

North Attleborough Middle School

Student Handbook

2011-2012

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

ຖ້າຫາກວ່າທ່ານຕ້ອງການໃຫ້ມີການແປເອກະສານນີ້ເປັນພາສາອາວ, ກະລຸນາໂທໂທຫາຫ້ອງການໃຫຍ່ ຂອງໂຮງຮຽນ.

MISSION AND VISION

Mission Statement

North Attleborough Middle School (NAMS) is committed to providing a supportive environment that encourages educational achievement and personal growth.

Philosophy

Early adolescence is a unique period in the lives of students during which they must cope with an awareness of a complex world as well as with major physical, emotional and social changes. The program at NAMS reflects a commitment by faculty, staff, students, family, and community to provide an environment dedicated to the acquisition of knowledge, the development of appropriate social skills and self confidence, and the pursuit of those values and skills necessary to be productive citizens.

Motto

North Attleborough Middle School is an academic and social bridge between elementary school and high school.

At NAMS we are:

Building
Responsible
Individuals
Developing
Goals of
Excellence

NAMS OFFICE

Main Office

The main office is located in the front lobby of the school. The Principal, Assistant Principals, Guidance Counselors, Nurses, and Special Education Team Chairs can be found in the main office.

Guidance Office

Guidance Counselors assist students to monitor grades and test scores, discuss academic or social needs, plan for high school and explore careers.

Parents, teachers and students can make an appointment with a Guidance Counselor.

Students will need a pass from their teacher, or may fill out a pink Guidance pass request form in the Guidance area. Parents are able to make appointments by telephoning Mrs. Detri at 508-643-2130 x 1109 for students whose last names begin with letters A-J, or Mrs. Sandland at 508-643-2130 x1107 for students whose names begin with letters K-Z.

Nurses' Office

The nurses' office is located near the main office. Students who need to see the nurse must have a pass from their teacher. Students who need to be dismissed due to illness must first report to the nurse or to the main office.

Students may not use the public telephones or personal cell phones to obtain a dismissal from school.

Medication Policy

Please try to schedule medication around school hours if possible. Students may not carry prescribed or over-the-counter medication on their person, personal belongings or store them in a locker unless they have express permission from the school nurse and administration. All medication taken by a student during the school day, whether over the counter medication (such as aspirin, medicated cough drops, or cough syrup) or a prescription, including inhalers and Epi-pens, must meet state-mandated medication regulations that include a parental permission form *and* a doctor's order form, both available in the nurses' office. All medication must be in a labeled container with the student's name, time, and dosage of medication. Tylenol (in the original container with the student's name on it) may be given in the nurses' office with a permission note from a parent. This medication and cough drops are the only medications given without a doctor's written permission. The school nurses can be reached at 508-643-2130, extension 1112, from 7:30 a.m. to 2:30 p.m..

Accidents

Accidents must be reported to the office or to a teacher immediately.

Medical Excuses for Physical Education (P.E.)

Parents must provide a written excuse when a student is unable to participate in P.E. class. If physical education or sports are to be missed three or more times for medical reasons, a doctor's note is required. Under all circumstances, a medical note is required when activity is to be resumed. Medical notes must be brought to the nurses' office.

BMI Screening

The state's BMI screening mandate (M.G.L. c.71s.57) requires that all schools collect height and weight measurements of students in grades 1, 4, 7 and 10. These measurements will be used to calculate BMI and the results will be reported to student's parents or their guardians and to the Massachusetts Department of Public Health. BMI is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among children and youth. The results of the BMI screening will be kept confidential in each student's school health record and will be mailed or directly communicated to the parents or guardians. Please contact your school nurse if you have any questions about this screening program.

Elevator Use

Students who need to use the elevator must be on the 'elevator list' compiled by the school nurses. Special instructions for fire procedures are taught to all elevator students.

Media Center

The media center is available during study period to all students for both recreational reading materials and research projects. It provides books, magazines, reference materials, maps, pamphlets, and other media for student use. Help is available to students in locating and using the materials. Books, (a limit of two per student), may be checked out for two weeks and renewed as needed. Reference materials must be used in the media center.

Student Identification (ID) Card

NAMS students will be issued an ID card within the first weeks of school. The card will display the student's photo and his/her student number. The NAMS ID card is used for purchased meals and snacks, checking out library books and for recording dismissals and tardies. While the first ID card is provided free of charge, a replacement card will cost \$3.00 and can be purchased directly at the lunch cashier register.

THE HOME/SCHOOL CONNECTION:

Parent /Teacher Organization

The main purpose of the PTO is to provide funding and volunteer help for enrichment experiences and special school events. PTO news is published within the weekly Thursday Communication. The PTO meets every other month in the Media Center. All parents are welcome to attend.

Thursday Communication

All school-to-home communication is sent home on Thursdays. Parents may sign up to receive most communication via email. Email sign up can be accomplished by emailing: vekk@naschools.net

Simply ask to be included in the Thursday Email and make sure to include your child's name and grade level. If you do not have Internet access, your child may pick up a copy of the Thursday Communication at the front office. NAMS also hosts a website linked to the main district website at www.naschools.net/NAMS/. Major events are advertised through the local North TV cable channel or may be relayed to your home via the Connect-Ed telephone communication program sponsored by the school district.

Public Release of Information

The Massachusetts Student Records Regulations permit schools to release the names of students, provided that the school gives public notice of the types of information it tends to release and allows students and parents a reasonable opportunity after such notice to ask that the information not be released.

Access to Non-Custodial Parent

As set forth in the amended regulation, 603CMR23.07(5), non-custodial parents are eligible to obtain access to their children's student records upon written request unless the

school or district has, within 21 days of the request, been given documentation that: The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

ACADEMICS

Academic Teams

NAMS houses grades 6-8. Each grade level is divided into three academic teams staffed by highly qualified teachers. Student team assignments are posted on the Friday before the start of the school year, on the front doors of the school. Students are randomly assigned to ensure team equity. Requests for team assignments will not be honored. The custodial parent may request in writing not later than the third week of August that their child's name not be posted.

Progress Reports

During the halfway point of each marking period, every student will be issued a progress report, allowing parents an opportunity to see how their child is doing. The progress report must be returned with a parent signature within three days of receipt.

Report Cards

Report cards are issued four times each year following the close of each marking period. Students take home their report cards along with a signature slip. The report card signature slip must be signed by a parent/guardian and returned to the homeroom teacher within three school days. Students who fail to deliver report cards or progress reports will be referred for discipline.

Incomplete Grades

Incomplete grades, indicated as "I" on the report card, signify that no grade has been assigned to that particular subject at grade closing time. The student must arrange with the teacher to complete whatever work is necessary to determine the grade for that marking period. The deadline for completing this work is ten school days following the issue of the report card. No incompletes shall be issued at the end of the school year.

Honor Roll Regulations

There are two levels of achievement for the Honor Roll at North Attleborough Middle School. Please keep in mind that a consistently negative attitude or other poor behavior can eliminate a student from the Honor Roll. Students must have all A's in major *and* related arts subjects to earn a place on the High Honors roster. Students must have all A's and B's in major *and* related arts subjects to be on the Honor Roll. Honor Roll students are honored each semester at an Honors Assembly, which is televised by the local North TV channel.

Promotion to the Next Grade

Students earn promotion to the next grade by earning passing grades in English, Mathematics, Science and at least one of the remaining two core subjects, Social Studies and Foreign Language or Reading. Students who fail one or more core subjects for the year, may take and pass no more than two approved summer school courses to make up the deficiency—**one time** during their years at NAMS. Students with more than two core subject failing grades for the school year will be retained.

Grade Eight Awards Program

The Grade Eight Awards Program is scheduled at the close of the school year on an evening in June. During the program, academic awards are presented to our highest achieving students for all subject areas, and students receive certificates in recognition of their completion of Middle School. The Grade Eight Awards Program includes only those students who have met all academic requirements for promotion. Students with poor discipline records may be excluded from the ceremony.

Eligibility for Sports/Extra Curricular Activities

Students participating in sports and/or extra curricular activities must maintain passing grades in all subjects.

Extra Help

Students who need extra help can secure it by making arrangements with individual teachers or their guidance counselor.

Academic Contracts

Students who are at risk of failing two or more core subject classes will be placed on an Academic Contract. The contract will indicate the expected behavior and academic improvement, the consequences of contract violation, and a timeline for completion. Students who violate their Academic Contract will attend Extended Day and/or Saturday detention. Students who are chronic violators of their Academic Contract will be considered habitual offenders of school rules and may be referred for a *Child in Need of Services* intervention.

ATTENDANCE

Absences

Absences can only be excused if a child is ill, has a medical or court appointment, or must attend a funeral. If your child is going to be absent, please call the school's attendance line at 508-643-2130, extension #5 and leave a voicemail message. Include your child's name, grade and a brief reason for the absence. The attendance voicemail is available 24 hours a day. *Your message must reach us before 9 a.m.* If a call is not received in time, the parent will be called at home or at work. If a parent cannot be reached, the absence will be recorded as a truancy. If this should become a chronic problem, the Attendance Officer will be called. **The state of Massachusetts considers any student who is absent more than 7 days in a six-month period to have excessive absences.** Students with excessive absences will be reported to the Attendance Officer. If your child is ill for more than three days or if

there are repeated absences for illness, a doctor's note must be brought in to the office.

How to Get Work for an Absence

After three consecutive days of absence parents may request homework from the teachers. It is a student's responsibility to get all missed assignments and arrange to make up tests. Homework is often posted on a teacher's website or voice mail. Teachers inform parents and students at the beginning of the year how to obtain assignments for their classes.

Vacations

Being present in the classroom is essential to a good education. Therefore, we request that parents schedule their vacations during school breaks. Parents are asked to notify the school in advance, in writing, when a vacation is scheduled within school time. Vacation absences are legally considered unexcused absences. Students on vacation during school time are responsible to obtain and make up the work within a reasonable amount of time after returning. Teachers will not provide students with assignments prior to departure for a non-school vacation.

Tardy To School

Parents must call the NAMS office at 508-643-2130 to report a student's late arrival to school. Tardy students must enter the building through the main front door. They will need their NAMS ID Card to record their time of arrival in the computerized attendance system in the front office. They will be issued a tardy pass. An excused tardy will be given only for scheduled appointments, i.e. doctor, dentist; a note from the doctor or dentist must accompany the student upon his/her arrival at school. Each unexcused tardy in excess of three per quarter will result in an office detention. Excessive tardies will result in Extended Day detention and involvement with the school system Attendance Officer. Students who arrive in school after 10:52 a.m. must, as required by state law, be considered absent for the day.

Truancy

In accordance with the Laws of the State of Massachusetts, Chapter 76, Section 2, the School Committee appoints an Attendance Officer who is authorized to investigate cases of suspected truancy. He/she may apply for a petition in District Court alleging that a child between the ages of 7 and 16 persistently and willfully fails to attend school; or persistently and willfully fails to attend school in a punctual manner; or persistently violates the lawful and reasonable regulations of the school. The parents have a duty under the general laws of the State of Massachusetts, which states that every person in control of a child shall cause him/her to attend school and attend school on time daily. If he/she fails to do so, he/she shall on complaint of the Attendance Officer face appropriate consequences.

Absences/ Tardiness-- Unexcused

Every person in control of a child shall cause him/her to attend school as therein required. If the child fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, that child may, on complaint by

the supervisor of attendance, face a Child in Need of Services, (CHINS) charge in Juvenile District Court (Chapter 76, Section 2). A CHINS may be also filed when a child has been tardy to school for 14 or more days within any six month period.

Dismissals

A parent note is required to allow a student to be dismissed from school early. The note must be brought to the front office before the end of homeroom. To sign out a student, a parent must enter the building through the front door and report to the main office. The student will need his/her NAMS ID Card to record their time of dismissal and return in the computerized attendance system in the front office. Upon a student’s dismissal return, he/she will be issued a return pass.

DAILY SCHEDULE

The school functions on a rotating 6-day schedule, with days labeled A-F. Students attend daily core classes, English, Mathematics, Social Studies, Foreign Language 7/8 or Reading 6 and Science, as well as related arts classes, (Art, Music, Health, Modular Technology and Physical Education) on three out of every six days.

Sample Day A Schedule

Homeroom	7:45 AM	7:48 AM
1	7:51 AM	8:37 AM
2	8:40 AM	9:26 AM
3	9:29 AM	10:15 AM
4	10:18 AM	11:04 AM
5a	11:07 AM	11:29 AM
5b	11:31 AM	11:53 AM
5c	11:55 AM	12:17 PM
5d	12:19 PM	12:41 PM
6	12:44 PM	1:30 PM
7	1:33 PM	2:19 PM

Sustained Silent Reading (SSR)

Sustained Silent Reading fosters an appreciation of reading as a lifetime activity. SSR is normally scheduled for the first study period. For SSR, every student must have a book that may be procured from the media center or brought from home.

Safety Drills

Fire and other safety drills, such as lockdown and disaster practice are important and should be taken seriously. For fire drills, there are exit instructions in each of the classrooms and special alarm buttons in the stairways and hallways. Once outside, classes stay in a single line and wait quietly while the teacher takes attendance. No one may reenter the building until directed by a staff member. If the fire alarm sounds during passing time students leave the building through the closest exit and notify an adult to be guided to the appropriate line. For lockdown drills,

students will remain in the classrooms and will follow teacher directions to take shelter. The building will remain locked down until the administration has completed a security inspection.

Field Trips

Staff will determine student participation in field trips, based upon behavior. Volunteer chaperones must be CORI approved.

Assemblies

A variety of assemblies, including guest speakers, musical concerts, student performances, and events, are held throughout the school year. Students are expected to display good behavior during assemblies. Those who do not behave properly will be removed from the assembly and may be denied admission to other events.

Student Council

The Student Council aims to promote good will among students and staff, be of service to the school, provide training in responsible citizenship and create a year-long series of activities to motivate school spirit. It consists of elected representatives from each homeroom. Early in the year, the Student Council holds elections for members to elect a president, vice president, secretary, and treasurer. Serving on the Student Council is considered to be one of the highest honors a middle school student may receive. The administration may remove Student Council members for academic or disciplinary reasons.

STUDENT RESPONSIBILITIES

Hallways & Stairwells

Students must pass between periods in an orderly manner. Certain corridor/stairwell areas in the building are congested during passing times. Students minimize congestion by walking on the right side of hallways and stairs, not blocking intersections, not pushing or running.

Passes

No student is allowed to leave a class without a pass from a teacher. Students leaving the classroom during a class period must sign out on the classroom sign out sheet. Teachers monitor this process. To meet with a teacher, students must obtain a pass from the requesting teacher and show it to the teacher of the class to be missed.

Late To Class

To enter a class late, a student must have a pass from the teacher or staff member who detained him/her. Late students must sign into the classroom log. Students without a pass will receive consequences.

Lockers

Homeroom teachers assign lockers to store belongings. Students are responsible to keep lockers locked at all times and should not leave valuable items in their lockers. Locker combinations are private and may not be given to another student. The school department assumes no liability for theft or damage to items left in hallway or gym lockers. Students who abuse locker privileges may have the use of a locker restricted or taken away. The

administration may conduct locker searches as needed to ensure the safety of all students.

Physical Education Lockers

P.E. lockers are provided to temporarily store clothing. Students are responsible to provide their own P.E. locker lock. Valuables may not be left in P.E. lockers at any time. A lock may have to be cut off if a student forgets the combination or if the lock is left behind on the last day of school.

Locker Clean Out

Students are responsible for keeping lockers clean and organized. Unwanted papers and other articles must be removed and disposed of properly. Locker clean-up days are held before each vacation.

Lost And Found

The main office is the place to report and find lost items. A lost clothing bin is located in the P.E. area.

Telephone/Fax Usage

Students may not use their own cell phones inside the NAMS building at any time. Phone calls should be made during study period on the public phones in the front lobby, and only with the permission of a staff member. Public telephones are located outside the main office. Students should carry fifty cents for a local call or 75 cents for a cell phone call. Office phones and office fax machines are not for student use.

Student Planners

At the beginning of the school year all students receive a planner that must be used to jot down assignments and note upcoming events. Lost or defaced planners will be replaced at a \$7.00 charge.

Textbooks

North Attleborough Middle School furnishes textbooks to all students. All books must be kept covered throughout the school year. Textbooks are to be kept clean and handled carefully. A pupil shall be required to pay North Attleborough Schools for the value of any book lost or damaged beyond ordinary wear while in his/her possession.

Internet/Technology Use

Students must follow all acceptable uses of technology/network as delineated in the Contract for Internet/Safety Use. You may read a copy of the district Internet/Technology policy at the district website: www.naschools.net.

NAMS students may use available technology for research, compositions or projects only if they have signed the district's Contract for Internet/Technology Use. Computers may be available during 5th period study for individual student use for the above named purposes. Students may not utilize email or social networking sites such as Facebook or YouTube on any school computer.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

The legislature recently amended Section 3 of G.L. c. 71B, the state special education law, to require school committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to in this advisory as "The Observation Law," limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program. In order to fully comply with The Observation Law parents and parent designated independent evaluators and educational consultants are asked to work closely with building administration in regards to each of the specific areas outlined in The Observation Law. They are detailed as follows;

Receiving and Responding to Observation Requests

Parents are requested to put their request to observe in writing to the building principal. If the request is from a parent designee and the school has no prior knowledge of the designee, it is reasonable for the school to confirm with the parent that the designee is acting on his or her behalf. If the designee will review the student's records, as is often the case, the school must obtain written permission from the parent for the record review consistent with Section 23.07(4) of the Student Records. The Observation Law, which went into effect on January 8, 2009, can be found at: Mass.gov/legis/laws/seslaw08/s1080363.html

Timely Access

The obligation to provide "timely access" to the program for purposes of observation is a core component of The Observation Law. Different observation requests may require more planning and observation time than others depending on the complexity of the student needs being evaluated, the program(s) to be observed, the program schedule, and the schedule of the parent or designee. It is also important to note that the timely access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. School administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation.

Sufficient Duration and Extent

The Observation Law requires that school districts permit access to programs that is of "sufficient duration and extent" to accomplish the purpose of the visit. District policies and practices specify that the duration and extent of observations will be determined in consultation with building administration on an individual basis. The complexity of the child's needs as well as the program or

programs to be observed, should determine what the observation will entail and the amount of time required.

Conditions or Restrictions on Observations

The Observation Law states that districts may not condition or restrict program observations except when necessary to protect:

- The safety of the children in the program during the observation;
- The integrity of the program during the observation;
- Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Building administrators will discuss the need for these conditions or restrictions on an individual basis with the program observer in planning the school visit.

CODE OF CONDUCT

As members of a respectful learning community, all students and staff are entitled to a safe and orderly school. The specific rules set forth in this handbook in no way diminish the legal authority of school officials to deal with disruptive students/events. It should be noted that it is impossible to list all infractions, and the administration retains the right to impose penalties for all acts contrary to proper behavior not expressly stated herein. Students who do not accept their responsibilities or commit infractions of the discipline code are assessed with the penalties as listed below:

- Teacher Detention
- Office Detention
- Extended Day Detention
- Saturday Detention
- In- School Suspension
- Out-of-School Suspension
- Expulsion

Teacher Detention

All teachers handle their own detention for minor incidents occurring within the teacher's jurisdiction. Classroom teacher detention may be given because of a class disruption of a minor nature, for missing multiple homework assignments, for inadequate class preparation, etc. Teacher detention takes precedence over all school activities and is served after school for a period not to exceed forty-five minutes. Students are responsible to notify parents when they are assigned a teacher detention. If a student fails to appear for teacher detention, he/she will be referred to the Assistant Principal who will then assign an office detention. A teacher detention will be necessary the following day as well. Failure to comply shall result in an Extended Day detention.

Office Detention

When teachers exhaust the procedures of classroom discipline, a student is sent to the administration. A rude or defiant student is removed from the classroom immediately. Office detention will be assigned for misconduct of a more serious nature and for repeated misconduct of a lesser nature. A referral is submitted when a student is sent to the office for discipline.

Students serve office detention on the night following the infraction. Office detention is held from 2:25 p.m. to 3:10 p.m. Students report to the Media Center immediately after the last school bell. Some causes for office detention are:

- Violation of school policy
- Excessive tardiness to school and/or class (more than three tardies per quarter)
- Class disruption/ misconduct
- Throwing or projecting objects
- Unauthorized absence front class

Students who have preset appointments after school must have administrative approval to have the detention postponed. Office detention students complete office or teacher-assigned work. Students who fail to report to detention or who cause disruption during detention earn an Extended Day detention. Students who have earned a detention may not participate in extracurricular activities on the day of detention.

Extended Day Detention

Some causes for Extended Day detention are:

- Fighting or physical aggression (first offense)
- Unauthorized absence from school; walking out of school building (first offense)
- Truancy
- Smoking (first offense)
- Verbal or physical harassment of a peer
- Frequent non-compliance with school policy
- Obscene or profane language
- Dishonesty (lying, cheating, etc.)
- Chronic lack of academic effort
- Assignment to three or more out-of-school suspension days may result in an Extended Day to make up missed work.

Extended Day Detention is scheduled on Tuesdays, Wednesdays and Thursdays, from 2:25 – 4:30 p.m. Students report to Extended Day with homework assignments, books, pens, pencils, etc. Parents will be notified of their child's assignment to Extended Day. Because of the 4:30 pm dismissal, it is the parent's responsibility to arrange for transportation home. During Extended Day, students will not be allowed to converse, put their heads down on desks, or eat. Pre-assigned work will be completed during the two-hour period. Students who do not attend Extended Day Detention on the assigned date will be referred to Saturday Detention or be suspended.

Saturday Detention

Students who are habitual offenders of school rules, are in violation of an academic or behavior contract, or have served two or more Extended Day detentions, will be assigned a Saturday Detention. Saturday Detention is held at NAMS on designated Saturdays from 8:00 am to 12:00 pm. It is the responsibility of parents to arrange for transportation to and from Saturday Detention, Parents will be given at least 48 hours notice of their child's assignment

to Saturday Detention to arrange for transportation. Students serving Saturday Detention will report to the school's front lobby no later than 8:00 am on the assigned Saturday. Saturday Detention consists of administrator or teacher-assigned work that must be completed during the 4-hour period. During Saturday Detention, students will not be allowed to converse, put their heads down on desks, or eat. Students assigned to Saturday Detention will be expected to read, write and/or complete campus community service during the entire four-hour period. Students who do not attend an assigned Saturday Detention will be suspended and be reassigned to the next scheduled Saturday Detention.

In-School-Suspension/ Out-of-School Suspension

Some causes for a suspension are:

- Obscenity/profanity directed at staff.
- Insubordination or disrespect toward staff.
- Gross misconduct.
- Vandalism.
- Smoking.
- Use, transfer, or possession of alcohol at school or at a school function.
- Habitual offender of school policy,
- Theft of personal or school property.
- Threatening another student or engaging fear.
- The use of over the counter products that alter one's state of mind (e.g., caffeine pills/drinks).
- Fighting or physical aggression towards another.

Parents must readmit their children after an out-of-school suspension by attending a meeting with the Principal or Assistant Principal. Students will not be readmitted without this meeting,

Due Process Rights of All Students

In cases of suspensions for ten days or less; the student has the following rights.

- The right to oral or written notice of charges against him/her.
- The right to an explanation of the evidence against him/her.
- The opportunity to present his/her side of the story.

For suspensions longer than ten days, more formal procedures could be required. Those procedures may include:

- The right to cross-examine witnesses against the student.
- Time to prepare for a hearing.
- The right to present witnesses and testimony.
- The right to counsel.

Although the above procedures would normally precede the suspension or expulsion, in emergency situations the student may be summarily removed from the public school, with a hearing to follow as soon as possible.

Suspension, for up to ten days in a school year, of students who receive special education services is not considered a change in placement For special education students suspended more than ten days, the following procedures will be followed:

- Completion of a Functional Behavior Assessment.

- A manifestation determination hearing.

Depending on the results of the hearing, a special education student may receive a change in placement, additional or different services or may be suspended or expelled. If a student in general education is suspended and a parent requests an evaluation, the evaluation shall be expedited. If the student is eligible for special education services, all procedures stated above apply.

Expulsion

When chronic or severe misbehavior merits consideration of expulsion from school, the Assistant Principal will address the matter in writing to the Principal. Education Reform Act Of 1993 - Authority Of The Principal (Ch71, 37h) - (1) Any student who is found on school premises or at school-sponsored or school related event, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal. The regulation regarding possession will include possession of a dangerous weapon or a controlled substance in one's locker. At school a person who is in the presence of a controlled substance may also be regarded as being in possession. (2) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the Principal. The regulation applies to direct physical or verbal assaults that put a person at risk of injury. It also applies to an indirect physical or verbal assault that might occur when a teacher is attempting to break up a fight or an argument.

If a student presents any of these behaviors, he/she will be suspended from school for a period of ten school days, during which time the Principal will conduct a hearing to consider expulsion. At the hearing, the student will have the right to representation by an attorney, and to call and cross examine Witnesses. Within ten days of their receipt of the Principal's decision, parents/guardians will have the right to present an appeal to the Superintendent of Schools. At such a hearing, the student has the right to counsel. No school or school district within the Commonwealth of Massachusetts shall be required to admit or provide education service to a student who has been expelled under these provisions. If the 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 the expulsion.

Discipline Resulting from Felony Charges/Convictions
Pursuant to state law, M.G.L. c.71, section 37H ½, upon the issuance of a felony criminal complaint or upon the issuance of a felony delinquency complaint against a student, the Principal may suspend the student for a period of time deemed appropriate, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general

welfare of the school. 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 may expel said student if the principal determines that his continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In such cases, the student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of 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 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 suspension. At the hearing, the student has the right to present oral and written testimony on his behalf, and has the right to counsel. Upon the expulsion of such student, no school or school district shall be required to provide educational services to the student.

PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan. The following requirements apply to the discipline of special education students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special education student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will convene to determine whether the student's conduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review

the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).

5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. North Attleborough Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

Students with disabilities who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student is suspended out-of-school for more than ten days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended without further educational services.

Forbidden Items

The following items are *not allowed* to be in the possession of students while on school property:

- Laser Lights
- Matches, lighters
- Pagers, buzzers
- Any other items deemed to be inappropriate or dangerous in an educational setting

Cell Phones/ Electronic Devices

Cell phones and other electronic devices are not to be used in the building at any time. They must be turned off completely and put away in a backpack, in a locker. Students violating these rules will have the items confiscated and disciplinary consequences will be assigned. A second violation of this rule will result in the item being confiscated and returned only to the student's parent/guardian. Additional disciplinary consequences will be assigned.

Gum Chewing

Gum chewing is NOT allowed at any time at North Attleborough Middle School. Gum is often disposed of improperly, causing damage to the facility. Teachers may assign immediate consequences, including having students clean gum off surfaces. Repeated abuse will result in administrative disciplinary action.

Food Items

Students may not have food or beverages in the hallways, stairwells or classrooms. For special events, such as a bake sale or team celebration, students may bring pre-packaged items. Any *homemade food* for a special event must be delivered to school by a parent or guardian. Such items must be labeled with the parents' name and a contact number and brought directly to the main office. Please be aware that some of our students have serious nut allergies. Make sure to label any homemade items that contain nuts!

Bomb Threat

Any student who by telephone, by note, or by any form of communication makes threat of an explosive device having been placed in a school or on school property or who places a device—real or simulated—in a school or on school property shall be suspended from school by the building Principal for an initial period of ten days and will be referred to the Superintendent of Schools and the North Attleborough Police Department (NAPD). In all instances where the evidence sustains such action, the Superintendent will convene an administrative hearing by the School Committee under the Provisions of Chapter 76, Section 17, of the General Laws. The consequence of such action may be the exclusion of the student from school for the remainder of the school year or permanently.

Incendiary, Firecracker Policy

Any student found or suspected of lighting a fire shall be suspended for up to ten days. The police and fire departments and the student's parents will be notified. Any student setting off firecrackers on school grounds shall be suspended up to ten days. The police and the

parents of the accused shall be notified. Re-admittance to school for either offense is through the Superintendent's Office. Parents will be responsible for arranging a meeting with the Superintendent of Schools. A second offense will cause the student to be immediately referred to the Superintendent for expulsion.

Smoking

In addition to the consequences cited in the North Attleborough Middle School Code of Conduct (see Extended Day and Out of School Suspension), students who are found smoking while in school or on school grounds will also be subject to the language included in the "Town of North Attleborough Youth Possession" Regulation which states: "No minor may be in possession of a tobacco product in any public place within the Town of North Attleborough." The penalties associated with this regulation are:

- First offense - \$25.00 fine.
- Second offense - \$50.00 fine.
- Third offense - \$100.00 fine.

Fines are payable to the Town of North Attleborough.

The Middle School Principal and Assistant Principal are responsible for the enforcement of this regulation.

Plagiarism

Plagiarism is defined as: "the act of stealing and passing off the ideas and works of another as one's own" (Gove, Phillip B., ed. *Webster's Third New International Dictionary*, Springfield: Merriam-Webster, 1993). Students are taught that it is wrong to copy work from someone else and to claim that work as their own. Teachers work with students to clarify the proper methods of research for each assignment and to explain how research information is to be acknowledged. Middle school curricula include a variety of research reports in all subject areas. Internet and computer access to a wide variety of information has broadened the way students do research. Copying work from the Internet or other educational software in any "cut and paste" fashion and submitting the result as his/her own work is plagiarism, if not properly credited. The same reminder extends to the use of books, encyclopedias and other print sources when these are used to gather information. Changing a word or a sentence or two when facts are compiled into a report could also be plagiarism if proper credit is not given to the source of that information. Also, using Internet sites to assist in the "translation" of reports from English into Spanish or French could be considered a form of plagiarism. The submitting of such a "cut and paste" or "slightly changed" or "computer translated" report could result in the rejection of the report by the teacher or possibly more serious consequences.

Bullying, Harassment and Intimidation

Every student has the right to attend school without fear of threat or intimidation by other students. Bullying is defined as a repeated verbal, physical, written or electronic action that displays an imbalance of physical, psychological, or

emotional power. Students may experience bullying on campus, on the way to or from school or by electronic communication at home that affects how he/she feels at school. **Students are expected to report these incidents to their guidance counselor, their teachers or to school administration. Students who witness or have knowledge of another student's mistreatment are also required to report this.** Students may report an incident verbally or in writing. Anonymous reports may be deposited in the Media Center book drop. Each and every case will be investigated, and those students found guilty will be disciplined. Discipline may include Extended Day or Saturday Detention, suspension or expulsion. Incidents of physical or severe bullying, including cyberbullying, will be reported to the NAPD.

Hazing

The term "hazing" shall mean any conduct or method of initiation into any group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include whipping, beating, branding, exposure to the weather, forced consumption of any substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of a student, or which subjects him/her to extreme mental stress. Whoever knows that another person is the victim of hazing shall report such crime to a person in authority as soon as reasonably practicable. Disciplinary action for organization and participation in hazing will result in an initial suspension of 10 days or more.

Sexual Harassment

It is the policy of the North Attleborough School Department to maintain an environment that is free from sexual harassment. It shall be a violation of this policy for any North Attleborough student to sexually harass another student or a school employee during any and all school related activities. Sexual harassment is defined as any form of unwanted or unwelcome sexual attention that interferes with one's right to an education. Sexual harassment can include, but is not limited to physical, verbal, non-verbal, written or implied harassment. Any student who alleges sexual harassment may complain directly to the administration or guidance counselor. Any staff member receiving such information from a student must forward this information to the Guidance Office. Confidentiality of both the complainant and the accused will be respected. A substantiated charge against a student in the school district shall subject that student to disciplinary action that could include suspension or expulsion, consistent with the discipline code. The entire text of the North Attleborough School Department policy is available upon request.

Public Display of Affection

Students at NAMS are expected to abide by the rules of decency and decorum and are therefore not allowed to hold hands, hug or otherwise display affection in a public setting.

Academic or Disciplinary Exclusion

Administrators and teachers will reserve the right to deny attendance to any student that they judge has not earned the privilege of participation. Any student who falls behind academically due to a lack of effort, chronically violates an academic contract, is truant, is a habitual offender of school rules and policies, is suspended two or more times, or has an unmet financial obligation to the school, may be placed on the exclusion list for special events. Special events are identified as field trips, speakers, assemblies, and other special team activities. The student and his/her parents will be notified. Every opportunity will be provided for parents to discuss the matter with the appropriate personnel.

DRESS POLICY

The administration reserves the right to determine whether items of clothing are of a distracting nature or are in violation of the health standard and safety of the students attending the school. *Students in violation of the dress code will be required to call home for a change of clothing.* Habitual violators of this policy will receive disciplinary consequences. Decisions about the appropriateness of an item of clothing will be made in accordance with the following framework:

- Students may not wear clothing that endangers their own physical well being or that of others.
- To safeguard the educational process, students may not wear clothing that is distracting to themselves or other students.

Some specific guidelines:

- The hem of skirts and girls' shorts must be no shorter than 5 inches above the knee.
- Hats/caps may not be worn inside the building.
- Shirts/blouses may not have straps thinner than a two inches, must not show cleavage and must completely cover the torso when a student stands, walks or sits.
- Students may not wear tank tops or muscle shirts.
- Clothing may not include words/phrases that are sexually suggestive, obscene, or promote the use of alcohol, tobacco, drugs, anti-Semitic or racist remarks or other inappropriate words or connotations.
- Pants or shorts may not have writing across the buttock area or holes that show underclothes.
- Tight leggings/yoga pants are not to be worn outside of P.E.
- Underwear may not show above or outside clothing, (e.g. bra straps, boxer shorts, etc.)
- Foot covering must be worn at all times. Open toed sandals are acceptable, but flip-flops are unsafe and may not be worn. Shoes with wheels are not allowed.
- Clothing may not include items that might endanger student safety—e.g. pins, chains, etc.

P.E Dress Code

- All students participating in P.E. must change clothes for class.

- A change of clothes is defined as a different top and bottom than what was worn to school and a pair of NON-MARKING sneakers. Students must wear appropriate undergarments.
 - P.E. clothes may not be worn to school before P.E. class or worn home after class.
 - P.E. clothes follow the same rules as the regular dress code (see above).
 - Students may not bring any jewelry/ valuables to class. The P.E. Department is not responsible for lost or stolen property.
 - Toiletries may not be in glass or aerosol containers.
- Dress code exceptions may be granted for special events with prior permission of the administration.

BUS RULES

Riding the bus is a privilege for those students who qualify. All rules that pertain to the school also pertain to the bus. A student may only ride the bus officially assigned to him/her. A pupil's privilege to ride on a bus may be forfeited for a designated period of time, if, in the judgment of the Principal or Assistant Principal, the seriousness of an offense warrants a forfeit of the riding privilege. The driver is in full charge of the bus and pupils. Pupils must remain seated while the bus is in motion. Pupils must obey the driver promptly and willingly.

Not Allowed:

- Throwing or shooting any projectile.
- Extending head, hands, or arms out of the windows whether the school bus is in motion or standing still.
- Any misconduct that intends to distract the bus driver or causes concern for safety.

Bus drivers will notify the Principal or Assistant Principal of any bus misconduct. Consequences for bus referrals are as follows:

1st Offense = warning

2nd Offense = loss of bus privilege for 5 days

3rd Offense = loss of bus privilege for 10 days

4th Offense = loss of bus privilege for the remainder of the school year.

Buses are scheduled to arrive and depart in accordance with the school's schedule. A "late bus", leaving school at approximately 3:15 pm is available Tuesday through Thursday to accommodate students who stay after school for detention, extra help, or extracurricular activities. The late bus covers the entire district, therefore having a limited number of stops.

DROP OFF AND PICK UP STUDENTS

Parents who choose to drive to school to drop off or pick up students are asked to:

- Use the back parking lot only. Students may not be dropped off at the front of the school. That area is reserved for buses only.
- Follow staff directions at all times.

- Please drive *the posted 5 mph* and watch for pedestrians!
- Please stay within the drop off lanes. Cars are asked to drive all the way forward to Door C regardless of the door the student will enter. Students may leave their car as soon as the line of cars is as far forward as possible.
- If a student is dropped off in the second lane, where there is no curb, he/she must walk directly to the nearest crosswalk and follow crossing directions.
- To pick up students, parents are asked to park in the back parking lot and wait for their child to use the crosswalk.

CAFETERIUM

The lunch period is an opportunity to eat with Academic Team friends. Students are expected to use good manners and follow the cafeteria rules:

- Wait in line in the servery area.
- Use the school ID cards/number provided to purchase food items.
- Students must remain in their original seat throughout the entire lunch period.
- Trays and their contents are to be returned to the appropriate location.
- Tables and adjacent areas are to be neat and clear before exiting the cafeteria. *No food or drink is to be taken outside the cafeteria at any time.*
- Students will line up in an orderly manner.
- Students are not allowed to bring or have soda in school, except for field trips.
- Coffee and energy drinks are not allowed.
- Exchanges or refunds on purchased items are not allowed.
- Students who litter or otherwise misbehave in the cafetorium will be assigned to clean up their area.

Lunch

School lunches are available from any one of four lunch stations. Students may choose a main entrée item, vegetable, fruit OR dessert and milk. Snacks, juices and ice cream may be purchased separately. There are also snack and beverage machines located just outside the cafeteria. Charging a lunch will not be permitted. In an emergency, a student without money may choose either a peanut butter & jelly, or a jelly & marshmallow spread sandwich and milk. No other choice can be allowed. Your cooperation is necessary and appreciated.

Lunch Tickets

Lunch tickets cover 10 lunches and cost \$22.50 each. They may be purchased from the cafeteria staff beginning at 7:15 a.m or a check may be dropped off in the gray Food Service box on the front office counter. Checks or money orders are preferred, made out to the N.A. Middle School Lunch Program. However, once a personal check is returned for any reason, only cash will be accepted for the

remainder of the year. A returned check will incur a \$25 fee. If you have any questions or concerns about the lunch program, or free and reduced ticket applications, you may call the Food Service Dept. 508-643-2104.

Breakfast Program

Breakfast is served in the cafeteria from 7:00 to 7:40 am daily. Students may also purchase fresh fruit, yogurt, juices and milk. This is a convenient service for those who cannot find the time to eat at home.

INCLEMENT WEATHER INFORMATION

One or Two Hour Delays

On some mornings, road or weather conditions may warrant a delay in the opening of schools. If this decision is made, all schools will open one or two hours later than the usual time and all buses will run accordingly. All schools will close, however, at regularly scheduled times. Please listen to radio stations WBZ (1030 AM) or WPRO (630AM) or watch the local TV channels for notification. The information is also posted at www.naschools.net

No School

In the event that school is called off because of inclement please listen to radio stations WBZ (1030 AM) or WPRO (630AM) or watch the local TV channels for notification. The information is also posted at www.naschools.net

POLICIES AND CONTACTS

Copies of our policies and procedures are available in the Principal's office and are available upon request.

The North Attleborough Public School District provides Equal Educational Opportunities without regard to race, color, sex, religion, national origin, sexual orientation and disability.

If you believe your child is being discriminated against in any manner, you may contact:

Suzan Cullen, Superintendent
504 Coordinator
Woodcock Administration Building
6 Morse Street
508-643-2100
Ted Barrett, NAHS Asst. Principal
Sexual Harassment Officer
North Attleborough High School
1 Wilson Whitty Way
508-643-2115

You may also contact:
U.S. Department of Education
Office for Civil Rights
33 Arch Street
Suite 900
Boston, MA 02110-1491