student fail to make up the work within the 1 week period, the student will receive a failing grade for that work which is not completed. In both cases, the *Incomplete* will be changed to reflect the earned numeric grade.

Any student who receives an *Incomplete* for the fourth quarter will be given one week at the close of school to make-up their work. Arrangements must be made with the classroom instructor. Incomplete grades will not be changed until the end of the 1st full week of school (which may impact eligibility).

**LAVATORIES**
Students have adequate time between class periods and extended passing to utilize the lavatories. Students are encouraged to use the facilities during these times. All lavatories are smoke free in accordance with NPS Policy and State law. Any violation of these laws is considered a significant infraction and will be dealt with accordingly. Frequent trips to the lavatories may be an indication of a more serious medical problem. Parent/guardian will be contacted and a referral to the school nurse may be made.

Any student found in a stall where smoke is present will be determined to be smoking and subject to the disciplinary action outlined in our *Smoking/Tobacco Policy and may be subject to a violation of state law*. If more than one student is found in a stall, all students in that stall will face disciplinary action. Students found in a lavatory without a designated pass during scheduled class time will be subjected to disciplinary action. No more than two students will be allowed out of a classroom at any given time.
Students must remain in the dining area for the entire assigned lunch block and should access the facilities found in the dining area.

**LOCKERS**
Each student is assigned a locker for his /her books and clothing. No student should use any other locker than the one issued directly to him or her. The student's schedule contains their locker and locker combination.

- All backpacks, hats, coats, etc. must be kept in the locker during the school day. Students are advised not to leave anything of value in their lockers. The school is NOT responsible for lost or stolen items left in lockers.

- Each locker is equipped with a built-in lock. This combination should not be given or shared with any other student. A student will retain the same locker throughout their high school years.

NO STICKERS, TAPE, GRAFFITI, CONTAINERS OR FOOD THAT HAS BEEN OPENED, ARE ALLOWED IN THE LOCKERS. Students may hang items if secured with magnets. Failure to adhere to this policy will result in disciplinary action and/or loss of locker privileges. Students are expected to keep their lockers clean and orderly.

**DO NOT SHARE YOUR LOCKER WITH ANY OTHER STUDENT. RESPONSIBILITY FOR THE CONTENTS REMAINS WITH THE STUDENT TO WHICH THE LOCKER IS ASSIGNED.** Do not put yourself in a position to get in trouble for what someone else puts in your locker by sharing!

Lockers remain school property and students are reminded that they are subject to inspection by the administration at any time. Any acts of vandalism, which include jamming or pinning the locking mechanism, will be immediately referred to the Administration. Lockers should be cleaned out on a regular basis and must be cleaned out the last day of school. Items left in lockers are not the responsibility of the school. And may be discarded or donated. Lockers may not be left “pegged” or propped open.

Lockers left in excessively poor conditions at the end of the year will be subject to a $5 maintenance fee. Monies collected in this manner will be added to the school's student activity account and will be used to support our student recognition program.

**LOCKER ROOMS** (Field House)
Our locker rooms are for the exclusive use of those students preparing for, or returning from, P.E. classes and for student athletes. **Students may not be in the locker rooms at any other time of the day, or for any other reason than cited above, unless specifically called to the locker room by a P.E. teacher or a coach.** Students found in the locker rooms without permission will face disciplinary action, which may lead to suspension.
THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. IF YOU ARE USING A LOCKER, LOCK IT UP. COMBINATIONS LOCKS ARE AVAILABLE FOR USE.

Only school issued locks are acceptable unless a copy of the key or the combination is given to the P.E. teacher. Any non-school issued lock that we do not have a key or a combination for will be cut off.

LOITERING
Loitering on school grounds is **not permitted** at any time. Students who are in the building or on school grounds should be involved in a scheduled activity. Students are expected to schedule rides home from events promptly after the conclusion of a school activity.

**After school hours**
Students are encouraged to participate in extracurricular and athletic activities, utilize the school’s resources, and to attend school events. However, students are not permitted to remain after school without an express purpose. Students are expected to be with teachers, in activities, athletics, or the library. Individuals found wandering or in questionable locations around the buildings and grounds jeopardize the privilege of staying after school and repeated infractions shall result in progressive disciplinary action. Additionally, students may not visit the Junior High School building or grounds without an administrator’s authorization.

**MAIN OFFICE**
The high school office is open daily from 7:00 a.m. to 3:15 p.m. Parents and students are encouraged to visit our homepage for forms, handbook information, and regular updates including a calendar of events. The automated telephone system will provide ready access to faculty and staff voice mails. Please allow appropriate time for teachers to return calls as they are teaching during the day and often do not have an opportunity to access their mailbox until the end of the school day.

Teachers are accessible via email (first letter of first name/last name @nps.org.)
Example lwhite@nps.org – Note: There are a few exceptions.

**MAKE-UP WORK**
Students are encouraged to accept responsibility for their own behavior and actions and to appreciate the value of attending school daily. It is the **responsibility of the STUDENT** to contact his/her teachers for work missed during school absences either in advance of their absence or immediately upon their return to school. Students will be given twice the duration of the student’s excused absence to make-up any work missed including tests/quizzes. The make-up period begins the day the student returns to school.

The teacher **may** grant additional time for unusual circumstances. This policy **does not** apply to class cuts, abuse of age of majority, or time lost due to unexcused dismissals. If a student chooses to cut a class, no make-up time will be given. Any student who has missed a test or a
quiz due to a class cut will be given a zero. If a student is absent for more than two days, parent/guardian are encouraged to contact the Guidance Office to request assignments missed.

Any assignment given prior to a student’s absence from class will be due the day the student returns to school. Students who are absent the day a quiz or test was given, but present when the quiz/test was previously announced, will be expected to take the test on the day of his/her return to school.

**MCAS/ Standardized State Testing**
According to Massachusetts Department of Elementary and Secondary Education language students are required to attain a “passing standard” on the Massachusetts Comprehensive Assessment System (MCAS) in order to be eligible for a diploma. Any student who fails to reach an acceptable score on any required MCAS/Standardized State tests may be rescheduled for academic support. Students are scheduled for retesting according to the dates scheduled by the DESE. Students must pass Mathematics, English/Language Arts and Science to be eligible to receive a diploma. Students who score in the advanced category on the MCAS/Standardized State tests and in the top 25% of their graduating class MAY be eligible for a John and Abigail Adams scholarship entitling them to FREE TUITION at a state college or University.

**MEDIA CENTER/LIBRARY**
The Media Center/Library provides students with an outstanding opportunity to continue their studies beyond the typical classroom. A schedule of hours will be posted and made available to students. Students are encouraged to expand their knowledge using technology/software, print and non-print materials, etc. Staff is present to support the students and to assist them in their researching and reading needs. In general, the following procedures are in place:

1. Materials may be taken out for two weeks. Renewal is possible if there is no waiting list.
2. Current magazines are available. Back issues and microfilm copies are available for student use.*
3. Reference books are available. *
4. Our center is “fine free”. We hope to continue this policy and ask everyone’s cooperation.
5. A signed Acceptable Use Policy will insure that students may gain access to a computer.
6. All students are asked to present a valid ID in order to gain access to a computer.
7. Students will be held financially responsible for lost/unreturned books at the end of the year.

*May not be removed from the library due to demand.

**N.A.E.P (Northbridge Alternative Education Program)**
The mission of Northbridge High School's Alternative Education Program is to give students in need the chance to mature and succeed academically and behaviorally. Students in the program will be given the opportunity to earn a high school education by completing their academic expectations in a substantially separate, nurturing environment.
They will learn to read, write, and communicate effectively; think critically and engage in problem solving; work independently, collaboratively, and creatively; and utilize appropriate technologies. Students will learn to accept responsibility for choices and actions. Students will participate in vocational opportunities to help foster their need for hands-on learning and give them the opportunity to learn a trade and develop a good work ethic.

Students in the Alternative Education Program will transition through levels in order to improve their academics and social behavior. The students will develop self-respect, respect for others, respect for their community and the desire to become successful and hard-working citizens.

**Who can access NAEP services?**
Students on IEP's, 504's, or regular education students who are identified through the EIT process through recommendations by administration, guidance, and the school psychologist for students identified as at risk or in need of the additional supports that NAEP offers. (This includes students who are truant, have emotional and behavioral issues, are “at-risk” of dropping out, need extra services for graduation, have difficulty socially)  Note: There are a limited number of seats available in NAEP and students with IEP's and 504's that call for these types of services will take priority for placement in the program.

**Goals of Program**
*Reduce the dropout rate
*Assist “at-risk” students
*Provide a safe place for students in need
*Provide students with extra services
*Create a more positive learning environment for all students in the school community
*Provide supportive instruction for social skills
*Provide therapy when needed
*Provide small group instruction with available staff members

**NATIONAL HONOR SOCIETY**  (See Eligibility)
Selection into the National Honor Society is a privilege, not a right. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.  (National Honor Society Handbook)

To be eligible for consideration, candidates must be in their Junior or Senior year, have attended NHS for at least one full semester, and have a cumulative grade point average of at least 4.0

It shall be the responsibility of the candidate to acquire, to complete, and to return the Student Activity Information Form. The form must be completed and returned to the Chapter Advisor(s) within ten (10) school days following the candidate’s notification of eligibility. The Faculty Council shall evaluate eligible candidates on the basis of service, leadership, character, and scholarship.
Service—30 hours within 12 months (50 within two years)
Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community as well as the student’s attitude toward service can be reviewed.

Students who serve:
   • Volunteer and provide dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
   • Work well with others and is willing to take on difficult or inconspicuous responsibilities.
   • Cheerfully and enthusiastically renders any requested service to the school.
   • Is willing to represent the class or school in inter-class and inter-scholastic competitions.
   • Do committee and staff work without complaint?
   • Participate in some activity outside of school, for example, Scouting, church groups, volunteer services for the elderly, poor, or disadvantaged.
   • Mentor persons in the community or students in the schools.
   • Show courtesy by assisting visitors, teachers and students.

Leadership
Holding offices in and/or participating in a variety of school and community activities may demonstrate leadership. A Student who exercises leadership:
   • Demonstrates initiatives in promoting school activities.
   • Exercises a positive influence on peers.
   • Is able to delegate responsibilities.
   • Inspires positive behavior in others.
   • Successfully holds school offices or positions of responsibility.
   • Demonstrates reliability and responsibility.
   • Is a leader in the classroom, at work, and in other school or community activities?

Character
The NHS faculty shall be surveyed regarding the character of those students who have completed and returned the Student Activity Information Form. A person of good character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and good citizenship, i.e.,
   • Takes criticism(s) willingly and recommendations graciously.
   • Exhibits cheerfulness, friendliness and poise.
   • Upholds principles of morality and ethics.
   • Complies with school regulations, including attendance and punctuality.
   • Exhibits the highest standards of honesty and reliability.
   • Show courtesy, concern and respect for others.
   • Are self-disciplined, perseveres, and shows powers of concentration.
   • Avoids cheating and profiting from the mistakes of others.
   • Actively helps to enhance a positive school atmosphere.
**Dismissal**
Members must maintain all the standards by which they were placed on National Honor Society. Failure to maintain these standards may result in probation and/or dismissal following a vote by the faculty council.

**Constitution**
The NASSP Honor Society Constitution governs the Northbridge High School Bernice T. Plante Chapter of the National Honor Society.

**“NO SIGN-OUT” LIST**
Students who are found to frequently abuse the use of hall passes, who frequently cut class, or who are frequently late to class or school may be placed on a no-sign out list for a designated amount of time. All Students who are assigned a disciplinary consequence for any reason, and fail to serve the consequence in a timely manner will be placed on this list until their consequence has been served.

**ONLINE COURSEWORK POLICY**
Most school districts and states have adopted content standards for their students. Northbridge High School believes that “shoehorning” content created for conventional classrooms into online delivery will diminish the overall quality of education. Therefore online courses that are utilized in place of core courses must be aligned with the state/district academic standards, curriculum frameworks, and assessments, that the institution providing online coursework are properly accredited, and that online courses have sufficient rigor, breadth, and depth to be awarded high school credit.

**Can I take an online class instead of one offered by NHS?**
While there is great value in taking advantage of the many online learning opportunities, we at Northbridge High School believe that online coursework should be utilized to complement, not replace face to face learning time for core graduation required courses unless there are extenuating circumstances that have prevented the student from completing their core graduation required courses in traditional face to face courses. (Examples of such instances include, but are not limited to, incarceration; medically excused leave such as drug rehab, long term suspensions, pregnancy, or major injuries/surgery; or death of a parent or close family member.) All such extenuating circumstances will be evaluated by the E.I.T. and/or Team and an education plan that is in the best interest of the student and that will allow them to make academic progress will be considered. All education plans that include substituting an NHS course with an online version MUST have the approval by the Principal.

No more than one online course may be taken in place of a core graduation requirement prior to the students original date of graduation without filing an appeal with the Principal. The Principal has discretion to grant waivers of this rule if there are substantial obstacles that have
prevented the student from completing their normal program of studies. In all cases, the online content that is utilized to replace a core graduation required course must meet the curriculum content standards and must also be offered by an accredited institution, or match the requirements of rigor and relevance of the core course it is intended to replace.

Students who need to pass more than one core graduation required course prior to their original date of graduation will not be allowed to begin additional coursework until the Monday after their originally scheduled graduation date.

**Can students take online courses that are offered at Northbridge High School?**

If a course is offered at NHS students should sign up and take the traditional face to face course. However, recognizing that scheduling conflicts can arise in a small school, and that students may not be able to take a particular course that they want that is part of their academy, or in an area they hope to major in college, with Principal, Department chair, and Guidance counselor approval, if the student has a full load of courses, they may be granted a waiver and allowed to take an online version of a course offered at NHS if it meets the same academic standards.

**Credit Recovery**

Please refer to the Credit Loss section in the handbook

**Seniors**

Seniors who are still failing a course for the year at the start of 4th quarter will have a meeting with the classroom teacher and the Principal to agree on a plan to try to help them pass the course. If by progress reports of 4th quarter, the senior is still failing the course for the year, a meeting with the Principal and the teacher will be held again to determine if the student can pass the course for the year.

If the Principal determines there has not been a legitimate effort academically and with regards to attendance, the courses will be offered on the Monday following graduation. Seniors who do not have their graduation requirements met and/or do not have the required credits to graduate by the last day of Senior finals may not be allowed to participate in any Senior Activities.

**PASS/FAIL OR AUDIT OPTIONS**

Students may elect to take one course each semester or one full year course on a pass/fail or audit basis. Any student electing this option must be enrolled in a minimum of six full year equivalent courses.

A student receiving a $P$ for the course will be awarded credit and the grade will not be computed into the GPA or class rank. The final transcript will reflect the grade of P or F. No credit will be awarded for a grade below 60.

A student who chooses to audit a course will receive no credit and the final transcript will indicate $AU$. Students must discuss these options with his/her counselor.
A student may only elect these options prior to issuance of the first report card for semester courses or no later than the second report card for full year courses. If a course is oversubscribed, auditing will not be allowed.

**PASSING TIME**
Students have four (4) minutes to pass between classes. This is ample time to move in an orderly and respectful manner to class. Students are expected to use this time to use the facilities or to access their lockers and to plan their trips according to their class schedules.

Students will be expected to follow the traffic patterns established by the school in order to facilitate ease of movement. Teachers are discouraged from issuing passes for any reason during class time.

**PHYSICAL EDUCATION/EXEMPTION**
Any student requesting an exemption from physical education due to a medical condition must submit a written note from a doctor stating the reason and the length of time the student will be excused. Under such circumstances, teachers, at their discretion, may request students make up any classes missed or may provide an alternate activity.

**PROBATION**
The principal may place students on probation who are experiencing academic difficulty or who are acting consistently in a manner that is in conflict with our policies and procedures. This probationary period may include suspension of participation in athletics, extra or co-curricular activities, or participation in other activities as they relate to the social climate of our school. This probation will not exclude any disciplinary action that is taken as a matter of routine.

**PROGRAM OF STUDIES GUIDE**
All students will receive a Program of Studies Guide to assist them with course selection and career planning. This Guide is distributed to students in early spring. This Guide contains course selection sequences for each discipline as well as an overview of each course, credit hours and other information that will assist parents/guardians during this process. Guides are available through the Guidance office and are updated each year to reflect the program of studies offered at Northbridge High School. Visit the NHS website to view the program of studies.

**PROMOTION & RETENTION**
A student transitions to the next grade level after he/she earns cumulative credits equal to 25 percent of the total number of credits required for graduation. Students are placed on grade level probation if they are within five (5) credits of the required number of cumulative credits required each year. All students receive opportunity to fulfill these requirements. The following breakdown outlines the minimum credit requirements for grade promotion:
Freshmen to Sophomore year: 30 credits
Sophomore to Junior year: 60 credits
Junior to Senior year: 90 credits
NHS Graduation: 120 credits

REPORT CARDS & PROGRESS REPORTS
Report cards are issued quarterly and contain valuable information regarding your son/daughter's overall performance in school. Notification of report card distribution will be made available to parent/guardian via cable, web page, message boards, and school calendar postings. The last quarter report card is mailed; all other quarter report cards will be available through the iParent portal. (See iPass) Parents/guardians who have specific concerns regarding their son/daughter’s performance should contact the individual teachers as a first step. Progress Reports will be issued at the midpoint of each term. The dates of issue are listed in the “Calendar of Events” and posted on local cable. They contain important information regarding your student’s academic performance, attendance, strengths and areas needing improvement.

SCHEDULE CHANGES (ADDING/DROPPING COURSES)
Parent/guardian and students are encouraged to carefully select the courses during the course selection process. Every effort is made to provide adequate staffing and reasonable class sizes to meet the needs of the students. The selection process provides valuable information and decisions regarding what courses will actually be available, what teachers will teach the course, and what class size limitations will be present. Any schedule change affects the value of these decisions.

In certain cases, a course change may be necessary. A course change will not be made based on teacher assignments unless a persistent discipline problem is evident. No course change will be made without the approval of the building Principal.

If schedule changes are necessary, the following timeline will be followed without exception:

1. It is encouraged that students solidify their schedules prior to the start of the school year; but it is understood that circumstances may occur that will require change. Students must make the schedule changes via email or by appointment prior to each semester. There will not be an add/drop period. A level change during a term may be permitted if approved by the classroom teacher and a parent/guardian. It should be noted that the request will not be automatically honored. The student’s parent/guardian, the classroom teachers involved, the Department Chairperson, Guidance Counselor, and the Principal must approve any changes. Students should report to their scheduled class until they receive notification of an official change of course.

2. Teacher initiated changes may be recommended during the first quarter that the student is enrolled in a course. Any change will be discussed with the student and parent/guardian.
3. After the first marking period ends, a student who drops a course will receive a Withdrew Passing (WP) or a Withdrew Failing (WF). This grade designation will be noted on the permanent record and transcript.

Every effort will be made to assist students to resolve any issues that they may be having in a particular course before considering a schedule change. Schedule changes are the last, not first option.

**SCHOOL CLIMATE**
The Northbridge High School community is committed to fostering and providing a positive, mutually respectful climate focused on student centered learning in support of our Mission Statement.

Our goal is to create an educational experience that encourages ALL students to strive for their personal best.

Throughout the year, students and staff will participate in events, recognition and award sessions, social and academic initiatives and various celebrations designed to engage and acknowledge our students. Students and staff will work collaboratively to make this goal our reality.

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

The Northbridge High School Council membership consists of the Principal, parent/guardian(s), teachers, students and community representatives. Individuals interested in serving on School Council may inquire by contacting the Principal’s office.

The primary responsibilities of the NHS 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 are invited to attend. The School Council meets the 2nd Wednesday of each month, 2:30-4:30 PM at Northbridge High School. Specific dates are posted at the beginning of each school year our webpage.
**SCHOOL STORE – RAMS STAND**
Students in the Marketing/DECA Program manage the school store. Students may participate in the operation of this business by enrolling in the related course(s). All students may visit the store during store business hours.

The school store sells school spirit items, NHS clothing, school supplies and other items that meet the needs of the students and staff. The store is located in the Main Foyer. Shop often and support your School!

**SCHOOL WIDE RUBRICS**
Northbridge High School incorporates the use of school-wide rubrics and teacher created rubrics. The school-wide rubrics are located on the NHS website at http://www.nps.org/highschool/rubrics

**SEARCH AND SEIZURE (Also See District Policy)**
The safety and security of all our students is our first priority. Therefore, in order to preserve order in the school, and/or to protect the safety of any member of the school community, searches and seizures of student property will be conducted for reasonable suspicion. When violations of the law are suspected, police officials will be notified. Searches will be conducted by Administration only.

The school reserves the right to seize and search a student’s cell phone or personal electronic device if there is reasonable suspicion that the device has been used to commit a crime or break school rules. This includes the suspicion of illegal drug activity and/or sending bullying or harassing text messages.

**SKATEBOARDS/ROLLERBLADES/“Hover”Boards**
To insure the safety of all students while on school property, skateboarding, rollerblading or any activity that is considered potentially dangerous or unsafe is strictly prohibited. Motorized “hover”boards or scooters are not allowed in the building at any time due to the threat of combustion.

**SMOKING/TOBACCO PRODUCTS**
It is the policy of Northbridge High School to maintain a smoke free environment for all students and staff. In accordance with Massachusetts General Law Chapter 71, Section 2A, it is unlawful for a student to use tobacco products of any type on school grounds at any time.

It is against NPS Policy to use tobacco products at any school-sponsored activity. Any violation of this policy will result in disciplinary action. In all instances, the tobacco and related paraphernalia will be confiscated and will not be returned to students. Paraphernalia includes,
but is not limited to, matches, lighters, vaporizers, rolling papers, and smokeless tobacco products.

**Electronic or battery operated cigarettes or vaporizers, etc.** - Whereas there is no easily discernible way to tell whether these products contain nicotine or other illicit substances, and the products give the appearance to others of “smoking”, these products will be classified under the “tobacco products” policy and will be treated in the same manner as other tobacco products outlined in this policy.

Students who disregard this regulation will be subject to disciplinary action up to and including suspension. Students who become chronic offenders will be subject to school suspensions of increasing duration including Out-of-school suspensions. All students will have an opportunity to participate in a smoking cessation program if available. Participation in a formal smoking cessation program may mitigate pending disciplinary action for students found smoking on the school grounds.

**STUDENT IDENTIFICATION CARDS (I.D.)**
All students are provided, free of charge, with photo identifications. The replacement cost for any lost ID is $5. Any student who misplaces their ID should contact the office immediately. All Students are required to have their student ID photo taken on the day of School Pictures.

**STUDENT LEADERS**
A student leader is inherently held to a higher standard than others. Student leaders must be known in their sphere of influence (family, church, school, peer groups, online social media) as a person of character worth imitating. Leaders must accept this important responsibility with great seriousness and accept following additional responsibilities.

**Attendance** – A leader cannot be effective if he/she is not present. Student Leaders are expected to be present at all scheduled meetings and events for their activities. Student leaders are also expected to maintain a 95% or better daily attendance rate and stress the importance of attendance with their peers.

**Visual Leadership** – Attendance does not necessitate leadership. Leaders have followers and influence others. A student leader is expected to visibly lead while at Northbridge functions. This includes:
- Setting an example by showing up early to events and assisting if there is work to be done.
- Setting an example by respecting adult leadership and working collaboratively with them.
- Mentally and physically engaging in the activities to their fullest potential and encouraging others to do the same.
No Tolerance policy for substance abuse – All student leaders will be held to the same standard as student athletes with regards to substance abuse. (See Eligibility)

Students in leadership positions who violate this policy will be subject to losing their position. Decisions of this nature will be made by the Principal with input from the coach(es) and/or advisor(s).

STUDENT MEETINGS
Students are encouraged to meet regularly for the purposes of supporting the many organizations that we offer. All meetings and requests for use of facilities must be arranged with an Administrator or an activity advisor.

STUDENT RIGHTS AND RESPONSIBILITIES
As a student you are considered a citizen of this school community. Citizenship, as in any community, is something which confers fundamental rights and equally important responsibilities upon each of its members.

Student Rights :
As a student in Northbridge High School, you have the right:
- to be treated with respect by all members of the school community;
- to be personally safe
- to do your school work in clean and pleasant surroundings;
- to freedom of expression and opinion so long as you do not cause disruption or disorder within the school;
- to a full and appropriate education;
- to "due process" in the fair application of individual classroom and school wide discipline policies.

Student Responsibilities :
As a student in Northbridge High School, you have the responsibility:
- to treat all members of the school community, both pupils and staff, with respect;
- to help make the school a safe place for all;
- to ensure proper care and security of all personal and school property;
- to help keep the school a clean and pleasant place for everyone;
- to express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others;
- to meet all your academic obligations to the very best of your abilities;
- to know and understand individual classroom and school wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations.

STUDENT SUPPORT TEAM (SST)
The Student Support team which consists of guidance, administration, health services, and special education personnel, will assist in identifying students who may require additional
support, both academically and socially. Meeting weekly, the team’s proactive approach is designed to help develop strategies to meet the needs of individual students as well as the overall school population. Any faculty or staff member may refer students to the SST by utilizing the referral form. Students referred to the team may be determined to require further assessment and evaluation for services provided through special education or other student supports. The SST will assist in the identification of transitional and school wide issues which may result in workshops and presentations on such topics as stress reduction, anger management, self-esteem, etc.

SUMMER SCHOOL
Northbridge High School may offer summer school in core subject areas to students who obtain a numeric equivalent of 50 or above as a final grade. Students with a grade of less than a 50 with extenuating circumstances may appeal to the principal for a waiver in order to attend summer school.

- Students are responsible for their own transportation and for the tuition in order to take the class or classes.
- Attendance is mandatory for all class meetings.
- Any student more than 15 minutes late to any class meeting may risk failing the course.
- Courses will run only if a minimum number of participants is met.

Summer school hours are typically 7:30 a.m. - 11:30 a.m., and the courses run for a two-week period. More information is available through the guidance department.

SUMMER READING
Summer reading is assigned to all students. Information will be distributed through the English department and available on our website.

TELEPHONE USE – School Phones
School telephones are for official school business only and may not be used except in cases of emergency and with the permission of an Administrator. All telephones in classrooms, conference areas, etc., are strictly off limits. No student will be issued a pass to use the telephone during class time. See Electronics Policy

TEXTBOOKS
Students are issued textbooks as one of many learning tools. These textbooks are the property of Northbridge Public Schools and are on loan to the student. Students are expected to cover these books and to keep them from being defaced in any way.

Textbooks are numbered and recorded by the issuing teacher. All books that are returned in poor condition or lost must be paid for or replaced. A student will be determined to be not in “good standing” until such time as payment is made.
It is the student’s **responsibility** to return all textbooks assigned to them at the end of the year. Students who fail to return books to their teachers and simply leave them in their lockers will be charged a $5 handling fee (per book) which will be added to their financial obligations. 

**NOTE:** Monies collected in this manner will be added to the schools lost book account and will be used to repair/replace damaged books.

**UNAUTHORIZED AREAS**
Students are not allowed in an unauthorized area during the school day without permission of Administration or unless otherwise accompanied by a staff member as part of classroom instruction.

A non-designated area is defined as any non-instructional area of the building and any area outside of the building, including but not limited to, the parking lot.

The parking lot, and any parked vehicle are considered unauthorized areas. No student should be found hanging, leaning, or loitering on or near any of the balcony areas or stairwell. **See Loitering Policy.**

**USE OF FACILITIES**
Students wishing to use the facilities for any reason beyond the school day should see an Administrator or their Class/Club Advisor.

**VACATION POLICY**
Northbridge High School believes that vacations and extended absences while school is in session have a negative effect on student performance and are strongly discouraged.

Northbridge High School does not recognize family trips as an excused absence, regardless of the activities involved in the trip. The school District is not in the position of overseeing family vacations or evaluating the educational nature of a family trip. The dates that your children are absent will be recorded as unexcused and will be subject to the credit loss policy.

Parent/guardian seeking to take their student out-of-school for the purposes of an extended vacation must make an application to the Principal **no later than two weeks prior to departure.** The student and parent/guardian are responsible for completing the application form. The **Family Vacation Form** details the process for approval and is available online and in the Main Office.

Vacation absences, even with the form, are deemed unexcused from an attendance policy standpoint, but filing the form allows students to make-up the work without penalty.

Teachers are not required to go out of their way to offer additional assignments or accommodations to students absent during vacations; to modify existing assignments; or to
accept or grade assignments that are turned in beyond the agreed upon deadlines set by the teacher PRIOR to leaving on vacation if the vacation forms are not filled out in a timely manner.

**VALUABLES/LOST AND FOUND**
Students are urged not to bring articles of value or large amounts of money to school. If it is necessary to bring valuables or money, they can be stored in the Main Office for the day.

Locks are available through the health & wellness department to secure valuable during health/wellness classes. Student losses should be reported to the office as soon as possible. Any articles found should be brought to the Main Office.

**VENDING MACHINES**
Vending machines are available in the cafeteria for use by the students and staff. Students may freely access these machines before and after school, during break and at lunch.

**No food or beverage may be removed from the dining area during the school day.**

All students are responsible for keeping the building clean. Any student found violating this policy will be subject to disciplinary action and will be prohibited from using the vending machines.

**THE TEACHER'S LUNCH ROOM IS OFF LIMITS TO STUDENTS.**

**VHS - Virtual High School** AP, HONORS, CP
VHS courses are the wave of the future in preparing students for college and a great way to learn more about a specialized area of interest. VHS courses are for independent learners that are self-motivated and in good academic standing. Students may visit www.govhs.org for a full list of courses available. Seats are limited and students must apply early.

Students may take a VHS course in addition to their regular schedule or have the course scheduled into their school day. It is preferred that students have internet access from home but not required.

VHS courses are offered to supplement the existing NHS classes. Students are not allowed to enroll in a VHS course subject that is offered at NHS. Exceptions may only be made if there is a scheduling conflict of a required course, with the approval of the building principal.

**WITHDRAWAL OF STUDENTS**
Any student who is moving and/or withdrawing from Northbridge High School must obtain the proper release forms from the Guidance Office. These forms must be completed before a student can be officially withdrawn.
All books and school owned materials must be returned and all financial obligations must be met before the forms can be processed. See Attendance Policy

**WORK PERMITS**
A student’s primary job while in high school is that of a student. However, we recognize that a work experience can help to connect the learning that takes place in the classroom can be enhanced by a career or work based experience.

In the event a work schedule interferes with the academic progress of a student, the school may require a conference with the parent/guardian and student.

Any student wishing to secure employment and who is between the ages of 14 and 19 must obtain a work permit from the high school Main Office.

The Guidance Office maintains a current school-to-career job bank and will provide career guidance, resume preparation, and other related activities to assist them in their pursuits.
APPENDIX 5 – STUDENT DISCIPLINE

EXPULSION FOR ASSAULT ON STAFF, POSSESSION OF WEAPONS, OR POSSESSION OF CONTROLLED SUBSTANCE

Chapter 71: 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. 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 other 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 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.

**SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION**

Chapter 71: Section 37H 1/2 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.

SUSPENSION OR EXPULSION ON GROUNDS OTHER THAN THOSE SET FORTH IN SECS. 37H OR 37H1/2

Chapter 71: Section 37H 3/4 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.

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**DESE REGULATIONS REGARDING PROCEDURES FOR STUDENT DISCIPLINE UNDER SECTION 37H3/4**

*(SECTIONS RELEVANT TO RIGHTS OF STUDENTS AND PROCEDURES ONLY)*

**603 CMR 53.00 – Student Discipline, effective July 1, 2014**

53.06: Notice of Suspension and Hearing under Section §37H¾

(1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a
suspension as a consequence for a disciplinary offense without first providing the student and the
parent oral and written notice, and providing the student an opportunity for a hearing on the
charge and the parent an opportunity to participate in such hearing.

(2) The principal shall provide oral and written notice to the student and the parent in English
and in the primary language of the home if other than English, or other means of communication
where appropriate. The notice shall set forth in plain language:

(a) the disciplinary offense;
(b) the basis for the charge;
(c) the potential consequences, including the potential length of the student's suspension;
(d) the opportunity for the student to have a hearing with the principal concerning the proposed
suspension, including the opportunity to dispute the charges and to present the student's
explanation of the alleged incident, and for the parent to attend the hearing;
(e) the date, time, and location of the hearing;
(f) the right of the student and the student's parent to interpreter services at the hearing if needed
to participate;
(g) if the student may be placed on long-term suspension following the hearing with the
principal:

1. The rights set forth in 603 CMR 53.08 (3)(b); and
2. The right to appeal the principal's decision to the superintendent.
3. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07: Emergency Removal under Section 37H¾

(1) Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

(a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
(b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
(c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

(2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

i. 53.08: Principal's Hearing under Section 37H¾

(1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.

(2) Principal Hearing - Short-term Suspension

(a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the
alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

(3) Principal Hearing - Long-term Suspension

(a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

(b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;

2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

4. the right to cross-examine witnesses presented by the school district;

5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an
audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

2. Set out the key facts and conclusions reached by the principal;

3. Identify the length and effective date of the suspension, as well as a date of return to school;

4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);

5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

   a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

   b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.
53.09: Superintendent's Hearing under Section 37H¾

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (c) 5.a). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

53.10: In-School Suspension under Section 37H¾

(1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

(2) The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

(3) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the
student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

(4) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

(5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

iv. 53.11: Emergency Removal [from privileges] under Section 37H¾

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H¾ or 603 CMR 53.00.

v. 53.12: Disciplinary Offenses under Section 37H or 37H½

(1) School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under G.L. c. 71, §§37H or 37H-½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.

(2) The principal may remove a student who has committed a disciplinary offense under G.L. c. 71, §§37H or 37H½ from school for more than ninety (90) days in a school year.

(3) Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

vi. 53.13: Education Services and Academic Progress under Sections 37H, 37H½, and 37H¾

(1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

(2) Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services
and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

(3) The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under G.L. c 69, §§ 1D and 1F.

(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

(a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

(b) For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.