

2017-2018

North Brookfield Jr/Sr High School Student Handbook



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North Brookfield Jr-Sr High School

William Evans, Principal

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North Brookfield, MA 01535

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“A School of Choice”

PRINCIPAL’S MESSAGE

Welcome to North Brookfield Jr-Sr High School for the 2017-2018 school year!

In this document you will find important information about how the school operates as well key school policies. I encourage students and their parents/guardians to become familiar with the contents of the Student Handbook and to refer back to it whenever you have questions or concerns.

The NBHS policies and procedures are designed to ensure that all students are afforded the opportunity to maximize their academic potential in a safe, harassment-free environment. To that end, I strongly encourage all members of the school community to be proactive in ensuring that every student feels supported as they pursue their education. Working together, we can continue to maintain a healthy, productive, and fun environment for all of our students.

Lastly, I want to remind our students that what you get out of your high school experience will be a direct reflection of what you put into it. Your effort, more than any other factor, will determine how much success and how much fun you have as a student here at North Brookfield Jr-Sr High School. Research shows that students who participate in extra-curricular activities such as clubs, the arts, sports, and student government, perform better academically than those who do not. Being connected to the school beyond the academic day helps students feel a stronger sense of investment in their school experience, which pays off academically, physically, and socially. So, get involved!

If you have any questions or concerns about information in this handbook (or anything else) feel free to stop by and see me, e-mail me at wevans@nbschools.org, or call (508) 867-7131, ext. 1302.

Thanks, and have a great year!

Bill Evans
Principal

North Brookfield Jr-Sr High School does not discriminate based on a person’s race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness or disability.

NORTH BROOKFIELD JR/SR HIGH SCHOOL

****CORE VALUES AND STUDENT LEARNING EXPECTATIONS****

Core Values Statement

The North Brookfield Public Schools are guided by the belief that all students can become life-long learners and productive members of society when provided with a challenging curriculum and individualized support in a safe, tolerant, and diverse learning environment.

Student Learning Expectations

A North Brookfield graduate will be expected to:

LE 1: Communicate effectively in writing.

LE 2: Read and interpret varied texts accurately and insightfully.

LE 3: Effectively deliver oral presentations.

LE 4: Demonstrate problem solving and critical thinking skills.

LE 5: Conduct research effectively using various media.

LE 6: Actively participate in community service.

LE 7: Be a caring, informed, and active citizen who demonstrates respect, responsibility and readiness.

Rubrics for the Learning Expectations can be viewed on our website, www.nbschools.org.

NORTH BROOKFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE

Ms. Michelle Thayer, Chair
Ms. Meghan Cloutier, Vice Chair
Ms. Kristen DePasse, Secretary

Ms. Ruth Honthumb
Ms. Maria Tucker

SUPERINTENDENT OF SCHOOLS

Mr. Richard Lind (Interim)

NORTH BROOKFIELD JR/SR HIGH SCHOOL STAFF

William Evans	Principal
Allyson Bulger, Shiela LeBlanc	Co-Athletic Directors
David P. Hackenson	Grades 7-12 Guidance Counselor
Jessica Stanley	Grades 7-12 Adjustment Counselor
Maureen Floyd	School Nurse
Allyson Bulger.....	Principal's Secretary
Cynthia O'Hara	Technology Coordinator
Martin Shaw	Facilities Director
Joel Pettit	Librarian/Media Specialist
Anne Adams	Special Education
Hannah Alford	Special Education
Laura Cummins	Mathematics
Courtney Cummings	Music
Ellen Davenport.....	Special Education
Nancy DiPilato	Spanish
Stephen Doros	Social Studies
Nicole Giguere	Art
Jennifer Jacobson.....	Science
Shelly LaCaire	Special Education
Caitlyn Malone	Science
Kevin McNeill	Physical Education
Leslie Murray	English
Julia Pettee	Mathematics
Richard Rigney	English
Kristen Rose	French
John Rulnick	Mathematics
Damian Sarrette	English
Joshua Snyder	Science
Kurt Stanley.....	Social Studies
Michael Tift	Social Studies
Brenda Casey.....	Paraprofessional
Margaret Hanson	Paraprofessional
Channing LeBlanc	ABA Paraprofessional
Hillary Waugh	ABA Paraprofessional
Cheryl Zaluskas	Paraprofessional
TBD	Paraprofessional
TBD	Paraprofessional
David Cutrumbes	Custodian
George Noulette.....	Custodian
Andre Gaumont	Custodian
Lisa Cutrumbes	Custodian
Samantha D'Angelo	Food Services Director
Donna Holmes	Food Services Manager
Karen Chishom	Cafeteria
Cheryl Johnson	Cafeteria

NORTH BROOKFIELD JR/SR HIGH SCHOOL **SCHOOL COUNCIL**

Massachusetts Education Reform Act of 1993 created the School Council. The law explicitly gives the school principal responsibility for defining the composition and overseeing the formation of the Council pursuant to a representative process approved by the superintendent and School Committee. As co-chair of the Council, the principal is also responsible for convening the first meeting of the Council. At this meeting, the other co-chair is to be elected.

The law leaves it up to each principal, “pursuant of a representative process approved by the superintendent and school committee,” to define the size and composition of the council. It does, however, make three stipulations about membership:

1. Parents “shall have parity with professional personnel on the school councils.” Regardless of the size of the council, the number of parent representatives must be equal to the number of teachers who serve on the council plus the principal.
2. “Not more than fifty percent of the council shall be non-school members.” “Non-school members” are defined as members who are “other than parents, teacher, students and staff at the school.
3. The membership of school councils “should be broadly representative of the racial and ethnic diversity of the school building and community.”

Membership:

- Parent members are to be selected by the parents of students attending the school, in elections held by the local recognized parent-teacher organization.
- Teacher members are to be selected by the teachers in the school.
- Non-school members may be recruited by principals directly or selected by the organizations that are invited to send representatives to the council.

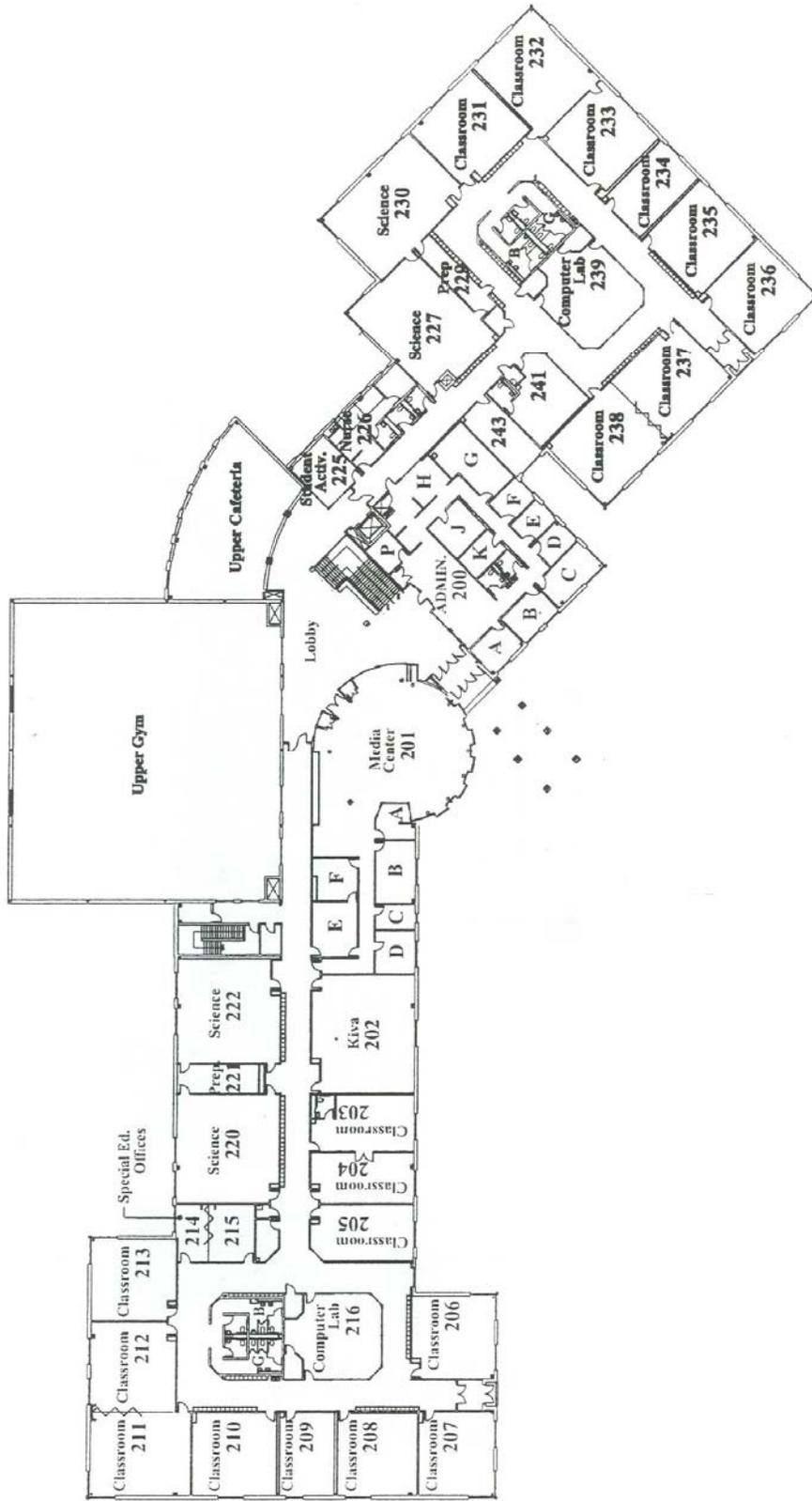
When a vacancy occurs for a parent or community representative, the principal will request applications over Channel 12 and during School Committee meetings. Parents or community members interested should send the principal a letter of intent. The principal will make the selection. There should be at least one student on the Council if the school contains grades nine through twelve.

The council is to assist the principal in preparing the school building budget, in developing the school improvement plan, and in any other areas in which the School Committee may grant policymaking authority to the Council. School improvement plans are submitted to the school committee for approval.

One of the most important roles of the School Council is the creation of a school improvement plan, which should have the following elements:

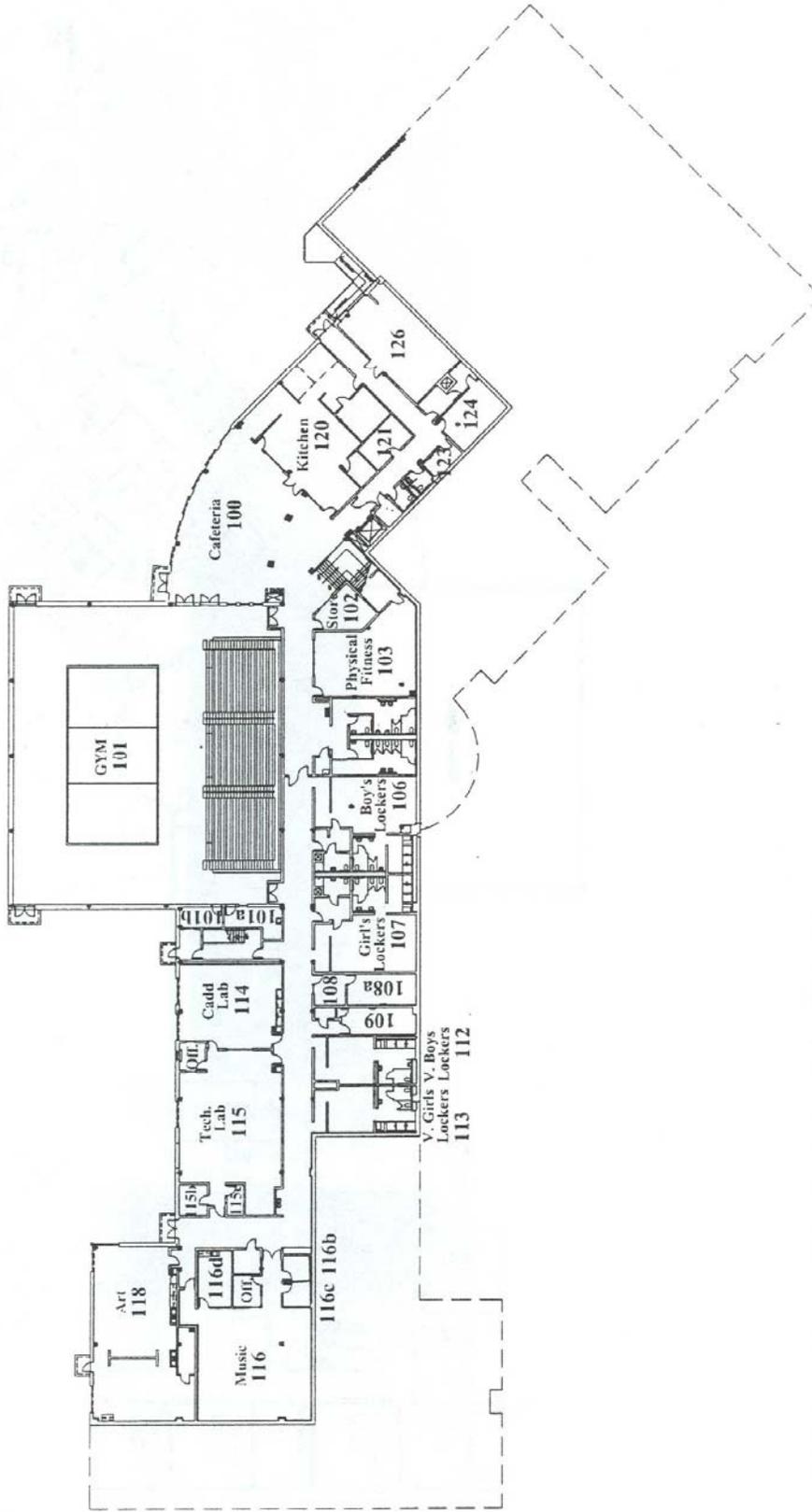
1. An assessment of the impact of class size on student performance, the student to teacher ratio, and ratios of students to other supportive adult resources
2. A scheduled plan for reducing class size, if deemed necessary
3. Professional development for the school’s staff and the allocation of any professional development funds in the school budget
4. Enhancement of parental involvement in the life of the school
5. School safety and discipline
6. Establishment of a school environment characterized by tolerance and respect for all groups
7. Extra-curricular activities
8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate program
9. Any further subjects the principal, in consultation with the school council, shall consider appropriate.

FLOOR PLAN



NORTH BROOKFIELD JR/SR HIGH SCHOOL
UPPER LEVEL

FLOOR PLAN



NORTH BROOKFIELD JR/SR HIGH SCHOOL LOWER LEVEL

**NORTH BROOKFIELD JR/SR HIGH SCHOOL
2017-2018 MARKING PERIODS**

1ST MARKING PERIOD (45 Days)

Expected End of Mid Term	Friday, September 29, 2017
Unofficial Grades Issued	Thursday, October 5, 2017
Expected End of Quarter	Friday, November 3, 2017
Report Cards Issued	Thursday, November 9, 2017

2ND MARKING PERIOD (45 Days)

Expected End of Mid Term	Friday, December 8, 2017
Unofficial Grades Issued	Thursday, December 14, 2017
Expected End of Quarter	Friday, January 19, 2018
Report Cards Issued	Thursday, January 25, 2018

3RD MARKING PERIOD – (46 Days)

Expected End of Mid Term	Tuesday, February 27, 2018
Unofficial Grades Issued	Tuesday, March 6, 2018
Expected End of Quarter	Tuesday, April 3, 2018
Report Cards Issued	Tuesday, April 10, 2018

4TH MARKING PERIOD - (45 Days)

FOR GRADES 7-11

Expected End of Mid Term	Thursday, May 10, 2018
Unofficial Grades Issued	Thursday, May 17, 2018
End of Quarter-	Wednesday, June 13, 2018 (to be determined later in the year pending snow days)

Final & Mid-Term Exams - Final and mid-term exams for high school students (grades 9-12) run for four days.

- Mid-term exams are administered at the end of the 2nd marking period.
- Final exams are administered prior to the last day of school.

All students should report to the last day of school which is ½ day. On this day, students will receive official grades, promotion status, and/or summer school options.

THE SCHOOL DAY

The buses will arrive at school by 7:30 AM. **Upon arrival at the school, students must remain on school grounds and may not leave without permission of the principal.** All senior high students (grades 9-12) are to proceed immediately to the cafeteria, and junior high students (Grades 7 & 8) are to report to the lobby. **Only seniors are allowed to go to their lockers before the 7:30 a.m. bell.** The first bell (7:30) is a warning bell for students to go to their first period class. The second bell will ring at 7:35 a.m. and that signifies the beginning of the first period. The school day ends at 1:58 P.M.

ANNOUNCEMENTS

Daily announcements are important and contain information of concern and interest to the entire school community. After the announcements have been approved by the administration, they are read over the intercom at the beginning of period 1. In order to have an announcement placed on the Daily Attendance Report, the designated form in the office must be completed. Guidance announcements dealing with scholarships, college and vocational representatives, and military service representatives are posted on the various bulletin boards within the high school.

DAILY BELL SCHEDULE AND PERIOD ROTATIONS

7th & 8th, 1st lunch

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Advisory
D 7:35-8:27	F 7:35-8:27	A 7:35-8:27	F 7:35-8:27	D 7:35-8:27	G 7:35-8:27	A 7:35-8:27	1 7:35-8:28
B 8:32-9:20	G 8:32-9:20	B 8:32-9:20	B 8:32-9:20	B 8:32-9:44	B 8:32-9:20	B 8:32-9:20	2 8:33-9:22
C 9:23-10:11	C 9:23-10:11	D 9:23-10:11	C 9:23-10:11		C 9:23-10:35	C 9:23-10:11	3 9:25-10:14
Lunch 10:11-10:36	Lunch 10:11-10:36	Lunch 10:11-10:36	Lunch 10:11-10:36	C 9:47-10:35		Lunch 10:35-11:00	Lunch 10:11-10:36
F 10:39-11:51	D 10:39-11:51	G 10:39-11:51	A 10:39-11:51	F 11:03-11:51	A 11:03-11:51		D 10:39-11:27
E 11:54-12:42	E 11:54-12:42	E 11:54-12:42	E 11:54-12:42	G 11:54-12:42	E 11:54-12:42	E 11:30-12:42	
G 12:45-1:33	A 12:45-1:33	F 12:45-1:33	G 12:45-1:33	A 12:45-1:33	D 12:45-1:33		F 12:45-1:33
DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	6 1:09-1:58

HS, 2nd lunch

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Advisory
D 7:35-8:27	F 7:35-8:27	A 7:35-8:27	F 7:35-8:27	D 7:35-8:27	G 7:35-8:27	A 7:35-8:27	1 7:35-8:28
B 8:32-9:20	G 8:32-9:20	B 8:32-9:20	B 8:32-9:20	B 8:32-9:44	B 8:32-9:20	B 8:32-9:20	2 8:33-9:22
C 9:23-10:11	C 9:32-10:11	D 9:23-10:11	C 9:23-10:11		C 9:47-10:35	C 9:23-10:35	C 9:23-10:11
Fa 10:14-10:36	Da 10:14-10:36	Ga 10:14-10:36	Aa 10:14-10:36	Fa 10:38-11:00			Aa 10:38-11:00
Lunch 10:36-11:01	Lunch 10:36-11:01	Lunch 10:36-11:01	Lunch 10:36-11:01		Lunch 11:00-11:25	Lunch 11:00-11:25	
Fb 11:02-11:51	Db 11:02-11:51	Gb 11:02-11:51	Ab 11:02-11:51	Fb 11:26-11:51			Ab 11:26-11:51
E 11:54-12:42	E 11:54-12:42	E 11:54-12:42	E 11:54-12:42		G 11:54-12:42	E 11:54-12:42	
G 12:45-1:33	A 12:45-1:33	F 12:45-1:33	G 12:45-1:33	A 12:45-1:33			D 12:45-1:33
DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	DS 1:36-1:58	6 1:09-1:58

HS, 3rd lunch

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Advisory
D 7:35-8:27	F 7:35-8:27	A 7:35-8:27	F 7:35-8:27	D 7:35-8:27	G 7:35-8:27	A 7:35-8:27	1 7:35-8:28
B 8:32-9:20	G 8:32-9:20	B 8:32-9:20	B 8:32-9:20	B 8:32-9:44	B 8:32-9:20	B 8:32-9:20	2 8:33-9:22
C 9:23-10:11	C 9:23-10:11	D 9:23-10:11	C 9:23-10:11		C 9:23-10:35	C 9:23-10:11	3 9:25-10:14
F 10:14-11:26	D 10:14-11:26	G 10:14-11:26	A 10:14-11:26	C 9:47-10:35		A 10:38-11:26	D 10:14-11:02
				F 10:38-11:26	Lunch 11:02-11:27		Lunch 11:06-11:31
Lunch 11:26-11:51	E 11:30-12:42						
E 11:54-12:42	E 11:54-12:42	E 11:54-12:42	E 11:54-12:42	G 11:54-12:42	E 11:54-12:42		F 12:45-1:33
G 12:45-1:33	A 12:45-1:33	F 12:45-1:33	G 12:45-1:33	A 12:45-1:33	D 12:45-1:33	DS 1:36-1:58	
DS 1:36-1:58							

****GENERAL INFORMATION****

AFTER SCHOOL

Students who remain in the building after school must be under the supervision of a teacher, staff member, advisor or coach. Students in any other area of the building and not supervised may be subject to disciplinary action. If students are asked to leave the building by any staff member, (including custodial staff, athletic staff, and extra-curricular personnel), they are to exit the building immediately. Groups using the building or facilities must fill out a "Building Use" form and have the approval of the superintendent in advance of the activity. These groups are restricted to the specific area or rooms requested.

BOOKS

The books students are given at the beginning of the year are their responsibility. When a student receives a book, he/she will fill in the book receipt and label on the inside cover, giving his/her name, date, and condition of the book. Books must be covered throughout the year. Books are expected to be returned in the same condition in which they were received. If the book is lost, written in, or damaged in any way, the student and/or parents will be financially responsible.

CARE OF SCHOOL PROPERTY

The administration, teachers, and students are custodians of the school property including grounds, buildings, equipment, books, and supplies. Any destruction or defacement of school property is a serious matter. A charge will be made for all lost, damaged, or destroyed property.

The school committee shall determine fines for injury to school property. The State Law in Chapter 266, Section 98, of the General Laws states specifically that: "Whoever willfully or intentionally destroys, defaces, mars, or injures a school house **SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$500.**" Vandalism of school property could result in court action as well.

CIVIL RIGHTS

North Brookfield Jr/Sr High School does not discriminate based on a student's race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness, or disability. All students have equal access for admission to school courses, extracurricular activities, and employment opportunities. Students will not be excluded for reasons of marriage or pregnancy. Violations of a student's civil rights, verbal or physical, are considered serious breaches of the discipline code and will be addressed as such by the administration. Discrimination should be reported to the principal or Title IX, Chapter 622 coordinator.

CLASS DUES

Each class incurs expenses during the course of its four years at North Brookfield Jr/Sr High School. For this reason classes perform certain fundraising functions and assess class dues. Each class member is obligated to do his or her fair share in the fundraising work and pay class dues as assessed. No junior or senior can attend the prom unless he or she has paid class dues to date. Dues are currently \$20.00 per year.

DISMISSAL

All dismissal notes must be handed in to the office before the start of the school day. Each note must contain the student's name, reason for dismissal, the phone number where a parent may be called and the parent's signature.

Students who become ill after arriving at school may be dismissed (after consultation with the school nurse and with approval of the building principal).

ELEVATOR

For those students unable to climb stairs, elevator service is provided. Students who need to use the elevator must obtain authorization from the administration prior to such use. The elevator is otherwise restricted for use by students.

FIELD TRIPS

Students attending field trips are seen as representatives of the school. The student's behavior not only reflects on them as an individual, but also on the entire student body. Therefore, the student is expected to behave respectfully at all times. The student code of conduct is in effect on all field trips and at athletic events. A permission slip signed by the student's parent or guardian is required to allow him/her to go on a trip sponsored by the school. One of these slips will be given to

the student in advance of the trip.

All out of state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the school committee.

FOOD AND BEVERAGES

Food and beverages are not permitted outside of the cafeteria, with the following exceptions:

- With the permission of the teacher, food and beverages are permitted in the classroom for special activities.
- Students may have a beverage (coffee, hot chocolate, etc.) during the first period of the day.
- Students may drink clear water at any time during the school day.

GYMNASIUM

Students are only to use the gymnasium when under the direct supervision of a faculty member or designated supervisor.

HOMEWORK

Homework will be assigned in compliance with school committee policy. This will vary from simple practice assignments to be completed in one night, to involved projects covering a period of days or weeks. The amount of credit given to such assignments will be determined by the nature of the assignment. Homework is factored in to the student grade.

INSURANCE

Each year there is an inexpensive program of school insurance, which is optional for students.

LIBRARY

When reporting to the library, students are expected to arrive with all materials they will need to complete their assignment and to work quietly.

Students are permitted to borrow books from the library for two (2) week intervals and they may be renewed twice. Books are to be returned prior to or on the due date so that other students may have access. If a library book is damaged or lost, students must pay for its replacement cost.

Students must sign the computer sign-in sheet at the circulation desk before using a computer. Computer use in the media center is limited to educational programs only. All existing computer rules for students apply in the library as well as the computer labs. Students may not change the desktop configuration without permission. Students must get permission from library staff before using the printer, copier, or downloading from a computer disk/memory stick.

LOCKERS

Although students are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The lockers may be subject to search for a variety of reasons. Lockers suspected of concealing the following will be searched: drugs, alcohol, tobacco products, materials of a disruptive nature, stolen properties, weapons or other items which pose a danger to the health and safety of the student and other students and school employees.

No student is to use an unassigned locker. Students may not decorate or post notices to the outside of the lockers. Students may not apply stickers to the inside or outside of the locker.

LOST AND FOUND

Any lost or found items are to be taken to the main office.

LUNCH

At the beginning of the school year, all students will be assigned a lunch period. Students must report to the cafeteria whether a lunch is purchased or not. All lunches must be eaten in the school cafeteria. NO student is permitted to leave the school grounds for lunch.

The following rules are in effect during lunch:

1. Students must deposit all lunch litter in wastebaskets.
2. Students must return all dishes, utensils and trays to the dishwashing area.
3. Students must leave the table and floor area clean.
4. All food must be eaten in the cafeteria.
5. Unacceptable behavior during lunch is subject to disciplinary action.

NATIVE LANGUAGE

Important information and documents will be provided in the native language to parents or guardians with limited English skills. Oral interpretation services will be provided to parents or guardians with limited English skills, including those who speak low incident languages. MGL 76 s. 5

NO SCHOOL NOTICE

In the event of inclement weather or in the event of some special emergency, regular school sessions may be canceled or delayed two hours. A “No School Announcement” is announced over the radio stations in the area - WTAG, WSRS, AND WAAF - at various times during the morning. Radio announcements are also used for two-hour delay notifications. It is recommended that parents and students listen to radio announcements on days when weather is inclement. “No School Announcements” can be seen on Channel 4 and 5 (Boston) and Channel 22 and 40 (Springfield). Announcement will also be sent to each home through the use of the “Auto Alert” phone system. Parents must notify the school with the appropriate phone number(s) that they would like to receive the auto alert on.

PARENT’S NIGHT

Two evenings each year are set aside as Parent’s Nights. One will be scheduled after 1st quarter mid term reports and the other after 3rd quarter mid term reports.

PARKING PRIVILEGE

To effectively manage staff, student and visitor parking in a safe, efficient manner the following policy has been adopted:

- Parking on school grounds is a privilege.
- All staff and student cars must be registered and receive a parking permit.
- Students are required to pay \$50 for a permit. The fee will be prorated if a student uses the lot for only a portion of the school year.
- Students must park in assigned parking spaces.
- Permits will be issued and must be visible at all times.
- The student and staff assume all responsibility for loss or damage to his/her car, its equipment and its contents. Cars must be locked.
- The student parking lot must be cleared by 8:00 p.m. unless attending after school events. In all instances, there should be no overnight parking unless previously approved by the principal or designee.
- No student is to go to his car for any reason during the school day unless the student has received permission from the principal or designee.
- Students are expected to conduct their driving in an orderly manner as prescribed by law, obeying speed laws and rules of the road as they apply to safe driving. The speed limit is 10 MPH.
- Students should park in the student parking lot only and leave by the main exit only.
- Transportation of other students is dictated by state law.
- Students failing to comply with the above regulations may have their privileges revoked.
- Parking privileges may be suspended at any time for disciplinary reasons (i.e., tardiness).

POSTING OF STUDENT NAMES

From time to time, we will post students names for a variety of achievements. Should a parent/guardian decide that they do not want their child’s name posted, they must send a letter to the principal requesting the school to refrain from posting their child’s name.

North Brookfield Jr/Sr High School may also allow school personnel and/or representatives of local news media to photograph or video tape students at school. These photographs/videotapes may be displayed in classrooms, halls, or elsewhere in school. They may also be published in the newspaper, shown on television, or be displayed on our web page. If you do NOT wish us to photograph, publish, or publicly display your child’s photo, please inform the principal’s office in writing at the beginning of each school year.

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS

Under the Federal “*No Child Left Behind*” Act, public high schools must give the names, addresses and telephone numbers of students to the U.S. military and college/university recruiters if the recruiters request the information. However, students or their parents have the right to instruct the school in writing that this information is **not** to be released to either the military or colleges or both. If you do not consent to the release of this information please send a signed note to guidance within two weeks of enrollment requesting the appropriate form.

Consent or Denial of Consent for Release of Student Information to Military Recruiters Or College/University Recruiters

If you do not consent to the release of this information to military recruiters and/or colleges, please check the appropriate box or boxes below. To be certain your wishes are respected, return this form to the Guidance Office at North Brookfield Jr/Sr High School by September 8th, although signed forms returned after that date will be effective after receipt by the Guidance Office.

- DO NOT** release student contact information to Military Recruiters
- DO NOT** release student contact information to College or University Recruiters

Student’s Name: _____

Signature of Student **or** Parent** : _____

Date Signed: _____

** Students have the right to request that their contact information not be released to recruiters. Parents can override a child’s decision by notifying the school in writing, only if the student is under 18. We encourage parents and students to discuss this information.

“No Child Left Behind” Act Passed January 2002 20 USC §7908

§7908. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) Policy.

- (1) Access to student recruiting information. Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
- (2) Consent. A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
- (3) Same access to students. Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

(b) Notification. The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001 (enacted January 8, 2002), notify principals, school administrators, and other educators about the requirements of this section.

(c) Exception. The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

(d) Special Rule. A local educational agency prohibited by Connecticut State law (either explicitly by statute or through statutory interpretation by the State Supreme Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002, to comply with that requirement.

RIGHTS OF EIGHTEEN-YEAR OLDS

Eighteen-year-old students have the legal right to sign documents that previously were signed by their parent/guardian. This is simply a shift of responsibility and does not change any other rules or procedures as outlined in this handbook.

Parents of eighteen year olds have the right to academic reports.

SCHOOL ACCIDENTS

Any student who is injured in the school building or on school grounds must report the injury to the person in charge at the time of the accident. Every accident must be documented by an accident report signed by the person in charge, giving the date, time, and location of the accident and type of injury.

If the student needed medical care, an insurance form must be requested from the nurse. Every injury must be reported as soon as possible after the accident occurs.

SCHOOL BUS

The right of the pupil to transportation to and from school and on other occasions is a qualified right dependent on good behavior. Court decisions have upheld the exclusion of a pupil or pupils from a school bus when the safety of other pupils and the bus driver is endangered by their misbehavior.

Video Cameras have been installed on busses for monitoring behavior and student adherence to school discipline policy.

All students must comply with the following:

1. Have respect for the property of others and for the right of other people to pass on the sidewalks.
2. Do not approach a school bus until it is completely stopped and the door is opened.
3. Remain in seats until destination has been reached.
4. Do not push other students while getting on and off the bus - proceed single file.
5. Do not open windows except with the driver's permission and do not lean out the open window.
6. Unless there is a teacher present, the driver is the authority and is considered a member of the school staff. His/her instructions must be obeyed.
7. Nothing is to be thrown out the bus windows.
8. Smoking, possession or use of tobacco products is not allowed on the bus.
9. Students will keep the inside of the bus clean - neither the eating of food nor drinking of any beverage will be condoned.
10. The reporting of vandalism, profane or abusive language, throwing or shooting objects of any type will result in disciplinary action by the administration.
11. Anyone fighting, wrestling or doing anything to distract the driver, thus endangering the safety of the occupants or bus driver may lose the privilege to ride on the bus. The number of days will be determined by the administration.
12. A student is entitled to ride on a bus if his residence (distance from school) concurs with the distance established by the North Brookfield School Committee.
13. All school rules outlined in the student handbook will apply to students who ride the bus. Bus personnel or teachers must report any actions by students in violation of school rules on school buses to the school principal no later than the next scheduled day.
14. Only scheduled and approved bus students are to ride their assigned buses to and from school.

SCHOOL COLORS, EMBLEM, SONG & SPIRIT

The official colors for the school are purple and white. The Indian is the school emblem.

SONG

“Mingle Your Cheers”

Mingle your cheers with praise and glory
Let them ring out until the N. B. heroes thrill
For in their echo is the story
Of the school beyond the hill.

We will raise our purple banners
Up where the winning colors fly
Till we turn the tide of every battle
Back to you, old N.B. High.

SCHOOL CRISIS

(A) EMERGENCY EVACUATION

Students who exit the building should report to the designated safety area. Students should remain grouped in the class that they were attending when asked to leave the building. Teachers are required to keep the students together and to take written attendance. This attendance will be collected to insure that all students have left the building. Any student that is not accounted for will be immediately reported to the principal. Teachers will follow school emergency procedures.

(B) FIRE DRILLS

Fire drills are performed so that in the event of an actual fire students and staff will be prepared. Students must assume that all fire alarms mean an actual fire. Students should respond immediately and exit the building in an orderly manner. There should be no use of cell phones during drills or other emergencies. Instructions which provide the most direct exit route from the building are posted in each room. There will be four fire drill exercises each year. Students are expected to cooperate fully during these exercises and to proceed with the same seriousness as if an actual emergency was taking place. Should the condition of smoke prevail, students should be prepared to leave the building on hands and knees, breathing air as close to the floor as possible.

SCHOOL NURSE

Medical assistance is available by reporting to the main office. In the case of illness you will not be allowed to go home alone; your family must have a plan to get you home or to a doctor. ***No student will be allowed to leave the grounds for any reason without permission of the administration and/or nurse as well as parents/guardian.***

The nurse is not permitted to administer any medications, prescription or over the counter, without the authorization of the child's physician. Students may not carry or self-administer any medications while on school property. All medications and accompanying doctor orders must be delivered by an adult to the nurse or school administrator. Students found with medications on their person, in their belongings, or in their locker may be referred to the principal for discipline.

Screening for vision, hearing, and posture take place every school year. The screenings are conducted by the North Brookfield District nurse. Screenings for vision and hearing occur in late fall or early winter and screening for posture takes place in the early spring. MGL 71 s. 57

STUDENT GRIEVANCE PROCEDURE

Any student who has a complaint about the school, or desires a change in policy or environment, etc., will observe the following procedures:

1. Student will present the complaint or problem in writing to the Principal. Concerns regarding the Principal shall be presented to the Superintendent of Schools.
2. The appropriate administrator or his/her designee will conduct investigation/review.
3. Administration will notify the student of intended recommendation/resolution.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or valuable items to school. Students are responsible for their personal property.

SUBSTITUTE TEACHERS

A substitute teacher is an important person and will be shown respect as a member of our staff. Misbehavior toward a substitute teacher will be looked upon seriously.

TELEPHONE CALLS

No student is to make telephone calls from school without permission from the office. Students will not be called from class to take a telephone call except in an emergency. When deemed necessary, telephone messages from parents, guardians, or employers will be taken by the school secretary and given to the student. Students may not make or receive calls on cell phones, except during their specified lunch time.

THREATS TO STAFF/STUDENTS

Any threat to students or staff will be treated seriously. It may result in the removal from school, contact of police, and possible criminal charges.

VISITORS

Visitors to North Brookfield Junior-Senior High School are to report to the main office upon entering the school, sign

in, and pick up a visitor's pass. Visitors will be expected to wear the visitor's pass at all times and conform to all guidelines and policies of the school during their visit.

WORK PERMITS

Work permits for North Brookfield High School students are available by giving the required information to the superintendent's office. All students under 18 years of age must have a work permit as a requirement for employment. Student will need to provide the name, address and telephone number of the company where they intend to work and the job they are to perform. Work permits are available in the superintendent's office Monday through Friday from 8:30 - 4:00. The following are work permit requirements:

14 years of age - farm work
16 years of age - general labor

**Students must have a job prior to
application for a permit.**

****STUDENT LIFE****

STUDENT BEHAVIOR EXPECTATIONS

One of the most important lessons that education teaches us is that of self-discipline. It is the key to good conduct. In addition, all students must recognize and accept the following responsibilities as members of the school community:

- a. Respect for one's self.
- b. Respect for others and their rights.
- c. Respect for individual dignity.
- d. Respect for legally constituted authority and the legal responsibility of those in authority.
- e. Respect for property.

Attendance at all school sessions is necessary and expected of all students. All students are expected to be punctual to school and to their classes. Early dismissal from school is discouraged and shall only be allowed under conditions specified in this handbook.

STUDENT DISCIPLINE PROCEDURE

While North Brookfield students have the privilege of making decisions, students must understand the rules and possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:

- Students may be excluded from areas in the school (e.g., class, labs, media center)
- Students may be removed from class
- Students may not be allowed to attend school sponsored activities
- Teacher Detentions may be assigned
- Office Detentions may be assigned
- Parental Letters may be issued
- Out-of-school/In-School suspensions may be assigned
- Parent conference may be scheduled
- Student may be recommended to the Superintendent for expulsion
- Other, as appropriate (e.g. restitution, community service)

Definitions used in the North Brookfield Jr/Sr High School discipline procedure:

- **“Exclusion”** means any denial of public school privileges to a pupil for disciplinary purposes.
- **“Removal”** means an exclusion from a classroom for all or part of a class
- **“In-School Suspension”** means an exclusion from regular classroom activity and time to be served in the in-school suspension room. Students serving in-school suspension will be excluded from all school activities during the day(s) of the suspension.
- **“Out of School Suspension”**—Students on out of school suspension are prohibited from being on school grounds during suspension period.
- **“Expulsion”** means an exclusion from school and school privileges for more than ten consecutive school days and up to one calendar year. Exclusion from school can take place in accordance with Chapter 76 sections 16, 17, & 18 of the Massachusetts General Laws.
- **“School-Sponsored Activity”** means any activity sponsored, recognized, or authorized by the school administrators including activities both on and off school grounds.

SECURITY RULES

- Students may enter the building each day after 7:00 a.m. Students are not allowed in the building after 1:58 p.m. without supervision by faculty or a staff member.
- ALL VISITORS MUST REPORT TO THE MAIN OFFICE to register and receive a “Visitor’s Pass”. Upon completion of the visit, the visitor must sign out and return the “pass” in the MAIN OFFICE. All visitors must register. When a VISITOR is seen in the building without a VISITOR’S PASS, the main office must be notified immediately.
- All students should report potentially serious confrontations between students to an administrator, teacher, or counselor so they may be mediated.
- North Brookfield Jr/Sr High School will be registered with the statewide State Police K-9 program. This program

will be utilized when the administration judges that the welfare of the students is at risk.

- All students should feel that North Brookfield Jr/Sr High School is a safe environment in which they may learn and fully develop their potential. If there is something that is keeping any student from feeling safe in school, he/she is urged to see a teacher, administrator, or counselor as soon as possible.

CODE OF CONDUCT CONSEQUENCES

These rules and regulations are based on a system of progressive discipline; however, **North Brookfield Jr./Sr. High School reserves the right to impose discipline, up to and including the recommendation for expulsion, based upon a single infraction that in the opinion of the administration warrants such action. An administrator has the discretion to increase penalties significantly in the case of second and third offenses.**

In determining the severity of the penalty or suspension, the principal may consider all relevant factors, including but not limited to, the following:

- The student's previous disciplinary record within the current school year (with the exceptions of assault against a teacher, possession of a weapon, or offenses related to the distribution of drugs).
- The severity of the disruption to the educational process.
- The degree to which the student is willing to change his/her inappropriate behavior.
- The degree of danger to self, others, and the school in general.

This discipline code is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a penalty that is in keeping with their actions. **EVEN IF NOT SPECIFICALLY CITED HERE**, behavior that is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable. These rules apply at school, on school buses, and at school-sponsored events regardless of where the event(s) take(s) place. Other offenses that violate school board policy will be dealt with in accordance with school board policy.

If students commit an act that violates a state or federal law, the school will report the offense to the appropriate legal authorities. Students may be subject to disciplinary action if they do not cooperate with school personnel in the investigation of disciplinary situations.

Warning

Teachers or administrators may issue a student a Warning for minor offenses. The purpose of a Warning is to provide the student an opportunity to develop and practice alternative behaviors. A repeated offense after the issuance of a Warning can result in more severe disciplinary action.

Teacher Detention

Any staff member may require a student to report for a teacher detention after school. Detention is held after school due to the violation of either school or classroom policies. Failure to report for a detention will result in discipline through the main office. Students are to report to the appropriate faculty member who issued the detention immediately after the final school bell. The duration of a teacher detention is at the discretion of the teacher, but shall not exceed one hour.

Office Detention

Students may be assigned office detention by the Principal or his/her designee. Office detention is held after school due to the violation of either school or classroom policies. Failure to report for office detention can result in further or more severe disciplinary action. Students are to report to the main office immediately after the final school bell. The duration of an office detention is at the discretion of the principal or his/her designee, but shall not exceed one hour.

Disciplinary Suspension

Suspension is herein defined as the temporary restriction of a student from attending his/her scheduled classes. The North Brookfield Junior-Senior High School hereby establishes the following regulations and guidelines concerning students' disciplinary suspension:

- A student may be suspended from school by the Principal for disciplinary reasons, but only after the Principal has met with the student, informed the student of his/her pending suspension orally and in writing, the reasons therefore, and provided the student an opportunity for a hearing; except that when the student's continued presence at school constitutes endangerment to persons or property or threatens the disruption of the academic process, then such opportunity for a hearing may be conducted as soon as practical thereafter.

- Suspension will be administered only for gross misconduct or for the deliberate or repeated violation of school regulations.
- Suspension is a severe form of school discipline and one that is not imposed lightly. There are two types of disruptive conduct that are subject to suspension: “gross misconduct” and “persistent disobedience”. Specifically, gross misconduct is defined as “willful and malicious acts that seriously disrupt the educational environment”. Persistent disobedience includes acts that also have a disruptive effect, especially when they are repeated over a period of time. Any student whose continued presence in school poses a safety threat to the general welfare of the school may be suspended, excluded, and/or expelled.
- The length and type of suspension will vary with the seriousness of the misconduct.
- Suspension will be invoked according to the Discipline Code or for other infractions that in the judgment of an administrator warrant such actions. **Administration may require that parents/guardians take responsibility by supporting an improvement plan developed for the student after a suspension. Oppositional, non-compliant repetitive school offenders who are disruptive to teachers, fellow students and to the school community will be subjected to higher level discipline, while parents and guardians will be required to work more closely with the school in supporting student improvement plans. Any student suspended a third time during the school year may be considered a Habitual School Offender and may be reported to the Worcester District Court.** Any student failing to fulfill the expectations of his/her personal improvement plan or violating school policy to involve a fourth suspension may be considered for a long term suspension.
- **Any student who is suspended by the administration is not permitted to be on school grounds nor is he/she allowed to participate in or attend any school-sponsored activity during the period of suspension. Trespass charges may be filed in the Worcester District Court against students who violate the provisions of this paragraph.**
- The Administration shall make every reasonable effort (minimally two attempts) to notify the parent or guardian of a suspended student before the student is sent home; and shall, regardless, transmit a letter to the parent immediately thereafter confirming the suspension and including the reasons for the suspension, and inviting the parent to participate in a hearing to review the behavior and assigned consequence.
- Any student may appeal his/her suspension to the Principal. Failing satisfaction there, he/she may appeal to the Superintendent of Schools and then to the School Committee. During the appeal process, the student may not attend school and/or school related activities.
- Students who are suspended for less than 10 consecutive days will be provided the opportunity to make up all assignments, tests, etc. within a time frame consistent with the attendance policy.
- Students suspended for more than 10 consecutive days will be provided with an equitable opportunity to receive educational services.

More information about Massachusetts laws regarding student discipline can be found at the following website: <http://www.doe.mass.edu/lawsregs/advisory/discipline/StudentDiscipline.html>.

In-School Suspension

As an alternative to an Out-Of-School Suspension, students may be assigned to an In-School Suspension. Students assigned In-School Suspension will report to the high school office by 7:30 AM, and will remain in the office throughout the entire school day under administrative supervision. Students will be provided with appropriate class work to complete while serving this In-School suspension. Student conduct during this In-School suspension will comply with all expectations listed in the Student Handbook. Failure to comply with this may result in the student being issued an Out of School suspension. Students serving In-School suspension will not be allowed to attend school related activities that evening.

DISCIPLINARY CHART

Minor offenses	Disciplinary Action
<ul style="list-style-type: none"> • Inappropriate conduct in common areas • Being in a non-designated area • Failure to care for school property • Unacceptable social behaviors • Dress code violation • Cut teacher detention • Violation of the Electronic Device Policy • Habitual unexcused tardiness and/or absence from school. 	<p>These violations of school procedure may result in the student being issued a Warning, Teacher Detention, or Office Detention. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including suspension from school.</p>
Major Offenses	Disciplinary Action
<ul style="list-style-type: none"> • Class cuts • Truancy from school/class • Classroom disruption/non-compliant behavior • Disrespectful behavior • Leaving school grounds • Obscene, vulgar behavior or language considered unacceptable in a school environment, including gesturing and posturing • Instigating inappropriate behavior from another student(s) 	<p>These violations of school procedure may result in the student being issued Teacher Detention, Office Detention, or Suspension. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including long-term suspension from school.</p>
Severe Offenses	Disciplinary Action
<ul style="list-style-type: none"> • Confrontational conduct or conduct that is blatantly disrespectful or compromises a person's safety or dignity. • Computer hacking • Forgery • Verbal or physical assault • Use of hate language (racial, homophobic, sexist, etc. slurs/statements) • Fighting 	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days) – expulsion Parental notification Possible notification to police</p>
<ul style="list-style-type: none"> • Acceptable Imagery: All projects/artwork created must conform to a reasonable standard of appropriateness. Inappropriate images related to drugs/alcohol, racism, violence, and sexuality are unacceptable. Non-compliant students will be subject to discipline. 	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension and or exclusion, subject to expulsion. Parental notification</p>
<ul style="list-style-type: none"> • Arson/use of materials/combustible product/device that pose fire hazard or safety risk to staff/students 	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days)–expulsion Notify police, suspension, recommendation for expulsion, parental notification will be necessary</p>
<ul style="list-style-type: none"> • Assault and/or battery (student to student, student to faculty or staff), other violent behavior 	<p>Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days)–expulsion Suspension and/or exclusion, subject to expulsion. Notify Police Department, parental notification will be necessary</p>
<ul style="list-style-type: none"> • Disruption of school assembly 	<p>Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension, possible exclusion, notify police department,</p>

	and/or expulsion, parental notification will be necessary
<ul style="list-style-type: none"> False alarms/false emergency calls 	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension with recommendation for exclusion and/or expulsion, Monetary fine may be warranted and to notify Police and Fire Department, parent notification will be necessary
<ul style="list-style-type: none"> Habitual School Offender 	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Possible filing of paperwork with Worcester District Courts, Out of school suspension and/or exclusion, and/or expulsion, and to notify Police Department if necessary
<ul style="list-style-type: none"> Tampering/destruction to video surveillance equipment 	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution, suspension, and/or exclusion, parent notification will be necessary, subject to expulsion, notification of Police Department
<ul style="list-style-type: none"> Theft of student, faculty, or school property 	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution plus: out of school suspension, and/or exclusion, and/or expulsion, parent/guardian notification will be necessary, notification of Police Department
<ul style="list-style-type: none"> Alcohol or drug use and/or possession of related paraphernalia in school or at school activities including prescription and non-prescription medications 	Accordance with NB Policy
<ul style="list-style-type: none"> Possession of weapons 	Accordance with NB Policy
<ul style="list-style-type: none"> Possession of tobacco or tobacco related products 	Accordance with NB Policy
<ul style="list-style-type: none"> Bullying 	Accordance with NB Policy
<ul style="list-style-type: none"> Sexual Harassment 	Accordance with NB Policy

Note: All disciplinary actions are subject to the discretion of the school principal.

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty is any attempt by a student(s) to misrepresent someone else’s work as their own or to gain an unfair advantage on any academic assignment, test, quiz, etc. by using or attempting to use information or resources not permitted by the teacher. Plagiarism is taking from another their ideas, writings, etc. and passing them off without attribution as one’s own. Any form of academic dishonesty or plagiarism is strictly prohibited. All parties involved in such dishonesty, including students who aid or abet, are in violation of this policy and are subject to disciplinary action. Students found cheating on a test or on other academic work projects shall receive a grade of zero for the test or academic work with no opportunity for makeup. Students may also be subject to additional discipline as determined by the administration. Students who conspire with other students to cheat (ex., stealing exams, providing term papers, etc.) will be subject to suspension.

PROFANITY

It is our expectation that students will speak to each other and all members of the school community with respect. Any student using vulgar or profane language at North Brookfield Jr/Sr High School will face disciplinary action. Any incident of vulgar or profane language of any nature will be documented and communicated to the parent, disclosing the full nature of the complaint. The consequence of vulgar or profane language is noted in the code of conduct.

HABITUAL SCHOOL OFFENDER

If a student continues to break school rules and detentions and suspensions seemly do not have any significant effect, the student shall be declared a habitual school offender and may be referred to the Worcester District Court.

DRESS CODE

North Brookfield Jr/Sr High School shares with parents the responsibility for developing standards of good taste and cleanliness in personal appearance. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school activities, and that will not call attention to themselves or the school in an adverse manner. Students' clothing or accessories should not disrupt or cause disorder or violate reasonable standards of health and safety. Judgments whether clothing or accessories disrupt or cause disorder or violate reasonable standards of health and safety will be made by the administration. While in school, students should adhere to the following expectations to ensure that their clothing or accessories do not disrupt or cause disorder or violate reasonable standards of health and safety:

- Students are expected to wear clothing that demonstrates an appropriate level of modesty.
- Students are expected to wear clothing that will not be distracting to other members of the school community due to inappropriate messages, styling that is overly revealing, etc.
- Students will not be allowed to wear clothing or body art that display messages that are obscene, sexist, racist, or disparaging to other groups, are gang-related, and/or display or promote the use of drugs/alcohol/tobacco.
- Students will not be allowed to have bare feet or wear footwear that may create a safety hazard for the student.
- Students will not be allowed to wear hats, hoods, bandanas, or any other head apparel with the exception of headbands used for the purpose of keeping long hair out of one's eyes/face. This rule may be exempted at the principal's discretion.

Exceptions may be made to this policy by the administration for verified religious or medical reasons.

Consequences of Dress Code Violation

1. The administration/designee will ask the student to change/adjust the inappropriate attire. If the student violates the dress code again that same day, the student will be sent to in-school suspension for the remainder of the day. Parents will be notified.
2. If a student is not able to adjust his/her attire, he/she may phone home for appropriate attire to be brought into school. If a parent cannot be contacted, the school will attempt to provide the student with alternative apparel. The parents will be notified of the inappropriate attire.
3. If a student refuses to make the required adjustments, s/he will be assigned internal suspension for the remainder of the school day or until the required adjustments are made. Parents will be notified of the infraction and the refusal to comply.

ELECTRONIC DEVICES

Personal Electronic Devices may only be used under the following circumstances;

- In an academic class as instructed by the teacher for instructional purposes.
- During a student's lunch period provided the student is not attempting to contact another student who is in class.

Students may not use their PED's in the hallway between classes.

CO-CURRICULAR

The development of a well-balanced student who has been provided the opportunity to investigate his/her full potential is a primary goal of our system. We recognize that these opportunities may be found outside of the classroom and are thus committed to maintaining a varied extracurricular selection for our students. Toward this end we endeavor to:

1. Provide a forum for meaningful student participation within the school and at the local, regional, and state levels through an active and involved student government;
2. Provide a Junior and Senior High School athletic program that teaches lessons of leadership, teamwork and sportsmanship while fostering school spirit;
3. Provide encouragement for students and faculty to seek enrichment opportunities that serve as an extension of the classroom experience;
4. Provide clubs, organizations and groups that encourage involvement by a broad base of students;
5. Provide access to programs within and outside of the school setting that assist in the development of leadership skills.

School Social Functions

All social functions connected with the school both in and out of school are to have prior approval of the student council and the administration.

A student may be denied participation at a social function, field trip or field day by the school administration because

of chronic misbehavior. In such cases, parents will be notified and the student will report to school that day and be assigned schoolwork. Admittance will be denied to an after school event.

Student Council

The purpose of the Council is to coordinate the activities of faculty and the student body in order to bring about better understanding between the two groups.

Posters

Before posters or notices are placed on bulletin boards around the school building or on the walls, permission must be obtained from the principal.

School Sales

Pupils or organizations must obtain permission from the student council and the principal prior to conducting the sale of any item. We are not in competition with local business firms and discourage the sale of items, which are generally on sale in the community.

Publications

The yearbook is sold in the spring and contains individual pictures of students, teachers, and staff. Photographs of extracurricular activities and other school events are also included. If parents wish for their child to not have a picture published they must provide in writing their request.

National Honor Society

Membership in the National Honor Society is based on scholarship, service, leadership, and character.

1. Scholarship

- a. Students may be considered for selection at the end of the third term of sophomore year provided a weighted average of B+ or better has been attained. In addition, all members and prospective candidates must be enrolled in at least two (2) CP level courses or higher each year.
- b. All members of the Society are expected to maintain the qualifying academic standards throughout their membership. The advisor shall check with the Guidance Department to determine the academic disposition of all members. If a member has not maintained the requirement, he/she will be placed on probation for a semester to improve. If at the end of this time there has been no improvement relative to the B+ average, the student may have a hearing with the NHS faculty council and may be withdrawn from the Society.

2. Service

- a. Willingness to render service to the school or community.
- b. Readiness to show courtesy by assisting visitors, teachers, and students.

3. Leadership

- a. Demonstrates leadership in classroom or organization work.
- b. Demonstrates leadership in promoting school activities.
- c. Successfully holds school offices or positions of responsibility.
- d. Is thoroughly dependable in any responsibilities he/she accepts.
- e. Demonstrates initiative in carrying any responsibilities without prodding.
- f. Exemplifies the qualities and attitudes, which are a silent influence on others for good.

4. Character

- a. Promptly meets pledges and responsibility to school and others.
- b. Demonstrates highest standard of honesty and reliability.
- c. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, neatness, poise, and stability).
- d. Cooperates by complying with the school regulations.
- e. Upholds principles of morality and ethics.

Selection Process

Using criteria of scholarship, service, leadership, and character, a committee of faculty members will determine the final selection for membership in the National Honor Society.

Eligibility for Daily Participation in School Activities

All students are eligible for co-curricular activities except when a student is under suspension or has not attended at

least four (4) full periods on the day of an afternoon or evening activity in which case participation in that function will be denied prior to the scheduled event.

The principal may waive the attendance requirement for just cause such as college interviews, funerals, etc.

Student Council/Class Officer Eligibility

Student officers and student council members must maintain co-curricular eligibility as outlined in the handbook. If not, a student council member or class officer will be suspended from office until the next report cards are issued. If a student council member or class officer is suspended from office a second time for academic reasons he/she will be removed from the office for the remainder of the school year. A class election will be held to fill any vacant officer positions.

If a student council member or class officer is suspended from school for disciplinary reasons, he/she will be suspended from office for ten weeks. In addition, a student council member or class officer that receives more than three office detentions in one term shall be suspended from office for ten weeks starting with the date of the fourth detention. A student council member suspended twice from office for discipline and/or grades will be removed from office for the remainder of the year. Class officers or student council officers suspended for disciplinary reasons will be removed from office and elections will be held to fill the vacancy.

ATHLETICS

The athletic program is offered to students in the following sports: soccer, basketball, baseball, softball, and field hockey. Any student in grades seven through twelve who meets the school and MIAA requirements is eligible to try out for the teams. Students who meet the requirements of the various teams are eligible for a variety of awards at the conclusion of each season.

Co-Curricular Eligibility

Students who wish to participate in co-curricular activities must meet two thresholds to be considered eligible to participate. The first, **MIAA eligible**, is a minimum standard set by the Massachusetts Interscholastic Athletic Association (MIAA) which states that students must be earning (passing) 20 credits (a minimum of 4 full-year courses) as demonstrated by the last available report card. The second threshold is **North Brookfield eligible**. In order to be North Brookfield eligible, students must be earning at least 25 credits (a minimum of 5 full-year courses) as measured by either the latest report card or the latest progress report. If a student is not MIAA eligible, they can only become eligible to participate in co-curricular activities at the issuance of the next report card. If a student is MIAA eligible but *not* North Brookfield eligible, they may become eligible at the issuance of the next progress report. If a student is not MIAA eligible, s/he will not participate in any practice, game, or function until declared MIAA Eligible. Students who are North Brookfield ineligible only may practice with a team, but not participate in scrimmages or games (including dressing in uniform or being on the bench) until such time as they are fully eligible. The following chart is intended to help distinguish between the two layers of eligibility:

	MIAA Eligibility Standard	North Brookfield Eligibility Standard
Credits needed to be passing	20 (the equivalent of 4 full-year classes)	25 (the equivalent of 5 full-year courses)
Can participate in co-curricular activities?	No	No
Can practice with team?	No	Yes
Can participate in scrimmages?	No	No
Can be in uniform or on the bench during games	No	No
Can be reconsidered for eligibility	At issuance of next report card	At issuance of next mid-quarter progress report

Parents have the right to request formal review by the principal of any situation in which eligibility has been denied. Some examples of co-curricular activities are (but not limited to): class officers, student council, national honor society, athletic teams, and the school play.

Grade 7 – All students are eligible for the fall season once officially enrolled and attending classes in grade 7.

Continued eligibility is determined on the date report cards are issued for the 1st, 2nd or 3rd terms.

Grades 8 through 12 – Eligibility for fall is based upon the *final grades* received in the previous year. Continued eligibility is determined on the date report cards are issued for the 1st, 2nd and 3rd terms, or, if applicable, at the dates the corresponding progress reports are issued. The principal will address any further questions on eligibility.

- Students participating in any after school co-curricular activity must be in attendance for at least four (4) full periods of the six (6) period school day in order to play in a game or practice on that particular day. Any extenuating circumstances surrounding an absence should be immediately reported to the principal.
- Detentions, suspensions and student/parent/teacher conferences take precedence over any after school activity.

Additional Athletic Eligibility Requirements

- All coaches are required to receive daily attendance.
- The use of tobacco (including “vape” devices or e-cigarettes), alcohol, or drugs will result in discipline as outlined in the MIAA Chemical Health Policy. (MIAA Blue Book rules)

http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1113.pdf

- All athletes are expected to dress appropriately, in accordance with school dress code, for all games.
- Injured players may continue to attend and observe practice sessions.
- Any student who is dismissed from school due to illness is not eligible to participate in any activity on that day.

Athletic Fees

There is a \$50.00 participation fee per sport, with a cap of \$100 per student for the year, and a cap of \$200 per family for the year.

Physicals

Yearly physicals are mandatory. (MIAA Blue Book rules)

Eligibility Rules—Interscholastic

The Massachusetts Secondary School Administrator’s Association determines eligibility for participation in interscholastic athletics or cheerleading. A summary of the most important of these rules is as follows:

1. A student is eligible who has not reached his/her 19th birthday by September 1 of the school year.
2. A student is eligible if, since entering Grade 9, he/she was not in school for twelve (12) sport seasons.
3. Any student who is declared academically ineligible will not be allowed to practice or play on any team club or activity during that period of ineligibility. This includes a manager or statistician, etc. The time spent on these activities should be used to better the student’s academic standing.

DANCES

Grades 7 -10

1. All dances shall be limited to students who are presently in grades 7 -10.
2. No alcoholic beverages shall be allowed on school property at anytime. If a student is in possession of and/or under the influence of alcoholic beverages, he/she shall be suspended according to the approved alcohol policy and regulations.
3. Nonprescription drugs or controlled and harmful substances shall not be allowed on school property. If a student is in possession of and/or under the influence of a controlled substance, he/she shall be suspended according to the approved drug policy and regulations.
4. There is no smoking at anytime in any part of the building
5. No high school student shall be allowed to attend any dance at the junior high school level.
6. Students are not allowed outside the building during the dance. If a student must leave early, then that student’s parent must come into the building to pick up the student.
7. All dances shall end by 9:30 p.m.
8. All dances are considered to be school events and students are expected to follow the rules, regulations and policies of the North Brookfield Jr/Sr High School.
9. No students shall be admitted to the dance after 8:00 p.m.

Grades 9-12

1. All dances at North Brookfield Jr/Sr High School shall be limited to students who are presently enrolled in grades 9-12.
2. A North Brookfield student may invite a student from another school by using the appropriate form. The form is

- available in the main office. No one who has reached the age of 21 may attend a dance.
3. If any single student or their outside guest violates the dance policies, both students shall be required to leave the dance.
 4. No alcoholic beverages shall be allowed on school property at anytime. If a student is in possession of and/or under the influence of alcoholic beverages, he/she shall be suspended according to the approved drug/alcohol policy.
 5. Nonprescription drugs or controlled and harmful substances shall not be allowed on school property. If a student is in possession of and/or under the influence of a controlled substance, he/she shall be suspended according to the approved drug policy and regulations.
 6. There shall be a police officer on duty at each dance held at the high school.
 7. No junior high school students shall be allowed to attend any dance at the high school without administration approval (i.e. the "Welcome Back" dance which is School Committee approved).
 8. If a student leaves the dance he/she shall not be allowed to return to the dance. There shall be no loitering by anyone who has not paid admission.
 9. All dances shall end by 10:00 p.m.
 10. All dances are considered to be school events and students are expected to follow the rules, regulations, and policies of the North Brookfield Jr/Sr High School.

Grades 7-12

1. Dances will be open to students in grades 7-12 with the permission of the principal.
2. All other school rules for dances will apply

****GUIDANCE****

GUIDANCE COUNSELOR

The Guidance Department consists of one full time guidance counselor and one part time adjustment counselor. Appointments to see the counselors should be made before school in the guidance office.

GUIDANCE SERVICES

The following services are available in and through the Guidance Office. It is up to the student to use these services as needed to obtain the best possible education during his/her years at North Brookfield Jr/Sr High School.

1. **Educational and Career Counseling** - Guidance can help students identify skills, competencies, values, preferences, and even expand their self-confidence. Juniors begin to narrow down post-secondary choices. Catalogues and guidebooks are available in the career center. By the senior year, all students should have a good foundation in career goals and post-secondary educational plans.
2. **Personal Counseling** - Through personal counseling, students can be helped to work out both personal and social problems affecting their educational experience. Many sources of assistance outside the Guidance Office are available to students. Guidance can help students through referrals to the appropriate resource or service.
3. **Appointments** - Open Door Policy. As soon a student has a need, the student should come to the Guidance Office and make an appointment with the secretary.

ACADEMIC REQUIRMENTS (PROMOTION/RETENTION—GRADES 9-12)

1. All students must take a minimum of 30 course credits (equivalent of 6 full-year classes).
2. Freshmen must take the required quarter courses, and sophomores the required semester courses.
3. To be eligible for graduation, all students must have passed the English Language Arts, Math, and Science requirements of the MCAS. Students in the classes of 2014 through 2017 must accumulate credits for promotion/graduation according to the chart below:

Credits required for promotion to Grade 10	20
Credits required	55

for promotion to Grade 11	
Credits required for promotion to Grade 12	90
Credits required for graduation	125

4. The following course credits are required for graduation:

<u>Subject Area</u>	<u>Number Of Credits</u>
English	20 (4 years)
Social Studies (includes 10 credits US History I & II)	15 (3 years)
Mathematics	20 (4 years)
Science (includes 5 credits of Biology)	15 (3 years)
Foreign Language	10 (2 years of same language)
Physical Education	8 (4 years)
Fine Arts	5 (1 year)
Health	2 (.5 year)

5. All students are to complete a minimum of 15 hours of community service prior to graduation. The community service is expected to be completed during the junior and senior years; 7 hours are to be completed during the junior year and any remaining hours are to be completed during the senior year.
6. Graduation for certain chapter MGL71b students will depend upon their individual educational programs.
7. Credits earned as part of a dual enrollment with another educational facility will be accepted at equal value to a course of similar discipline at North Brookfield High School.

ACADEMIC REQUIREMENTS (PROMOTION/RETENTION POLICY -GRADES 7 - 8

All junior high students will pass 3 of the 4 major courses and half of all electives, each year, in order to qualify for promotion to the next grade. If a course is failed in the 7th grade and the student is promoted to grade 8, the failed discipline must be passed in the 8th grade or the student will not be promoted to the 9th grade. Major subjects are as follows:

Major Courses:

English/Language Arts
Math
Social Studies
Science

Elective Courses: (include but are not limited to and are subject to change)

Physical Education
Computers
Health
Writing
Art, Band, Study Skills, or Read Naturally

GRADING

Eight grading reports will be given out, two for each marking period. All courses will be given number grades. The mid-term report, issued at approximately five weeks, will be an **UNOFFICIAL REPORT** but informative for that period of time. The report will have number grades reflecting the level of achievement. During the second and fourth terms, the mid-term report will be a report on students' progress on the School-Wide Learning Expectations described at the top of this document. At the end of the marking period, approximately nine weeks, the **OFFICIAL REPORT CARD** will be issued with number grades for achievement. Accumulated attendance will be recorded.

Number grades are given in all required and elective courses with the following exceptions: MCAS Math and MCAS ELA courses have a pass/fail. A numerical grade less than 65 is considered failing and no credit will be awarded.

Final Grades for full-year courses are determined as follows: 20% for each quarter grade, 10% for the mid-term exam, and 10% for the final exam. Half-year courses do not have final exams; final grades are weighted 50% for each term grade.

WEIGHTED CLASS RANK/GRADE POINT AVERAGES (GPA)

Class ranks and Grade Point Averages (GPA) are useful in the college admissions process and as a measure of relative academic achievement within the high school. A weighted system recognizes the range of difficulty, study time, and learning outcomes inherent in the high school curricula.

SCHEDULE CHANGES

Students are encouraged to make any necessary schedule changes the summer or the week before school begins. All schedule changes must be completed by the end of the second week of school (8 school days). Schedule changes following this time period must be approved by the principal.

FAILURES/CREDIT RECOVERY POLICY - HIGH SCHOOL

This policy applies to students who receive a failing grade (64 or below) in one or more academic subjects. A student who fails a subject required for graduation must recover the credits in one of the following ways:

- Retake the course in a subsequent school year
- Retake the course through another accredited source (fee paid by parents)
- Enroll in an on-line Credit Recovery (CR) program through NBHS
- Enroll in Summer School

It is strongly recommended that failing grades in English or math courses be made up at summer school or through the CR option, as it is extremely difficult for any student to successfully complete two English or math courses during the same academic year. Complete Summer School and Credit Recovery program details are available in the guidance office. The guidance department or the administration must give approval for such programs before enrollment.

If a student has failed a course required for graduation and does not opt to enroll in Summer School, Credit Recovery, or another accredited source, he or she should see a counselor and arrange to have their fall schedule changed in order to meet all course and credit requirements.

A 55 average is needed to attend summer school. The grade received in summer school will be averaged into the final grade received in the failed course in the following manner: 1) final year end grade multiplied by three; 2) add the summer school grade; 3) divide by four and the mark will be entered into the permanent record. Tuition and transportation to summer school each day is the responsibility of the student.

SUMMER SCHOOL POLICY – JUNIOR HIGH SCHOOL

Junior high students must pass three (3) of the core subjects in order to be promoted. If a student is promoted to grade 8 having failed a course in grade 7, the student must pass that course in grade 8 to be promoted to grade 9. If a student fails a course for the school year, he/she may attend a summer school program at an approved school. A passing final grade in the summer school course(s) will replace the failing grade on the permanent record.

Summer school begins shortly after the close of the school year. Applications and information about summer school are available in the Guidance Office. Tuition and transportation to and from summer school each year is the responsibility of the student/parent.

EXTRA HELP

You may always seek extra help from your teachers. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not thought of as punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

HONOR ROLL

- High Honors – All grades must be A- or above in all courses. All courses under the pass/fail option must receive a P.
- Honors – All grades must be B- or above in all courses. All courses under the pass/fail option must receive a P.

TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS/ALTERNATIVE EDUCATION

Students who transfer into North Brookfield Jr/Sr High School from a school that is not accredited by the New England Association of Schools and Colleges (or another of the comparable regional accrediting agencies) must be in the North Brookfield regular education program for one year before their cumulative average will be counted toward class rank. Only those credits earned at North Brookfield High School will be calculated for class rank after the initial year's credits are earned. The same policy will apply to any student in the North Brookfield System who is reentering regular education from the Alternative Education Program.

COLLEGE VISITS

Juniors and Seniors are allowed college visits (on school days). In order to be excused from school, the senior must have prior approval from the guidance counselor for the college and date of the visit. Upon return to school the student must bring a note from the college verifying a visit was completed.

GRADUATION

Students who complete all graduation requirements are eligible to participate in the ceremony on graduation day. Seniors who fail *one* course and who meet the eligibility requirements for summer school or credit recovery for that course

may participate in the graduation ceremony. They will receive their diploma only upon successful completion of summer school/credit recovery for the failed course. Seniors who do not meet graduation requirements may participate in class day and banquet activities.

EARLY GRADUATION

Students may complete graduation requirements in less than four (4) years. The program is designed for students who have specific plans for the future and who will benefit from an early graduation program. Planning and preparation are necessary to set up a course of study for early graduation. Students who wish to graduate early must develop a plan with a counselor and present it to the principal for approval as soon as possible after beginning high school. The principal will consider each application individually.

PERMANENT SCHOOL WITHDRAWAL

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with the consent of the school committee or its designated representatives, provided no extension shall be longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. MGL 76, s. 18

INCOMPLETES

Term grades of "Incomplete" must be made up within ten (10) school days of the close of marks for that term. The principal reserves the right to authorize an individual exception to the above policies on a case-by-case basis in the event of extenuating circumstances.

BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

North Brookfield Jr/Sr High School is a member of the Bay Path Regional Vocational Technical High School system. Students may obtain applications in the guidance office. The due date for applications is early April. Please complete and submit applications no later than early March to ensure meeting the deadline. Parents are welcome to call the guidance office with any further vocational school questions.

VOCATIONAL TECHNICAL HIGH SCHOOLS

Any student wishing to investigate enrollment in a technical high school other than Bay Path must have their application submitted by early April. Applications are subject to approval from NB administration as well as the technical high school.

TEMPORARY RECORDS

Important Notification to Parents and Students: Within five (5) years of a student's graduation, transfer or withdrawal from school, his/her temporary file will be destroyed. The Guidance Department will make the files of graduating seniors available to them at the end of the final exams.

DUAL ENROLLMENT (In the event that Dual Enrollment is available the following guidelines will apply)

1. The North Brookfield Public Schools will have no obligation to fund dual enrollment participation.
2. The North Brookfield Public Schools will have the final determination on any limit to student participation in dual enrollment programs.
3. The guidance counselor will ensure that courses taken for dual enrollment meet North Brookfield High School graduation requirements.
4. North Brookfield High School Principal reserves the right to refuse to issue North Brookfield credit for unapproved courses.
5. At the end of each semester the guidance counselor will collect, from the dual enrollment educational facility, the student's official transcript. North Brookfield credit will be awarded and the courses and grades will be added to the student's official North Brookfield transcript.
6. Credits issued at the approved dual enrollment institution will be accepted at their equivalent value to those issued at North Brookfield High School.

7. The dual enrollment student's GPA will be calculated using the courses taken and grades issued only by North Brookfield High School. Grades issued from other institutions will not be calculated in the student's GPA.

INDEPENDENT STUDY

The purpose of this program is to meet the many and diverse needs of our students who cannot possibly select all the courses they would like to take because of schedule conflicts, time, and space or enrollment limitations. Furthermore, it provides a challenge for some students to go beyond the high school curriculum and accomplish goals unique to their own interests and abilities. All students in this program work with a volunteering teacher on an individual basis who directs his/her work in a particular course. A student in grades 9-12 may earn up to 5 credits through independent study depending on the depth of the project. All applications must be submitted to the principal for final approval. Applications may be picked up in the guidance office during the first week of the school year or as appropriate during the year.

MID-TERMS and FINAL ASSESSMENTS

Final and mid-term exams for high school students (grades 9-12) run for four days. Mid-term assessments are administered at the end of the 2nd marking period, and final assessments are administered prior to the last day of school. All students should report to the last day of school which is ½ day. On this day, students will receive official grades, promotion status, and/or summer school options. Students who take Advanced Placement exams are exempt from taking a final exam for that course. In addition, students who have an average of 90 or higher in a specific class are exempt from taking a final assessment for that class.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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.

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that North Brookfield Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Brookfield Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Brookfield Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A program, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If you do not want North Brookfield Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing prior to the third week of school. North Brookfield Public Schools has designated the following information as directory information:

- Student's name
- Address
- Grade level
- Photograph
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

23.01: Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

23.06: Destruction of Student Records

(1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following

his/her graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

(4) In accordance with M.G.L. c 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

23.07: Access to Student Records

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents: The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

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

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

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans

without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

- (b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- (c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
- (d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- (e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
- (f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
- (g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- (h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. the parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

TRANSFER/WITHDRAWAL FROM SCHOOL PROCEDURES

In order to withdraw from school or transfer to another school, you should first report to your guidance counselor and obtain a withdrawal form. Your parent must sign it. A checklist is issued and it is your obligation to have your teachers enter grade to date and sign the sheet once all materials have been returned. You will then return this completed slip to the guidance office. Once the principal signs the withdrawal form, a transfer card is issued for you to take to your new school. Your new school will send for a complete scholastic record.

****POLICIES****

ATTENDANCE POLICY

The North Brookfield Jr./Sr. High School community believes that attendance is essential to each student's educational success. Students have the responsibility of being present and participating fully in their classes on a daily basis. Students and parents need to be aware that a repeated pattern of absences will hinder academic progress; it is simply not possible to "make up" everything that is lost when a day of school is missed. Developing good attendance and work habits are strong components of being career or college ready. We encourage dialogue between parents and students about the benefits of daily attendance.

Massachusetts General Laws, Chapter 76 states that students are required to attend school between the ages of six (6) and sixteen (16) years of age. Students under sixteen (16) who do not attend school may be considered delinquent or truant and may be referred to authorities for a court referral. A school district *may* excuse up to seven (7) day sessions or fourteen (14) half day session in any period of six (6) months. In addition to this law, each school may have its own attendance policy.

Absences, Excused/Unexcused

The following are considered excused absences:

- Personal illness or medical condition as determined by a doctor's note
- Religious observances
- Death in the family
- Court appearances
- Serious family emergencies (subject to approval by administration)
- College visits: limited to three (3), with at least one (1) day's advance notice with prior approval from guidance
- Driver tests (including learner's permits) with prior approval and appropriate documentation.

Any other absence is considered unexcused. Parents are expected to call the school's absence line when a student is going to be absent. This call will prevent a call coming from the school's automated system that day; however, parent calls are **not** considered excused absences.

Notifications

North Brookfield Jr./Sr. High School will notify the parent or guardian of a student who has:

- Missed two (2) or more periods (unexcused) in a single day on at least five (5) different days during the school year.
- Missed five (5) or more school days unexcused in a school year.

The principal or a designee will make a reasonable effort to meet with the parent or guardian to develop action steps for student attendance. The action steps will be agreed to by the principal or designee, the student, the student's parent or guardian, and if necessary with input from others. This meeting is in addition to any discipline for excessive absences, as outlined below.

Excessive Absences

North Brookfield Jr./Sr. High School defines excessive as more than four (4) unexcused absences per term with a maximum of sixteen (16) per year. Parents and students who have attendance concerns may access iParent to check their absences.

Students who accumulate four (4) unexcused absences per term or sixteen (16) for the year may be subjected to the following interventions/consequences:

- A letter detailing the student's attendance record and potential consequences
- Parent/Guardian meeting with administration

- Time after school to complete missed school work
- A plan to make up missed seat time
- Participation in an alternative educational project in order to compensate for missed class time
- Reduction of credit on a course by course basis. See chart below:

Absences per Course	Reduced Credits per Course
16-23	.5 credits
24-31	.75 credits
32-40	1.0 credits
40+	possible retention

Students who are suspended, either out-of-school or in-school, are not considered absent so long as the student makes up work/tests or attends and participates in an alternative education program.

Consequences for excessive absences will be established based on the discretion of the administration in consultation with the teacher(s). Appeals for decisions about attendance consequences may be made to the superintendent of schools; further appeals may be made to the school committee. Appeals should be made in writing within ten (10) school days of the written notification of consequences or appeal decisions.

Absences and Extracurricular Activities

Students wishing to attend or participate in an after school extracurricular activity must be in attendance for the equivalent of four (4) full periods of the six (6) period school day. This applies to all school-related activities, including athletics, dances, student council functions, and class events. Any extenuating circumstances surrounding an absence should be immediately reported to the principal. Detentions and student/parent/teacher conferences take precedence over any after school activity. Students who are suspended from school (internally or externally) are not allowed to participate in or attend any after school activities on that day.

Tardiness

All students should arrive by **7:30am**. Students should be in their first period class by **7:35am**. Any student arriving after the 7:35 bell will be considered tardy and be required to sign in to the office and get a late pass.

Excused/Unexcused Tardies

The same criteria for determining excused absences will be applied to tardies. All excused tardies are subject to approval by administration. If a student misses more than half of a class period due to an unexcused tardy, he/she will be credited with an unexcused absence from that specific class and any other missed classes on that day. Those will then be counted toward the student's overall period-by-period attendance.

Excessive Tardies

North Brookfield Jr./Sr. High School defines excessive tardies as five (5) unexcused tardies per term. Once a student accumulates five (5) unexcused tardies, parents/guardians will be notified. Students may be required to make up the time missed before or after school.

Early Dismissal

A dismissal can occur when a written request is received from a parent or legal guardian prior to 8:45. Dismissals without a written note can occur at the administrator's discretion and should be reserved for emergency situations. A written request should include the following information:

- The student's name
- The reason for dismissal
- The date and time of dismissal
- A parent or legal guardian is required to sign the student out in the main office.

Excused/Unexcused Dismissals

The same criteria for determining excused absences will be applied to dismissals. In addition, dismissals determined by the school nurse will be considered excused. All excused dismissals are subject to approval by administration. If a student misses more than half of a class period due to an unexcused dismissal, he/she will be credited with an unexcused absence from that specific class and any subsequent missed classes. Those will then be counted toward the student's overall period-by-period attendance.

Cutting Class

Students are expected to attend each class, to arrive to class on time, and to stay until they are dismissed by the teacher. Students who are late to class or leave class early are subject to consequences determined by the individual teacher and/or the school administration. If it is determined that a student cut a class, the cut will count toward the student's total of unexcused absences for that specific class.

Make-Up Work

It is the responsibility of the student to contact each teacher and clarify any information regarding arrangements for making up work due to an unanticipated absence from school or class. This should be done on the day the student returns to school or prior to dismissal. Typically, the amount of time for a student to make up work for EXCUSED absences will be no more than the duration of the absence. Exceptions to this guideline may be granted at the discretion of the principal. If a student is tardy to school or dismissed from school, work due to the teachers of missed classes should be turned in to those teachers on that day. If student is absent on the day that a long-term assignment is due or an exam is given, it is their responsibility to be prepared for the test or to hand in the completed assignment on the day they return.

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BULLYING

NB School Department is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation.

A. Definitions:

Bullying is conduct that is repeated by one or more students and targets another student, causing one or more of the following:

- A. Physical or emotional harm to the targeted student or damage to his/her property
- B. Placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property
- C. A hostile environment at school for the targeted student
- D. Infringement on the rights of the targeted student at school; or
- E. Material and substantial disruption to the educational process or the orderly operation of the school

Bullying generally involves "picking on" a student over time, includes some type of power imbalance, and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name calling; threatening looks, gestures, or actions; cruel rumors; false accusations; or social isolation.

Cyber-bullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening e-mail messages, instant messages, text messages, or blogs; creating web sites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others via social media. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Hostile Environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. The targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on,

academic and other school activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student “getting back at” a student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

B. Acts of Bullying (Including Cyber-bullying) and Retaliation are Prohibited

The North Brookfield School Department prohibits bullying (including cyber-bullying) and retaliation as defined above both at school and under the following circumstances:

- On school grounds or any property next to school grounds
- At the bus stop or on school buses or any other school vehicle
- At any school-sponsored, or school related activities, functions, or programs
- Through the use of any school computers, internet connection or other school based technology
- At a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school

C. How to Report Bullying

Students who believe that they are targets of bullying, cyber-bullying or retaliation, or who know about bullying or cyber-bullying conduct, should report the conduct to the principal. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the principal. A student may also fill out a “Bullying Report Form” which allows for the option of anonymous reporting. Bullying Report Forms are available in wall-mounted bins in the main office and in the library.

D. Addressing Concerns Regarding Bullying

The Principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying, cyber-bullying, and retaliation. Students who engage in bullying, cyber-bullying, or retaliation will be subject to discipline by the Principal, subject to any procedural requirements. In making disciplinary decisions, the Principal will consider both the need for accountability and the importance for teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- Verbal warning
- Written warning
- Office Detention
- Parent Conference
- Short or long term suspension (internal or external)
- Expulsion

In addition to taking disciplinary action, the Principal will report conduct relating to bullying, cyber-bullying, and retaliation to local law enforcement if he/she believes that criminal charges may be pursued.

E. Closing a Complaint Regarding Bullying

In the event school staff determines that bullying, cyber-bullying, or retaliation has taken place, the principal will, in addition to taking disciplinary action:

- Notify the parent/guardian of the aggressor
- Inform parent/guardian of the targeted student of the steps that have been taken to prevent further acts of bullying, cyber-bullying, or retaliation

- Notify law enforcement, if he/she believes that criminal charges against the aggressor may be pursued
- Communicate the information to the appropriate staff for further monitoring

DANGEROUS WEAPONS IN THE SCHOOL

(FILE: JICI)

In compliance with Massachusetts General Law Chapter 71 Section 37H, it is the policy of the North Brookfield School District to prohibit the possession or use of firearms in or on school property, on a school bus or at any other school sponsored activity. Any student who, in the judgment of the principal is determined to be in violation of this policy will be suspended from attendance (out of school) and at the discretion of the principal may be referred for an exclusion hearing or expulsion in accordance with M.G.L. Chapter 71 Section 37H. Student(s) may be referred to the Police Department for further action.

Other dangerous weapons or objects which can be construed as a weapon are not permitted in or on school property, school buses or at any other school sponsored activity and will be confiscated. Student(s) will be suspended from attendance (out of school) and at the discretion of the principal may be referred for an exclusion hearing or expulsion in accordance with M.G.L. Chapter 71 Section 37H. Student(s) may be referred to the Police Department for further action.

NONDISCRIMINATION POLICY

(FILE: AC)

Equal Opportunity/Affirmative Action/Title IX

ADA Title I Section 504/Chapter 622 Grievance Procedure

The North Brookfield Public Schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of school committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth, and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspect of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, or disability. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, sexual orientation, gender identity, or disability register your complain with the Title IX compliance officer.

- LEGAL REFS.:
- Title VI, Civil Rights Act of 1964
 - Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
 - Executive Order 11246, as amended by E. O. 11375
 - Equal Pay Act, as amended by the Education Amendments of 1972
 - Title IX, Education Amendments of 1972
 - Rehabilitation Act of 1973
 - Education For All Handicapped Children Act of 1975
 - M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
 - M.G.L. 76:5 Amended 1993
 - M.G.L. 76:16 (Chapter 622 of the Acts of 972)
 - Board of Education Chapter Chapter 622 Regulation Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78
 - Board of Education 603 CMR 2600
 - Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

NOTE: This category is for a general policy covering all types of nondiscrimination and relating to students, staff, and

others. Federal and state laws apply.

If a policy relates to staff only, to students only, or a particular form of nondiscrimination, it is better filed elsewhere. Appropriate codes for such statements are indicated by the cross references.

Regulations pertaining to all forms of nondiscrimination—or a procedure all persons can resort to for redress of grievances related to nondiscrimination—would follow under code AC-R.

Official school committee approval of regulations in this area is required by law in most instances.

NONDISCRIMINATION ON THE BASIS OF SEX

(FILE: ACA)

The North Brookfield School Committee, in accordance with Title IX of the Education Amendment of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75), amended 10/24/78

Board of Education 603 CMR 2600

HARASSMENT AND RETALIATION

Harassment, including sexual harassment, in any form or for any reason is absolutely forbidden and violates Title VI of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, G.L. c.151B, and c.278s 3A of the Acts of 1996. The North Brookfield School District will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to our attention. Retaliation is strictly forbidden, and if any individual is found to have retaliated against any individual for filing a complaint and/or cooperating in the investigation of any complaint, such action shall be grounds for separate discipline.

Harassment includes verbal or physical conduct, which may or does offend, denigrate, or belittle any individual because of, or due to, race, color, sex, religion, national origin, sexual orientation, gender identity, or disability. Such conduct includes pictures, jokes, comments, innuendoes, graffiti, or any other behavior, which creates an environment that is offensive and impairs the ability of the employees to work and/or students to learn.

The School District recognizes that employees and students have legal rights under Massachusetts and federal anti-discrimination laws that are not superseded by this policy.

Students and employees retain all state and federal protection throughout a harassment investigation and both can seek the remedies afforded them by state and federal law at any time. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, but the need for confidentiality must be balanced with the need to investigate allegations of harassment thoroughly and to take disciplinary action when prohibited conduct has occurred.

Definitions

While all types of harassment are prohibited, sexual harassment requires particular attention.

Massachusetts General Laws, Chapter 151B, Section 1(18):

The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Massachusetts General Laws, Chapter 151C, Section 1(e):

Sexual harassment means any sexual advances, request for sexual favors and other verbal or physical

conduct of a sexual nature when; (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Title VII of the 1964 Civil Rights Act:

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when; (1) submission to such conduct is made a term or condition of employment, (2) submission or rejection of such conduct is used as a basis for employment decisions, or (3) such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment.

Investigation

The Harassment Investigator is the person appointed by the School Committee to investigate charges of harassment. The Harassment Investigator shall be a person both employees and students feel comfortable approaching with such a charge. The North Brookfield Jr/Sr High School District's Harassment Investigator and Title IX Coordinator is:

Carla Chioda
Office of Public & Academic Services
North Brookfield Public Schools
10 New School Drive
North Brookfield, MA 01535
508-867-3166

Liaison
David Hackenson
Guidance Counselor
North Brookfield Jr/Sr High School
10 New School Drive
North Brookfield, MA 01535
508-867-5147

SEXUAL HARASSMENT POLICY

(FILE: ACAB)

All persons associated with the North Brookfield Public Schools including, but not necessarily limited to, the committee, the administration, the staff, and the student, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. **Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.**

Because the North Brookfield School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of prompting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person(s) employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual(s) work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Definitions: A complaint shall be an accusation by an individual that there has been a violation of the sexual harassment policy.

- A) The individual should file a written statement of the complaint within thirty (30) days of the alleged harassment. The complaint should be filed with the grievance officer. In the event that the grievance officer is the alleged

harasser, with the Building Designees who in turn would go to the Superintendent of Schools.

- B) Once the grievance officer receives the complaint, he/she shall conduct an Appropriate investigation. At his/her discretion, the grievance officer may Designate some other staff to assist in the investigation.
- C) The investigation shall consist of, but may not be limited to, the following actions:
 - 1) Interview(s) with the individuals;
 - 2) Interview(s) with the person(s) alleged to be the harasser(s);
 - 3) Interview(s) with other employees or witnesses;
 - 4) Interview(s) with other individuals at the discretion of the superintendent or chairperson;
 - 5) Review of pertinent records.
- D) Within a reasonable time (5 school days) after receipt of the complaint, the Grievance officer or the superintendent shall inform the alleged harasser, and the individual who filed the complaint, of his/her decision as to whether he/she finds the written allegations to be credible.
 - 1) If the grievance officer determines that the allegations are not credible, the matter shall be closed. The grievance officer shall keep all documents, notes and other material related to the investigation shall be maintained for appropriate period of time. The purpose of retaining this record is to enable the school department to prove that an appropriate investigation was conducted.
 - 2) If the grievance officer or superintendent determines that the allegations, or any part of the allegations, are credible, he/she will act promptly to eliminate the offending conduct and where appropriate recommend disciplinary action against the person(s) involved.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has short time period for filing a claim (EEOC-180 days; MCAD-6 months).

- 1. The United States Equal Employment Opportunity Commission (EEOC)
10 Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200
- 2. The Massachusetts Commission Against Discrimination (MCAD)
Boston Office: Springfield Office:
One Ashburton Place-Room 601 424 Dwight St., Room 220
Boston, MA 02108 Springfield, MA 01103
(617) 727-3990 (413) 739-2145

North Brookfield Grievance Officer

Superintendent Designee
North Brookfield Public Schools, 10 New School Drive, North Brookfield, MA 01535
Telephone: 508-867-3166

Building Designees for Sexual Harassment Complaints

Building Principal Designee – Grade K-6
North Brookfield Elementary School, 10 New School Drive, North Brookfield, MA 01535
Telephone: 508-867-8326

Building Principal Designee – Grades 7-12
North Brookfield Junior Senior High School, 10 New School Drive, North Brookfield, MA 01535
508-867-7131

Chapter 622 and Title IX Investigative Officers

Superintendent Designee

North Brookfield Public Schools, 10 New School Drive, North Brookfield, MA 01535

Telephone: 508-867-3166

Building Principal Designee

North Brookfield Junior Senior High School, 10 New School Drive, North Brookfield, MA 01535

508-867-7131

State and Federal Discrimination Enforcement Organizations

Massachusetts Commission Against Discrimination (MCAD)

(Boston Office), 1 Ashburton Place, Room 601, Boston, MA 02108

Telephone: 617-727-3990

Massachusetts Commission Against Discrimination (MCAD)

(Springfield Office), 424 Dwight Street, Room 220, Springfield, MA 01103

Telephone: 413-739-2145

United States Equal Employment Opportunity Commission (EEOC)

1 Congress Street – 10th Floor, Boston, MA 02114

Telephone: 617-565-3200

STUDENT TO STUDENT HARASSMENT

(FILE JBA)

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

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

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

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

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

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

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

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

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

HARASSMENT REPORTING PROCEDURES

If a student confides in an employee that the student, or another student, has been treated inappropriately by either another student or an employee of the school department, the employee shall immediately bring the matter to the attention of the building principal. If the principal determines that the actions meet the criteria of harassment, the Harassment Investigator will immediately be contacted.

The Harassment Investigator shall:

1. Notify the student and his/her parent(s)/guardian(s) that the student's claim of harassment has been referred to the Harassment Investigator for an investigation;
2. Notify the proper authorities if the situation warrants such obligation;
3. Notify the respondent of the charge against him/her. If the respondent is an employee, inform him/her that he/she may have a representative present when interviewed by the Harassment Investigator. If the respondent is a student, the parent(s)/guardian(s) are notified;
4. Interview the complainant with parent(s)/guardian(s);
5. Interview the respondent with union representation or parent/guardian, if requested;
6. Interview the employee who notified the Investigator of the claim of harassment;
7. Interview any witnesses to the harassment; and,
8. Submit a written determination to the Superintendent. The report should include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact;
9. Re-interview the complainant and the respondent, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

The Harassment Investigator shall document the statements of the complainant, the respondent, and the witnesses, as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings. The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainant shall/will not be tolerated. The complainant and the respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment, by signing the Harassment Investigator's notes of the meeting(s), and making any corrections to their own statements if necessary.

Upon conclusion of the investigation:

1. The Harassment Investigator shall file a written report, which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact;
2. The Superintendent shall determine what action shall be taken, if any;
3. If the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - a. Warning
 - b. Suspension
 - c. Dismissal, following all due process procedures
 - d. Expulsion
4. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report;
5. The investigation report and, if action is taken, the report of said action shall be placed in the respondent's personnel file.

The Superintendent shall:

1. Notify the complainant and the respondent that a determination has been made; and,
2. Determine whether action need be taken.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

IF HARASSMENT IS DETERMINED TO BE OF THE LEVEL OF "ASSAULT OF A MINOR" THE PROPER AUTHORITIES SHALL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS HARASSMENT INVESTIGATOR, SHALL BE SEPARATE; BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee and the respondent is an employee or volunteer:

If an employee believes that he/she has been harassed, he/she shall report the incident immediately to the Harassment Investigator, or a person to whom the complainant feels comfortable reporting such a matter (e.g., union representative, supervisor, etc.). If the harassment is not reported to the Harassment Investigator initially, the person to whom it was reported shall notify the Harassment Investigator immediately upon learning about the harassment.

After the report of harassment, the Harassment Investigator shall immediately begin the investigation. The Harassment Investigator shall:

1. Interview both the complainant and the respondent, individually and privately, unless the presence of a union representative or other legal representative is requested;
2. Document the statements of both the complainant and the respondent by noting (a) the dates of the alleged

incident(s), (b) the dates of the meetings with the complainant and the respondent, (c) the persons present at the meetings, and (d) the names of persons given as witnesses;

3. Interview any witnesses named by either the complainant or the respondent, individually and privately, unless the presence of a union representative or other legal representative is requested;
4. Document the statements of the witnesses, who will sign off as to the validity of the statements; and,
5. Re-interview the complainant and the respondent, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent equal opportunity to submit written reports with any additional information.

The complainant and the respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment by signing the Harassment Investigator's notes of the meeting(s) and making any corrections to their own statements, if necessary.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainant will not be tolerated.

Upon conclusion of the investigation:

1. The Harassment Investigator shall file a written report, which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact.
2. The Superintendent shall determine what action shall be taken, if any.
3. If the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - a. Warning
 - b. Suspension
 - c. Dismissal, following all due process procedures
4. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.
5. The investigation report and, if action is taken, the report of said action shall be placed in the respondent's personnel file.

The Superintendent shall:

1. Notify the complainant and the respondent that a determination has been made; and,
2. Determine whether action need be taken.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

When the complainant is an employee and the respondent is a student:

If an employee believes that he/she has been harassed by a student, the employee shall report the incident(s) immediately to the Harassment Investigator.

After the report of harassment, the Harassment Investigator shall immediately commence the investigation. The Harassment Investigator shall:

1. Notify the parent(s)/guardian(s) of the student respondent;
2. Interview the complainant with union representation present, if requested;
3. Interview the student respondent with parent(s)/guardian(s) and/or legal representation present;
4. Document the statements of both the complainant and the student respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the complainant and the respondent, (c) the persons present at the meetings, and (d) the names of persons given as witnesses;
5. Interview any employee witnesses named by either the complainant or the respondent, individually and privately, unless the presence of a union representative is requested;
6. Interview any student witnesses, named by either the complainant or the respondent, with either parental approval or the parent(s)/guardian(s) present;
7. Document the statements of the witnesses who will sign off as to the validity of the statements; and,
8. Re-interview the complainant and the respondent under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. The Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the

complainant shall/will not be tolerated. The complainant and the student respondent shall both verify the Harassment Investigator's notes of the meetings, making any corrections to their own statements, if necessary (parent/guardian co-sign). Upon completion of the investigation:

1. The Harassment Investigator shall file a written report which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact;
2. The Superintendent shall determine what action shall be taken, if any;
3. The action to be taken may include, but not be limited to:
 - a. An apology to the victim;
 - b. Participation in a workshop in awareness of harassment;
 - c. Detention;
 - d. Researching and writing a paper on the topic of harassment;
 - e. Counseling;
 - f. Suspension or expulsion. The procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
4. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.
5. The investigation report and, if action is taken, the report of said action shall be placed in the respondent's student record.

The Superintendent shall:

1. Notify the complainant and the respondent that a determination has been made; and,
2. Determine whether action need be taken.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

Safeguards

REPRISAL AGAINST THE COMPLAINANT OR ANY WITNESSES SHALL NOT BE TOLERATED. CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE HARASSMENT INVESTIGATOR. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the complainant or the respondent is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent. At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights. If an individual believes that he/she has been subjected to harassment, he/she may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with the agencies listed below. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months).

1. The United States Equal Employment Opportunity Commission ("EEOC")
475 J.F.K. Federal Building, Government Center, Boston, MA 02203
2. The Massachusetts Commission Against Discrimination ("MCAD")
436 Dwight Street, Suite 220, Springfield, MA 01103

COMPUTERS

(REFER TO FILE IJNDB)

Students are reminded that computers are educational tools and should be used for this purpose. Passwords are used to maintain security over the network. Students are responsible for any activity with the computers that is traced back to their login name. Therefore, it is strongly recommended that students not give out their passwords to anyone. If a student accesses a password or computer account without permission, that student is subject to criminal charges. Technology Acceptable Use Agreement must be returned before a student can use the computer.

HOMEWORK POLICY

(FILE IKB)

Homework will be assigned in compliance with school committee policy. This will vary from simple practice assignments to be completed in one night, to involved projects covering a period of days or weeks. The amount of credit given to such assignments will be determined by the nature of the assignment.

The North Brookfield School Committee's homework policy is as follows: Homework is an integral part of the instructional program and the learning process. The purpose of homework is to develop independent study habits, to reinforce classroom instruction, and to encourage parental involvement in the child's academic development. Homework is most helpful if it is carefully planned by the teacher and has direct meaning to the students. Homework should be meaningful, challenging and related to the material covered in the classroom. In accordance with this philosophy, the

following homework policy will be in effect:

1. Homework will be given in all subject areas including all specials, where appropriate, and at all levels.
2. Homework assessment will be part of every student's formal grades.
3. Failure to complete homework assignments will have an adverse effect on student grades.
4. Homework will be reviewed, evaluated, recorded and, where appropriate, returned to students promptly.
5. Homework will not be used for punitive purposes.
6. High standards of neatness, good handwriting, spelling, organization, and composition apply to homework as well as regular schoolwork.
7. Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and understood and accomplished by the student.
8. The information for any homework assignment should be clear and specific so that the student can complete the assignment.
9. Homework should not require the use of reference materials that are not readily available to the student. Material given as homework, excepting research projects, should always have been previously covered in class.
10. The classroom teacher will notify parents in a timely manner if children are not completing homework or if their homework is consistently of poor quality.
11. The teacher's incorporation of homework into the instructional and grading process will be part of the normal teacher evaluation process.
12. All teachers will be responsible for documenting the incorporation of homework to overall instructional goals, documenting the incorporation of homework into their instructional goals, documenting the incorporation of homework into their grading system, and maintain sample homework documents for the principal to review as part of the evaluation process.
13. The principal has the primary responsibility to ensure that the North Brookfield Homework Policy is fully implemented.
14. Homework assignments should vary in length and frequency according to grade level. With regard to recommended time to be spend on homework: Students in grades 7 & 8 should anticipate spending approximately 60-90 minutes per school night on homework. Students in grades 9-12 should anticipate spending approximately 90-120 minutes per school night on homework.

SEXUALITY (HUMAN GROWTH & DEVELOPMENT POLICY)

As provided by the Parent Notification Law, Chapter 71, Section 32 A, every parent has the right to exempt their child from any portion of the curriculum that primarily deals with human sexual education or human sexuality issues. The parent also has the right to inspect and review program materials for these curricula. These materials may be obtained through the principal's office, or through the Health Curriculum Coordinator. Parents may exempt their children from curriculum covered by section 32 A by written notification to the school principal. The parent should specify the course, class or school assembly from which the child is to be exempted. In order to ensure that all students receive the structured learning time due to them, the teacher will make every effort to accommodate the exempted student in another class, assign an alternative educational project or provide the student with a directed study period for the duration of the exemption.

EQUAL OPPORTUNITY (NONDISCRIMINATION)

Equal Opportunity/Affirmative Action/Title IX

ADA Title I Section 504/Chapter 622 Grievance Procedure

Your attention is called to the fact that the North Brookfield Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. This policy, providing equal employment and educational opportunities to all persons regardless of their race, color, gender, religion, marital status, age, sexual orientation, gender identity, national origin or disability, will apply to all persons affiliated with the North Brookfield Public Schools including students, prospective and existing personnel, contractors and suppliers of goods and services.

The Building Principal and/or designee of the North Brookfield Public Schools will be responsible for coordinating the following grievance procedures:

A grievance shall be a complaint by a student, parent, prospective employee or staff member alleging discrimination on account of race, color, gender, religion, marital status, age, sexual orientation, gender identity, national origin or disability, which is filed no more than 30 business days after the alleged act and/or statement.

An aggrieved party must institute proceedings hereunder within **30 business days** of the event or events giving rise to the grievance or within **30 business days** from the date the aggrieved party had knowledge or reasonably should have had knowledge of the event or events giving rise to the grievance. The four levels of the grievance process for complaints include:

Level I

- a. A staff member, student or prospective employee with a grievance shall present his/her complaint to his/her immediate superior or principal, whoever is appropriate.
- b. The immediate superior shall make a determination, which shall be final unless the aggrieved party elects to appeal to the next level. The determination, which shall be within five (5) business days after the receipt of the formal complaint by the immediate superior.
- c. This level is an alternate level and a grievant is permitted at his/her discretion to initiate his/her action at Level II.

Level II

- a. If the grievance is not resolved at Level I after five (5) business days, or if a grievant exercises his/her discretion to initiate the complaint at Level II, it shall be reduced to writing by the grievant and forwarded to the Building Principal and/or designee.
- b. The Building Principal and/or designee shall meet with appropriate parties to attempt to settle the complaint. The determination shall be within five (5) business days after the receipt of the formal complaint by the Building Principal and/or designee.
- c. In the event that no decision has been reached within five (5) business days after presentation of the grievance, the aggrieved party may reduce the grievance to writing and submit it within ten (10) business days to the Superintendent of Schools.

Level III

- a. The Superintendent, or his/her designee, shall meet within five (5) business days thereafter with the aggrieved person and attempt to settle the grievance.
- b. The grievance shall be answered in writing. In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved party at Level III, or in the event that no written answer has been received within ten (10) business days after the meeting on the grievance, the aggrieved person may forward the grievance with a copy of the answer, if any, to the Secretary to the School Committee within ten (10) business days.

Level IV

- a. The School Committee will hold a hearing on said grievance within fifteen (15) days. Said hearing is to be open only at the mutual consent of both parties.
- b. The School Committee will render to the grievant a written decision and the reasons, therefore, within fifteen (15) business days of said hearing.

NOTE: Individuals with grievances are not required to use and/or exhaust the North Brookfield Public Schools grievance procedures. Written complaints, signed by complainant or an authorized representative, may be filed as follows:

Equal Employment Opportunity
Commission (E.E.O.C.)
Boston Area Office
John F. Kennedy Federal Office Building
Government Center – Room 475
Boston, MA 02203
1-800-669-4000

Massachusetts Commission
Against Discrimination (M.C.A.D.)
One Ashburton Place – Room 601
Boston, MA 02108
617-727-3990

Additional Agencies Include:

Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023
781-388-3300

U.S. Department of Education
Region 1 – Office of Civil Rights
John W. McCormack Post Office and Courthouse, Rm. 222
Post Office Square
Boston, MA 02109-4557
617-223-9662

HAZING**(FILE JICFA-E)****CH. 269.S.17. Crime of Hazing; Definition; Penalty**

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of

not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

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

CH. 269. S 18. Duty to Report Hazing

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

CH. 269 S. 19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

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

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

SEARCH BY SCHOOL OFFICIALS

Students may be searched for drugs, alcohol and/or weapons, or if school administration has reasonable suspicion to do so. Searches conducted by school administrators may include, but are not limited to, searches of lockers, clothing, handbags, book bags, satchels, coats, hats, shoes, stockings, wallets and any other personal items or containers.

Any student refusing to cooperate with administrators when a search is requested will be suspended for a minimum of five (5) days, up to a maximum of ten (10) school days and will be subject to exclusion. Police may be called to the school if deemed necessary by the administration.

Reasonable suspicion includes, but is not limited to: erratic behavior, slurred speech, strong foreign odor on clothing or breath, glazed and glassy eyes, information offered by students, faculty, staff or anyone wishing to remain anonymous, leaving school grounds or returning to school grounds during school hours, etc.

ALCOHOL AND DRUGS

Chapter 227 - An Act Providing for Drug Free School Zones

Chapter 227 amends c. 94C, The Controlled Substance Act, by providing that any person convicted of violating portions of that act within 1,000 feet of a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a minimum two year term of imprisonment. Lack of knowledge of school boundaries will not be an acceptable defense to this punishment. The imprisonment sentence must be imposed on persons convicted of unlawful manufacture, distribution, dispensing, or possession with intent to manufacture a controlled substance or drug paraphernalia near a school.

Effective date: 7/11/89

The school and community agree that we have, during the school day and at school related activities, the obligation and the responsibility to help as best we can, any student with a drug or alcohol problem and at the same time protect other students who may be influenced by the user or distributor.

DRUGS

Any student:

- **Knowingly in the presence of drugs -- will be suspended (out- of-school) for five (5) school days. (FOR**

EXAMPLE: Being present in a lavatory and observing another student using a drug and remaining there.)

- **Possessing drugs -- will be suspended (out-of-school) for ten (10) school days.** (FOR EXAMPLE: On your person, in your locker, in your car etc.)
- **Possessing drugs with the intent to sell or distribute, will be suspended (out-of-school) for fifteen (15) school days.**
- **Using drugs or being under the influence of drugs, will be suspended (out-of-school) for fifteen (15) school days.**
- **Distributing or selling drugs, will be suspended (out-of-school) for twenty (20) school days.**
- **VEHICLE DENIAL: If drugs are found in a student's vehicle, that vehicle shall not be parked on the school grounds during the school day for the remainder of the school year; and its driver shall be denied the right to drive any vehicle to school for the remainder of the school year.**

Any student involved in a repeat offense of number 1 above will receive a double penalty upon each subsequent infraction. Any student involved in a repeat offense of numbers 2, 3, 4, and 5 will be considered for expulsion from school at a hearing conducted by the building principal.

DRUG ABUSE POLICY

All employees of the system shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct, which have been established by the school committee or its agents. This policy applies to all school sponsored functions.

Student actions defined as criminal under the laws of the Commonwealth of Massachusetts apply equally to activities within the regular school day and school sponsored activities as well as to school sponsored activities not on school property. Such actions by any student shall be reported promptly to the police by the school administration. The decision as to any disciplinary action to be taken will be independent of any decision to file criminal charges.

Provisions of Chapter 467 require that the adopted rules and regulations of the school committee pertaining to the conduct of teachers and students be published. Copies of these rules and regulations must be filed with the Commissioner of Education and accompanied by a certification that the rules and regulations are available to parents, students and citizens on request.

A. Drug Abuse

It must be understood that although the rights of students have been expanded, this does not mean that students involved in selling or using drugs cannot be excluded from school. What is best for the individual must be balanced against that which is most desirable for the total school population.

The North Brookfield School System has the legal, moral and social responsibility for keeping the public school environment free from the use, possession of and/or distribution of drugs of any kind. The term "Drug" in this policy applies to, but is not limited to, the following: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue, cleaners, aerosols), peyote, mescaline, etc. It further needs to encourage the school and the community to co-operatively develop and conduct programs that provide every child with a good understanding of the physical, psychological and social dangers associated with drug abuse. It is further the intent of this policy to help, in every way possible, the person found to be involved with drugs.

1. Referral Service

Recognizing that drug abuse is a problem requiring the attention of the broad community and its agencies, the administration of the school shall work co-operatively with the police, medical and social agencies, and other community organizations in the matter of drug education and drug abuse prevention.

2. Student Participation

The school system shall establish and maintain a referral service for any student enrolled in the school and seeking help with a personal problem that involves drug usage.

3. Curriculum: Knowledge/Effects

The school administration shall cause the curriculum and staff to give proper attention to the learning activities that emphasize knowledge of drugs and their effects on human beings. It shall furthermore make an early effort to train staff in the recognition of drug symptoms and proper drug procedures.

4. Developing Regulations for Parents/Staff/ Students

The school administration shall develop regulations and procedures necessary to operate a school environment as free as possible from drug use and abuse, and shall bring such regulations before the Committee for approval. Such regulations and procedures shall be made known to the students and to their parents, and shall be understood and followed by the staff and students.

The following basic guideline shall be used in the formulation and support for regulations:

- a. **INVESTIGATIONS** – The administration has both the authority and responsibility to make a thorough, investigation of any person or his locker, or other possessions in the school or on the school premises, where there is suspicion/or evidence of drug use, drug possession and/or drug distribution.
- b. **PARENT INVOLVEMENT AND RESPONSIBILITIES** – Parents have both the rights and responsibilities in the matters that affect their children and particularly in the matter of drug abuse. Parents should be notified immediately whenever their children are judged to be in violation of this drug policy or other drug regulations. The administration shall share all known information about the individual child’s involvement with parents and/or guardians.
- c. **EXAMINATIONS AND INTERROGATIONS** – The school nurse, psychologist and/or a physician are authorized to conduct a thorough, but legal, examination and/or interrogation of any person in the North Brookfield System if the administration judges that the person is involved in drug use, drug possession and/or drug distribution.
- d. **DETAINING** – Any person involved where there is evidence of possession and/or distribution of drugs or materials suspected to be drugs, may be detained at the school until the parents and proper authorities have been notified and assume responsibility for the case.
- e. **POLICE INVOLVEMENT** – Evidence of possession and/or distribution of drugs or materials evidenced to be drugs is a matter for direct involvement of the police.
- f. **ACCESSORY TO FACT** – This policy will apply to any person found knowingly in the presence of drug abuse and/or drug distribution if the investigation verifies that drugs were used and/or distributed.
- g. **EVIDENCE OF BEING UNDER DRUG INFLUENCE** – judgment and witness of two or more qualified and experienced staff members shall be sufficient evidence to establish that a person is under the influence of a drug for the purposes of this policy.
- h. **EMPLOYEE RESPONSIBILITY** – Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate drug use, possession and/or drug distribution. Employees may be assigned monitoring responsibilities throughout the school facilities and on the school grounds.
- i. **SUPPORTING OR CONCEALING** – Persons who knowingly support or conceal the use, possession of, or distribution of drugs in the school shall be violating school regulations and shall be subject to disciplinary action.
- j. **PROTECTION OF THE INNOCENT** – It is the express intent of this policy to assure the protection of the non-user.

B. Possession and/or Distribution of Drugs in School

If any staff member and/or student observes or has reason to suspect that a student or staff member is in possession of a drug or contraband or is involved in the distribution of drugs or contraband in the school or on school property:

1. The suspicion should be immediately reported to any one of the school administrators. If an administrator is not immediately available, the school nurse or a teacher should be informed of the suspected violation.
2. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such persons any materials that are suspected to be drugs. If it is possible, at least two staff members should be present and witness to confrontation and confiscation of possessions.
3. The case should be turned over as soon as possible to one of the administrators who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (Inability to contact parents shall not, however, delay unduly the involvement of the proper authorities.)
4. The administration shall have the right to search the student’s locker, vehicle, desk or other possessions for evidence of drugs. At least two staff members should conduct such a search. All evidence of drugs shall be turned over to the police and analyzed. Drugs found in a student’s locker, in his vehicle or other possessions considered to be his, shall be grounds for suspension on the basis of possession.
5. If the evidence exists (including the admission of the student) that drugs were in possession and/or involvement with distribution did occur, the student shall be suspended from school in accordance with procedure written in the Student Handbook.
6. Whenever a student is suspended under such circumstances, the administration shall arrange a conference with the parents as soon as possible to inform them thoroughly of the findings of investigations, and to advise them of the policies and regulations associated with the use, possession and/or distribution of drugs.

C. Under the Influence of Drugs in School

If any staff member and/or student directly observes or has strong reason to suspect that a student or other staff member

is under the influence of a drug:

1. The person should be escorted to the nurse or administrative offices, or if the person resists, the nurse and/or administration should be notified immediately of the location and condition of the person
2. The individual shall be examined and interrogated by the school nurse, school psychologist or a physician if available, and at least two qualified staff members shall witness the behavior and characteristics of the individual.
3. The individual, if a student, shall be given the opportunity to contact his/her parent or guardian by telephone. The administration shall attempt to contact the parent by phone or via local police as soon as possible.
4. If it is judged that drugs are influencing the person in question, the nature of such drug shall be determined, if possible. Students may be transported to appropriate examination center or location if it is deemed necessary, so long as a qualified nurse accompanies the student.
5. The administration shall attempt to establish whether or not the involved person is in possession of a drug by conducting a thorough but legal search of the person, his locker, motor vehicle and/or other possessions in the school or on school grounds.
6. A student adjudged to be under the influence of a drug shall be suspended from school in accordance with the procedures described within the Student Handbook. A thorough investigation, including medical and psychological examinations, shall be conducted to determine the severity of the drug abuse problem. Measures desired or necessary for drug rehabilitation shall be determined and recommended. Refusal to accept such investigation, examinations and programs for rehabilitation shall be grounds for legal expulsion from school pending a hearing.

ALCOHOLIC BEVERAGES

Beverages which are illegal to purchase by anyone under 21 years of age are strictly forbidden to be consumed or possessed by students in or around the school buildings and grounds and at any school function at all times. **Students who possess, consume, or are under the influence of alcohol, will be punished according to the guidelines outlined below.**

Any students:

1. **Knowingly in the presence of alcohol - will be suspended out-of-school for five (5) days.** (FOR EXAMPLE: Being present in a lavatory, observing another student using alcohol and remaining there.)
2. **Possessing alcohol - will be suspended (out-of-school) for ten (10) days.** (FOR EXAMPLE: On your person, in your locker, in your car, etc.)
3. **Possessing alcohol with the intent to sell or distribute will be suspended (out-of-school) for fifteen (15) school days.**
4. **Consuming alcohol or under the influence of alcohol will be suspended (out-of-school) for fifteen (15) school days.**
5. **Distributing or selling alcohol will be suspended (out-of-school) for twenty (20) school days.**
6. **VEHICLE DENIAL - If alcohol is found in a student's vehicle, that vehicle shall not be parked on the school grounds during the school day for the remainder of the school year; and the driver shall be denied the right to drive any vehicle to school for the remainder of the school year.**

Any students involved in a repeat offense of number 1 above will receive a double penalty upon each subsequent infraction. Any student involved in a repeat offense of numbers 2, 3, 4 and 5 will be considered for expulsion from school at a hearing conducted by the North Brookfield School Committee.

Students are advised a search may be conducted of a student's person, locker, car and possessions in compliance with court-established procedures.

TOBACCO—MASS. GENERAL LAWS CHAPTER 71, 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 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); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

(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) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

MASS. GENERAL LAWS CHAPTER 71, SECTION 37H, AS AMENDED BY SECTION 36 OF CHAPTER 71 OF THE ACTS OF 1993 (THE EDUCATION REFORM ACT), AND FURTHER AMENDED BY SECTION 1 OF CHAPTER 380 OF THE ACTS OF 1993.

TOBACCO USE BY STUDENTS

Effective June 18, 1993, smoking, chewing, or other use of tobacco products, including e-cigarettes and/or vapor delivery devices, by North Brookfield Public Schools' staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use, including e-cigarettes and/or vapor delivery devices, by students is banned at all school-sponsored events, even though this use does not take place on school grounds. Tobacco and nicotine use has been proven to be seriously detrimental to one's health. Thus, the North Brookfield School System does not condone or encourage its use. Smoking, possession of tobacco products or tobacco, including e-cigarettes and/or vapor delivery devices, use by students, staff, or visitors is prohibited in the North Brookfield Schools, on school grounds, on school buses, and on school sponsored trips or events.

Procedures – Students

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.

Penalties for smoking/tobacco use or possession of tobacco products including e-cigarettes and/or vapor delivery devices, will result in the following penalties:

(FILE: JICG)

First Offense:

Written parental notification, notification of the athletic director (where appropriate), and five (5) days detention.

Second Offense:

Written parental notification, notification of the athletic director, parental conference with the health coordinator, a mandatory five (5) session (1-hour each) tobacco education class (TEG) taken after school. If the student either misses a class or refuses to take the classes, a \$25.00 fine will be enforced.

Third Offense & thereafter:

Written parental notification and notification of the athletic director will take place. If a payment of a fine or class attendance is not completed within 20 calendar days there will be a gradual incremental fine increase of \$50.00, \$75.00, and \$100.00. In addition, a meeting with the parents, student, and a school administrator (health coordinator present whenever possible) to suggest that the student take a five (5) session (1-hour each) tobacco cessation class (TAP) after school. Alternative programs offered by health maintenance organizations may be substituted with permission from the school administration.

Tobacco cessation classes (TAP) will also be offered to any student wishing to stop smoking. These classes will be offered in five (5), one (1) hour sessions after school.

MASS. GENERAL LAWS CHAPTER 71, SECTION 37H ½
***Felony Compliant or Conviction of Student; Suspension;
Expulsion; Right of Appeal***

Notwithstanding the provisions of sections 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 appropriated 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 received written notification of this 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 alternative 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 alternative 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.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student. Added by St. 1993, c.380, s2.

SPECIAL NEEDS DISCIPLINE PROCEDURES

All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter MGL71b, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students:

1. The I.E.P for every special needs student will indicate whether the students can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Sect. 333 of the Chapter MGL71b Regulations will be held to determine the appropriateness of handicapping condition and either:
 - a. Design a modified program for the student or:
 - b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.