

# **RUPERT A. NOCK MIDDLE SCHOOL**



## **Student ~ Parent/Guardian Handbook**

**2013 - 2017**

**Main Office: 978-465-4447**

**Absent Line: 978-465-4450**

**School Hours ~ 7:20am – 2:00pm**

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## **MISSION STATEMENT**

In fulfilling the Mission of the Newburyport Public Schools, the Rupert A. Nock Middle School, an authentic middle school, is committed to the intellectual, moral, physical, and social development of every student.

Children in the eleven to fourteen age group have distinct educational and psychological needs which clearly identify them as a unique group. Our purpose as a middle school is to meet these unique educational and psychological needs, to ease the transition from childhood to adolescence, and to bridge the gap from the self-contained elementary school to the departmentalized high school.

We are committed to providing quality education in a caring community that ensures each individual student the opportunity to learn to the maximum of his or her potential.

## **NEWBURYPORT PUBLIC SCHOOLS' CORE VALUES**

The Newburyport Public School System has identified several values that are considered to be the foundation upon which our educational process is built. As members of the Middle School community, we are committed to fostering and demonstrating these values as part of our daily lives.

Our Core Values state our belief that it is the responsibility of every member of this school community to sincerely embody and openly demonstrate:

- A commitment to intellectual growth and moral development as the primary purpose of our schools;
- An attitude of caring for every individual in our schools;
- A commitment to quality in everything we do as individuals and as schools;
- A belief in the ethical value and efficacy of open and honest communication at every level;
- An enthusiasm for innovation, not merely for the sake of change, but for the advancement of our schools;
- A belief in the moral imperative of individual responsibility;
- A commitment to the success of every individual in our schools;
- Respect for the rights and responsibilities of parents in the education of their children.

## THE MIDDLE SCHOOL CHILD...

In the brief stage of young adolescence, our students undergo rapid physical growth, changes in moral reasoning, the onset of abstract thinking, and are introduced to a range of social pressures. Simultaneously, they're creating a personal identity, acquiring social skills, gaining autonomy, developing character, and setting values.

Young adolescents crave:

- positive social interaction with adults and peers;
- structure and clear limits;
- physical activity;
- creative expression;
- competence and achievement;
- meaningful participation in families, school, and communities;
- opportunities for self-definition.

## WHAT ARE THEY LIKE?

- They eat constantly.
- Their music is too loud.
- They take social issues very seriously.
- They frequently exclaim, "You don't understand!"
- They cry a lot.
- They laugh a lot and often at inappropriate moments.
- They're sure that no one has ever felt what they're feeling.
- They hang out at home and like being with their parents.
- They hate hanging out at home or being seen with their parents.
- They have difficulty concentrating on anything for more than a minute at a time.
- They are seldom satisfied with the way they look.
- They're loyal to their friends.
- They talk behind their friends' backs.
- They can always find a way or reason to blame someone else.
- They want to be independent.
- They want to be treated as an adult, but don't want to let go of their childhood.
- They know everything.

# RAN MS Bill of Rights and Responsibilities

<b>Students' Rights</b>	<b>Students' Responsibilities</b>	<b>Parents' Rights</b>	<b>Parents' Responsibilities</b>	<b>Staff Rights</b>	<b>Staff Responsibilities</b>
To achieve to their full potential	To come to school on time, prepared and ready to learn; to fully participate in learning	To be informed of school policies and programs and of their child's progress; to be informed of ways to support child's learning	To support daily, punctual attendance apart from medical or family emergencies; to have child prepared for school in all respects	To have the attention, effort and participation of all students	To equip each student with the knowledge, skills, attitudes, and values required for successful learning
To attend a safe, caring school free of fear, bullying, harassment and violence	To obey school rules; to maintain behavior consistent with the core values of the school	To expect that dedicated school staff will maintain a safe, wholesome environment conducive to learning	To support the school's authority to maintain safety; to adhere to school sign-in and visitor procedures; to model respect for school policies, rules and personnel	To teach in a safe environment, free from disruption and interruption	To enforce rules; to hold students accountable; to take responsibility for the social and emotional well-being of all students; to model the core values of the school
To be treated fairly and with respect; to be listened to whenever the need arises	To respect adults and fellow students; to be honest	To be informed in a clear and timely way whenever an issue regarding one's child arises; to ask questions, raise concerns, voice complaints regarding child's program	To allow reasonable time for school response; to make appointments with clear agenda for substantive issues; to follow the public complaint policy of the district	To be informed directly and in a timely way regarding parent concerns; to have reasonable time to respond to parent issues; to be respected; to expect confidentiality	To respond to parents' concerns, questions and information in a clear and timely way. To work collaboratively with parent to address any concern; to keep parents informed of child's progress
To receive due process; to have the opportunity to present one's role in a situation	To take responsibility for one's role in a situation.	To meet with appropriate staff in a timely way regarding any situation; to expect prompt and effective follow through and clear communication regarding any problematic situation	To attend meetings if the need arises; to help one's child accept consequences if need be; to support one's child in the development of increasingly responsible behavior	To have parental and administrative support in dealing with problematic student behavior	To uphold the policies, procedures and protocols consistent with the school handbook; to support/adopt school programs designed to promote responsible behavior
To do schoolwork in clean, pleasant surroundings	To respect school property; to take pride in and responsibility for school appearance	To expect schools to maintain clean, pleasant surroundings	To promote and model an appreciation and respect for school property and equipment	To teach in clean, pleasant surroundings; to have cleanliness/equipment issues addressed in timely way	To supervise vigilantly; to report issues regarding environment, equipment in timely way

## **VISITORS TO THE BUILDING**

All visitors are welcome to the building and need to report first to the main office. Guests must sign in at the office to receive a visitor's pass. Guests will not be allowed in classes during school, unless prior arrangements have been made with the principal and classroom teachers. Persons looking to meet with a teacher for the purpose of discussing a particular concern shall do so at any time that does not interrupt the normal school program. Persons wishing to make an appointment with a teacher may do so by contacting a teacher by email or phoning the Middle School office at 978-465-4447.

## **IN SCHOOL VOLUNTEERS AND SCHOOL EVENT CHAPERONES**

Newburyport School system policy is that all in-school volunteers and school event chaperones must be checked through the Criminal Offender Record Investigation (CORI) check process.

Information regarding the policy is contained in school handbooks and on the district website [www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us) for those who decide to volunteer or chaperone for the first time or for those doing a recheck after three years.

Only an Authorized CORI Employee will review the returned information. Individual principals will be notified if there is a concern regarding a prospective volunteer or chaperone.

By law this process must be completed every three years. Returned information will be kept on file in the Central Office.

## **SUGGESTIONS FOR PARENTS**

The education of your child is not solely the function of Rupert A. Nock Middle School. Rather it is the result of a collaborative effort among the student, the school, and the parent. In recognition of this shared responsibility, the following suggestions are recommended for parents to assist in their child's education:

1. Establish a home environment which encourages learning. Providing a small but meaningful home library helps to accomplish this.
2. Encourage that homework be done at the same time and at the same place each day.
3. Check to see if homework is brought home. Communicate immediately with the teachers on the team if you do not see homework.
4. Check your child's understanding of the assignments.
5. Supervise your child's completion of homework, but do not do it for your child.
6. If your child needs assistance, try to keep the amount of time of your help within 10 minutes for any given assignment, making sure that your child is the one holding the pencil.
7. Establish and communicate reasonable standards for neatness, accuracy and quality of work. Encourage your child to take pride in his/her efforts.
8. Discuss the school day's events with your child.
9. Make contact regularly with your child's teachers.
10. Keep roles straight. Remember that you are the parent--don't try to become the teacher. Remember that your child performs as a student in school. At home, your child is first and foremost your son or daughter.

## **ATTENDANCE**

Student success is, in large part, a result of regular attendance. There is no replacement for the instruction and interaction which takes place in the classroom. Newburyport Public Schools expects its students to attend school all day, every day, except in the instances of illness, death in the family, court appearances, religious holidays and/or family emergencies.

Parents are strongly encouraged to keep children who are ill at home for the day. As a safety measure, in an effort to account for every student on a daily basis, all parents or guardians will notify the school office (**978-465-4450**) on the morning of the absence. The answering machine is operative 24 hours a day. When calling, parents should give their name as well as the name and grade of the student who is absent. If you do not notify the school of your child's absence you will be contacted by the school to determine his or her whereabouts.

Parents or guardians may request assignments when a student has been absent more than 2 days by calling the school by 9:00 A.M. The assignments will be prepared by the teachers and should be picked up in the office at the end of the school day.

Pupils who are absent from school may not attend or participate in school events on the same day unless permission has been granted by the school principal or designee prior to the absence.

In the event of absences exceeding five per trimester, the parents or guardians will be notified by the school and will be **required to attend a conference** with the principal or his/her designee. Frequent communications with the school will prevent the necessity for this action in most cases. Both parents and school personnel need to work together to promote good attendance.

All parents or guardians will inform the school's office whenever the student stays with another designated guardian for a period of time, in the event of an emergency at school.

## **MAKE-UP WORK**

All teachers want students to make up work whenever they are absent, in order for the student to keep up-to-date with the work of the class. It is the responsibility of the student to **seek out make-up work when s/he returns from an absence**. If the student is to be out of school with a prolonged absence (2 or more days), the parent should contact the office to seek work missed. Support tutoring is available to students who have been out for more than 14 days as documented by a doctor. All students are responsible for work missed during an absence. Within the framework of the team, teachers will make arrangements for the student to make up work, with time limits appropriately set for the students. Tests will be made up after consultation with the individual teacher and student.

## **TARDINESS TO SCHOOL**

Arriving to school on time is as important as regular school attendance. Tardiness results in an interruption of the learning process, often for the entire class. Students enter the school at 7:20 A.M. Students who enter class after 7:30 A.M. are tardy and must report to the office to fill out a tardy slip. Students take the pink copy of the tardy slip with them which admits them to class. Students who have **an excess of three** unexcused tardies per trimester will be **assigned a detention for each subsequent tardy**. The definition of an excused tardy includes family emergencies, illness,

religious, unavoidable circumstances and/or appointments that cannot be scheduled at any other time of day, i.e.: doctors, dentists, orthodontists. Tardiness caused by family emergencies, illness, religious or unavoidable circumstances needs to be accompanied by a note signed by the student's parent or guardian. Tardiness caused by an appointment needs to be accompanied by a note from the respective doctor's/dentist's office. Students must be in school by 10:30am to receive credit for the day

### **DISMISSAL**

Except for illness, dismissal from school will only be granted on the presentation of a note from a parent, guardian or doctor stating the reason for dismissal. The note is given to a secretary in the main office. The secretary will complete a dismissal slip and give it to the student. At the time of dismissal, the student will report to the main office and leave the dismissal slip with a secretary. If a student returns to school later that day, they should report to the office and record the time of return on the dismissal slip.

### **VACATIONS**

Extended absences for vacation time outside of school vacation time is not encouraged. When a student is absent from school, they miss the explanations, discussions, and conversations which are so important to the learning process. However, if a student will be absent due to family plans, we request that the school be notified as soon as possible. When a student is taken out of school by a parent or legal guardian to go on a trip while school is in session, s/he will be given the work that was missed **when they RETURN to school**. When the student returns to school, s/he should plan on attending extra help sessions after school in order to complete the missed work.

### **RESIDENCY VERIFICATION**

The Newburyport Public Schools reserves the right to request residency verification at any time during the school year.

### **WITHDRAWAL**

If you are going to transfer to another school during the school year, please inform the office in advance. A parent or legal guardian must come to the main office to sign a release and fill out the paperwork associated with the withdrawal. Your school records will then be sent by us to your new school. If you are moving during the summer, please be sure to notify the office that your child will be withdrawing. You will need to sign the record release form.

### **WINTER STORMS AND SCHOOL CANCELATIONS**

School cancellation will be aired on the local radio station WNBZ 1470 AM, WBZ 1030 AM and WHDH 850 AM. Channel 4 WBZ-TV will also broadcast the school cancellation announcement. Also, a district wide Blackboard Connect telephone call to parents/guardians will be generated from the Superintendent's Office. If there is no cancellation announcement school will be held as usual. Please do not call the school for this information because it ties up the telephone lines.

### **DELAYED OPENING OF SCHOOLS**

On occasion, weather conditions may permit school to operate but require that the opening of school be delayed. When the above conditions exist, as determined by the Superintendent of Schools, the opening of school will be delayed by either one or two hours. RAN Middle School will begin at 8:30 A.M. (one hour delay) or 9:30 A.M. (two-hour delay). The buses will operate one or two hours later than their normal schedule. Schools will be dismissed at their usual time.

### **NURSE**

Students needing the nurse's services due to illness or injury will be given a pass and dismissed from class. No student is to report to the nurse without first notifying a teacher or administrator. Once the nurse has completed her examination of the illness or injury she will either dismiss students back to class with a pass or contact a parent or guardian to arrange for transportation home.

Our school's health services are not a substitute for the parental responsibility for medical care, but they do serve to supervise and inform parents of student needs. In addition to daily care provided for students, the school nurse provides other student services. These services include vision and hearing screening, postural screening, administration of prescribed medications, and reminders to parents to keep immunizations current.

**There is no nurse available during before-school and after-school programs and organized activities (e.g., sports, clubs). If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Note that after-school personnel cannot deliver medical procedures or obtain or administer medications. Students with special health needs are encouraged to carry necessary items (e.g., inhalers, EpiPens) during these times. If your child requires specific assistance during an after school event please contact your child's school nurse for guidance.**

### **Infection Prevention and Control**

*Adapted from: The Comprehensive School Health Manual, MA Department of Public Health, 2007*

The spread of communicable diseases can be controlled by the use of good infection control practices. Proper hand hygiene, standard precautions, appropriate personal protective equipment, cleaning and disinfecting, and respiratory hygiene/cough etiquette are effective methods for preventing the spread of most infectious diseases and should be implemented and practiced consistently in schools.

### **Hand Hygiene**

Proper hand hygiene is the single most effective way to prevent the spread of most infections. Several studies have indicated an association between handwashing or use of alcohol-based hand sanitizers and reduction in school absenteeism due to infectious illnesses.

Practice hand hygiene:

- after toileting;
- before eating or handling food; and,
- after contact with blood or body fluids, non-intact skin, or nasal and respiratory secretions.

To properly wash and clean hands, the following procedures should be followed:

- Wash hands with soap and water when they are visibly soiled. Wet hands first with water, apply soap, and rub hands together vigorously for at least 20 seconds. Rinse hands with water and dry thoroughly. Use a towel to turn off the faucet.

- If hands are not visibly soiled, an alcohol-based hand rub or gel may be used in place of soap and water. Apply the product to the palm of one hand and rub the hands together, covering all surfaces of the hands and fingers, until hands are dry.

### **Standard Universal Precautions for Handling Blood and Body Fluids**

Standard precautions are used for all contact with blood and other body fluids, secretions, and excretions; non-intact skin; and mucous membranes. These precautions must be used at all times, regardless of a person's infection status or diagnosis. Standard precautions include:

- Follow hand hygiene guidelines (see above).
- Wear gloves (clean, nonsterile) when touching blood, body fluids, non-intact skin, or contaminated items. Change gloves between students and tasks, and *always* practice hand hygiene whenever gloves are removed. Gloves are not a substitute for hand hygiene. Gloves may be obtained from the Head Custodian or the School Nurse.
- Gowns, masks, and eye protection should be worn during procedures and activities that are likely to generate splashes or a spray of blood or body fluids.
- Disinfect surfaces and equipment contaminated with blood or body fluids using a 1:10 solution of bleach for 30 seconds, or any EPA-approved disinfectant used according to manufacturers' recommendations. Bleach solutions should be mixed on a routine basis and stored in an opaque bottle.
- Dispose of needles, syringes, and all other sharps in a puncture-proof container. Containers are available in the school health office.
- Dispose of infectious waste (anything contaminated with blood or body fluids) in a leak-proof sealable bag.

### **Respiratory Hygiene/Cough Etiquette**

*Respiratory hygiene* is a term adopted by CDC and DPH to describe measures that can be taken to decrease the risk of spreading respiratory illnesses by droplet and airborne transmission. A universal "respiratory hygiene/cough etiquette" includes the following:

- Cover the mouth and nose with a tissue when coughing or sneezing;
- Dispose of used tissues in a wastebasket; and
- Practice hand hygiene often.

### **RIGHTS TO EQUAL EDUCATION**

The Newburyport Public Schools' policy is not to prevent or discourage any student from participating in any of its programs or activities on the basis of race, sex, sexual preference, religion, national origin or for any handicap that a student may have. If a student feels that his/her rights have been violated, s/he may submit a complaint to the principal.

Laws which prohibit discrimination in education include:

1. Chapter 622 of the Acts of 1971 of the Massachusetts Legislature which prohibits any and all discrimination in public schools and access to its courses and advantages for reasons of "race, color, sex, religion, or national origin."
2. Title IX of the Educational Amendments of 1972 which prevents sex discrimination in any federally assisted program.
3. Chapter 766 of the Acts of 1972 of the Massachusetts Legislature entitles you to a public school education even if you require special service(s) instead of, or in addition to, the school's regular program. You may obtain these services if you are between the ages of 3 and 21, have not obtained a high school diploma, and have a disability that keeps you from progressing effectively in a regular class. If you fulfill all of the criteria, your parent, teacher, doctor, social worker, or court official may request that an evaluation be done to determine if you have special needs. A team must be assembled to evaluate your needs, and if you are found to require special services, the team must write an individualized education plan (I.E.P.). Your parents have the right to participate and are invited to all meetings pertaining to your evaluation and educational plan.

### **SPECIAL EDUCATION SERVICES**

The office of Special Education is located in the superintendent's office at the rear of the Middle School and provides all the services for the system under Massachusetts Law Chapter 766 and Public Law 94-142. Services at the Middle School will be integrated within the teams as much as the Individual Education Plans allow. You may reach the office of Middle School Special Education by calling the main office at 465-4447.

A full range of support services are available to any student who presents with a disability and is not progressing effectively. Services will be recommended by the TEAM and specifically stated on an Individual Educational Plan. The goal is to educate students in integrated classrooms and provide assistance utilizing a team teaching approach consisting of a regular and special educator. The SPED staff works closely with the regular education teachers to accomplish this goal.

### **COUNSELING SERVICES**

Services are available to students who need counseling support as part of their school day in order to meet with success at school. Students who participate in counseling can join a group of peers or meet individually\* with a counselor. The school psychologist is also available for consultation with parents and teachers.

New Kids Group: Students new to the Middle School in grades six through eight are welcome to join the New Kids group. There are activities, field trips, and opportunities to meet other new kids and to talk about thoughts and feelings regarding being a new student.

\*by referral only

### **NEED HELP?**

When students have a question or a problem there are a number of staff members who can assist them. A person to begin with is one of the teachers on the team. This may either be the homeroom teacher, or another teacher with whom the student feels comfortable talking. Other staff members who can provide guidance or assist students in solving a problem or simply answering a question include the principal, the assistant principal, student services coordinator, school nurse, school psychologist, and office staff. Do not let a question or a problem become overwhelming...seek a solution.

### **STUDENT ORGANIZATION AND STANDARDS FOR WRITTEN WORK**

Every student at the Middle School must have the required supplies as designated on their grade/team supply list. The supply lists are posted on the website. Teachers will periodically monitor notebooks to assist students in keeping organized. Parents should frequently check student work and replenish supplies as needed.

A Student *Agenda* called the Middle Unmuddle will be used to record homework and as a communication tool for both teachers and parents. The *Middle Unmuddle* is given to students in September. If a replacement is needed, students may purchase a new one in the main office at a fee of



\$5.00. Teachers will periodically check the use of these planners. The purpose of this agenda is to assist students in keeping organized and to develop effective study habits. In addition, there is a place in the agenda for parents and teachers to communicate on a daily basis. Students are expected to produce work consistent with the following "Standards for Written Work:".

- I.       FORMAT
  - A.       Include full name
  - B.       Include date
  - C.       Include assignment
  - D.       Use margins
- II.       PAPER APPEARANCE
  - A.       Legible writing
  - B.       Use paper appropriate to assignment
  - C.       Neat  
PLEASE: no wrinkles, no fringes, no "scratch outs"
  - D.       Use writing tool appropriate to assignment.
- III.       MECHANICS
  - A.       Write in complete sentences
  - B.       Use appropriate punctuation
  - C.       Use appropriate capitalization
  - D.       Use correct spelling

### **HOMEWORK**

Experience and research have shown conclusively that well planned homework assigned daily is an integral part of the teaching-learning process and contributes significantly to the academic achievement of students. There are many purposes and goals for well planned homework assignments: increase knowledge; promote skill development; reflect, review and study; and develop effective study skills and responsibility. Homework in the Middle School means just that: the student completes assignments which reinforce what has been taught in school, AT HOME. Then, the student brings the homework back to school for the teachers to assess and diagnose. Teachers want to find out when and where students have not successfully grasped the various content, concepts, and skills. Homework is an important vehicle for this process.

A Student Agenda, called the *Middle Unmuddle*, will be used to record homework and as a communication tool for both teachers and parents. The *Middle Unmuddle* is given to students in September. If a replacement is needed, students may purchase a new one in the main office at a fee of \$5.00.

In assigning homework teachers will consider many factors including: the educational value of the assignment, the clarity and purpose of the assignment and the total homework load assigned by the other teachers on the team. Students will be assigned homework Monday through Thursday and an occasional weekend. Student homework assignments will range from approximately 5 to 6 hours per week for Grade 6 and 6 to 7 hours per week for Grades 7 and 8. Students are expected to record assignments daily, to include short and long term projects as well as upcoming quizzes and tests. Parents are requested to help students monitor their homework assignments. Most middle school students need assistance in planning their time and using it to complete work on time. Long-range projects should not be done the night before. Work should be completed as soon as it is assigned and not postponed.

### **TIPS FOR STUDENTS:**

1.       Set aside a regular time and place to study that work for you.
2.       Concentrate! Cut out distractions. Take a short break now and then.
3.       Always keep an assignment book or page in your notebook.
4.       Make sure you have listed and understand assignments before you leave school.
5.       Have your working materials organized and ready to begin.
6.       Be your own resource. Try to help yourself first. Keep track of what works for you so you can build a set of successful study skills.
7.       Ask for help from your teachers and/or parent(s). Use adult time to
  - A. clear up confusion
  - B. see if you're "on track"
  - C. get feedback on an idea
  - D. suggest a different strategy when yours isn't working.
8.       Accept the fact that homework is given to help you. Don't let your parent or someone else do it for you. Learning has no real short cuts.
9.       Learn to be your own toughest critic. Care about what you've done--don't give that responsibility to someone else.

### **EXTRA HELP**

There are many opportunities for students to receive extra help both during and after school. After-school extra help may be initiated by the teacher, student or parent. The extra help after school will be scheduled one day in advance so that transportation arrangements can be made. Extra help is usually held from 2:00 to 3:00, but may vary from teacher to teacher. Extra help should not be considered as a punishment by students, but rather as a student taking responsibility for his or her learning.

### **STUDENT RECORDS**

#### INSPECTION OR PHOTO COPIES

Parental requests should be made at least two days prior to inspection of records or date copies are needed. Request signature forms are available in the Principal's office.

#### NON-CUSTODIAL PARENTS

As of July 12, 2006 Massachusetts law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the Principal's office.

### **ASSESSMENT**

Assessment in all subjects at the middle school is reported with letter grades. Grading standards will be discussed by each teacher with the students in their respective classes. Our goal at the middle school is to teach students to assume responsibility for completion of their work, homework, class work, participation, and maintenance of a positive attitude.

### **REPORT CARDS AND INTERIM REPORTS**

Report Cards are issued three times a year. The Nock uses an on-line open grade book called Aspen x2. Students and parents have access to all grades and assignments. We encourage you to check your grades regularly and to contact your teachers with any concerns. To reduce the use of paper, interim term reports are not mailed.

The purpose of the report card at the Middle School is to convey to students and parents, as accurately as possible, what the student knows and is able to do in each subject.

### **GRADE EQUIVALENTS**

Grade equivalents are as follows:

A	=	Superior: exceptional achievement
B	=	Commendable: above average achievement
C	=	Grade level achievement
D	=	Below average achievement
F	=	Failure to meet minimum expectations for the course

Conduct grades are assigned for each of the Progress Report periods. The rating scale is (E) Excellent, (S) Satisfactory, and (U) Unsatisfactory.

### **STUDENT RECOGNITION**

There are three primary ingredients for an effective education: regular attendance at school, good citizenship and academic achievement. Our student recognition program is based on these three qualities and their importance is featured throughout the school year.

Perfect Attendance is recognized at the end of each school year with the presentation of certificates at the annual Book Awards Assembly. To qualify for the perfect attendance award at the end of the school year a student must have NO absences (except for the observance of religious holidays), NO tardies, and NO dismissals during the course of the school year.

Academic achievement is recognized by trimester and published in the local newspaper. To qualify for "Outstanding Achievement," a student must receive an A or A- in all subject areas. To qualify for "Commendable Achievement," a student must achieve a minimum of a B- in all subject areas.

### **AWARDS ASSEMBLY**

During the final week of the school year the annual Book Awards assembly is held to recognize eighth grade students who have shown outstanding academic achievement and/or extracurricular involvement here at the Nock Middle School. The eighth graders are recognized during the last day of school at the annual Class Day Assembly. Among the major awards presented during Class Day are: Teaching Team Award, Most Improved Student Award, American Legion Medals, Creative Achievement Award, Fireman's Citizenship Award, D.A.R. Award and the Dr. James C. Pramberg Award for community service.

### **SUMMER READING PROGRAM**

The Newburyport Public Schools has a Summer Reading Program for students in all grades. All students are required to read at least two books during the summer prior to the beginning of the school year--one book from the grade appropriate book list and one free choice. Books previously read are not eligible. The book lists were carefully chosen to address diverse ability levels and interests. Both the Public Library and the city's bookstores have stocked the titles in anticipation of this program. Students are also encouraged to share books.

### **PHYSICAL EDUCATION/WELLNESS**

All Middle School students will participate in physical education class. The class meets once in a four day rotation. Students are expected to bring a change of clothing for physical education and to participate in every class. Students recovering from serious illness, operation or accident are excused if a note is presented from a physician. Notes from parents or guardians shall be honored for one class only. A note from the school nurse or physician will be required after that one time for the same illness.

### **PEER MEDIATION PROGRAM**

Conflicts are a fact of life. Teaching productive strategies for resolving conflict helps develop those skills necessary to live together peacefully. Peer mediation is one such conflict resolution program. Using this program, students are encouraged to work together to solve their own problems.

The goals of the Peer Mediation Program are multi-fold. One is to increase students' self-esteem through responsibility in ownership of not only the problem but also possible solutions to it. Another goal is to promote the understanding and appreciation of differences. Other goals include improving students' communication and analytical skills, intervening in the escalation of disciplinary problems, and developing cooperative relationships between school and parents in resolving students' school problems.

To achieve these ends, a process has been instituted whereby referrals can be made for any student-to-student dispute. Exceptions include any infraction of school rules with established consequences, i.e. physical fighting, vandalism. In these cases, mediation may be a follow up to disciplinary consequences. Referrals originate from many sources: parents, teachers, administrators, student, or mediators. A mediation session is scheduled with the parties, the co-mediators, and the coordinator in attendance.

Following a format of active listening, questioning of the parties, and eliciting possible solutions, the mediators may be able to help the parties reach a mutual agreement on a solution to their dispute. The agreement is then written by the mediators and signed by the parties. The contents of the agreement are confidential, and all peer mediators have taken an oath of confidentiality in their training.

The follow-up procedure involves a written response to the referring party to notify that a mediation has occurred. Also, the coordinator checks with the parties to see if the agreement is working satisfactorily.

Students wishing to become mediators are self-referred. They submit an application specifying interest and qualifications. Interviews and teacher evaluations influence the selection process. All mediators undergo rigorous training and meet regularly to practice the skills necessary to be effective in the role. Peer mediators must pledge to attend weekly meetings and be available to mediate cases when they arise.

### **MUSIC ACTIVITIES**

Music is an important part of student life at the Middle School. Over half of the students in the school are involved in one or more musical performing groups. Many of these students are involved in instrumental music lessons and are members of the following groups: Grade Six Band, Seventh and Eighth Grade Band, Jazz Band. These groups all perform during school assemblies and rehearse weekly to prepare for two public concerts; the first is a winter concert and the second is a spring concert.

### **ASSEMBLIES**

We have frequent assembly programs at the Middle School. These programs offer a unique opportunity for our students to see and hear their fellow students perform, as well as to enjoy outside programs. It is important for our students to learn respect for the work of others in preparing for a performance. As in other areas of school, we expect appropriate assembly behavior, whether in the auditorium, cafeteria, classroom, library, or on the school grounds outside. During assemblies and special programs there are a few basic guidelines to follow:

1. Enter quietly in single file.
2. Fill in every seat in order of entrance.
3. Stay seated, refrain from talking.
4. Keep feet on the floor.
5. Show appreciation by respectful applause.

### **YEARBOOK**

The annual Middle School Yearbook is designed and put together by a committee of seventh and eighth grade students with the assistance of an advisor. The yearbook highlights the activities of the school year, includes homeroom group pictures of all students and features the eighth graders with individual pictures. This is a great opportunity to get involved in a school project that encompasses the entire school year. The yearbooks are available for all middle school students to purchase.

### **AFTER SCHOOL PROGRAMS**

The After School program includes many sports and activities for all students. The emphasis of the program is skill development, team participation and good sportsmanship. There is a cost for each of the activities. The activities meet from 2:10 to 3:20 in the afternoon. Activities which have been offered include: strength and conditioning, flag football, field hockey, soccer, golf, basketball, floor hockey, indoor soccer, swimming and tennis. Other activities, ping pong, knitting, cooking, art may also be offered depending on student interest. Organized by NBPT Youth Services in conjunction with Newburyport High School's athletic department the RAN After School Program ensures extracurricular activities available to all students. More information may be obtained by calling NBPT Youth Services @ 978-465-4434 or the RAN Middle School @ 978-465-4447.

### **BRADFORD SKI AND SNOWBOARD PROGRAM**

Downhill skiing and snow boarding are offered for six weeks from early January to February vacation. Students and staff from the Middle School travel to Bradford Ski Area on Tuesdays, leaving school at 2:00 and returning to school at 6:30 P.M. Bradford Ski Area offers a program which accommodates everyone from beginners to advance level skiers. Rental equipment and lessons are available.

### **FALL CROSS COUNTRY**

The RAN Middle School Fall Cross Country is a co-ed after-school program offered to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Boys and girls compete in 4-5 meets in September and October and the Cape Ann Invitational Meet at Gloucester. Students learn the basics of running cross country and compete with students from nearby schools. Practice workouts typically require students to run between 2-3 miles.

### **SPRING TRACK**

The RAN Middle School Spring Track Team is a coed after-school program offered to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Boys and girls compete in a variety of running and field events. The running events include the 60, 100, 200, 400, and 800 meter runs as well as the mile and hurdles. There is also a 4 x100 relay. The field events include the shot put, discus, high jump, long jump, and possibly the triple jump. There may be an opportunity for some athletes to participate in the decathlon. Although this is a coed program, boys compete against boys and girls against girls in approximately four track meets against area middle or junior high schools. One or two of the meets may be away. Past meets have been run against Triton, Hamilton-Wenham, Ipswich, and others. Home meets and practices are held at Fuller Field.

### **SCHOOL SOCIALS**

Organized and well supervised school socials are held to provide middle school students with the opportunity to get together with their friends and classmates, have fun, and develop positive social skills. Socials for seventh and eighth grade students include music for dancing with a disc jockey and activities in the gym such as basketball and volleyball. The socials for 7<sup>th</sup> & 8<sup>th</sup> grades are held in the evening from 6:30 to 8:30 P.M. Socials for sixth grade students from 6:00 to 7:30 P.M. These socials are organized by the Student Council and Middle School P.T.O. and include games and activities in the gym and the cafeteria as well as refreshments.

Only the students for whom the activity is planned are expected and allowed to attend. Once students arrive at an event they may not leave and return. All the standard school rules, including outside restrictions, apply to all social events in the late afternoon or evening. Staff and parents who serve as chaperones for these events are due the same respect and courtesy expected during the school day. **Students who are absent from school on the day of an event may not attend that event.**

### **FIELD TRIPS**

Field trips are planned each year to complement the program of studies at each grade level. They offer students the chance for a different view of subject matter studied in the classroom. Each field trip has specific goals to accomplish, and it is expected that all students will attend. If, however, a student's previous inappropriate behavior in school or on earlier trips suggests that his/her participation may pose a risk, then the parents and student will be notified in advance that the student will not be permitted to attend a particular field trip.

All Middle School teachers and students who participate in an approved field trip involving bicycle transportation must wear an approved bicycle safety helmet. When Nock Middle School students are on field trips, they are the representatives of the community of Newburyport. As such, we have particularly high expectations concerning their behavior. All school rules apply, as well as exemplary bus behavior.

### **ENTERING AND LEAVING SCHOOL**

Students at the Middle School are to be on school grounds only during the regularly scheduled school day and for school sponsored activities. Once a student has arrived at school s/he may not leave school without written permission. A student is considered being at school when a parent drops off the student or when they arrive at their bus stop.

### ***Morning Entrance:***

1. Students walking to school are to come directly to school and are not to trespass on private property.
2. **Students should not arrive to school prior to 7:15 A.M.** Students enter the school at 7:20 A.M.
3. Students must report to cafeteria.
4. Students will not be allowed in any undesignated area of the building before 7:20 A.M. without written permission from a teacher.

### ***Afternoon Dismissal:***

1. Upon dismissal from school, all students are to report directly to assigned areas (extra help, detention, intramurals, etc.) or leave the school building and school grounds immediately. **Adult supervision ends at 2:15 p.m.**
2. Students walking home are to go directly from school and are not to trespass on private property or loiter on streets or areas adjacent to the school.

### **WALKERS**

Student safety is a primary concern of the school. To see that student's get across busy streets safely, crossing guards are located at the intersections of Route 1 and Pond St., High St. and Johnson St., at High St. and Toppans Lane, and on Low Street.

Students are reminded to use sidewalks and good judgment when walking, and leave in time to arrive at school before 7:30 A.M.

### **BICYCLES**

Students may ride their bicycles to school under the following conditions:

1. They obey safety regulations for bicycles.
2. They walk their bicycles on school grounds to and from the bike rack.
3. They park and **lock their bicycles** in the racks provided by the school.

Bicycle racks are located at the rear of the school and are clearly visible to all of the classrooms in that part of the building. The school takes every reasonable measure to ensure the security of bicycles however **the school is not responsible for loss of or damage to bicycles.**

### **BUS RULES**

The orderly, courteous and sensible behavior which is expected of you in school is also expected of you at the bus stops and on the bus. Once bus students have arrived at school, they enter the building. The following rules apply to bus use:

1. The bus driver has complete authority on the bus.
2. Pupil shall be picked up and unloaded only at regularly scheduled bus stops.
3. All school rules are in effect on the bus.
4. Do not push or shove when entering or exiting the bus.
5. Keep hands, arms and heads inside the bus.
6. Students are to remain seated throughout the bus ride.
7. No throwing things in the bus, at the bus, or out the window.
8. No food, gum or beverages, pets, skateboards, rollerblades or exceptionally large projects are allowed on the bus.
9. Students are expected to behave at all times in a courteous manner and respect the bus driver as well as fellow passengers.
10. Students who refuse to obey the directions of the bus driver promptly or who refuse to obey these regulations may forfeit their privilege to ride the bus to and from school.

**STATE LAW OFFENSE: "Whoever willfully throws or shoots a missile at a school bus, or at a person on such, or any way ASSAULTS or interferes with an operator while in the performance of his/her duty on or near such school bus, shall be punished by a fine of not more than one hundred dollars, or by imprisonment for not more than one year, or both." A snowball is considered a missile.**

### **BUS TRANSPORTATION**

**Students eligible for Mandated Transportation are the following:**

- 1.) All students in grade K through grade 6 that live more than 2 miles from school.
- 2.) All students who qualify for free and reduced lunch

**All other students are eligible for ridership by paying the transportation fee:**

- 1.) All students in grade K through grade 6 that live 2.0 miles and under
- 2.) All students in grades 7 – 12.

**All students who ride the school bus must be issued a school bus pass and must register in order to be issued a bus pass. School bus routes and bus stops are determined by registrations. Therefore, unfortunately, we cannot guarantee the availability of a seat if you do not register at the times listed above.**

**Only FULL DAY/FULL YEAR passes are available. Also, students will only be allowed to ride the school bus to which they are assigned to be transported from "home to school" and "school to home".**

### **HALL PASSES**

Students will be issued a hall pass from their teacher for use when leaving the classroom. This pass is to be used when the student needs to leave a classroom to visit the office, go to the library, see the nurse, use the bathroom, etc. It is the responsibility of each student to request a hall pass, signed by the teacher, when leaving the classroom.

### **CORRIDORS**

While in hallways and stair wells, students will walk and keep to the right and talk in soft voices. Fooling around, running and yelling present a safety hazard for staff and students and disturb classes which are in progress; therefore these behaviors are not acceptable in the school.

Students have adequate time to file between classes. A late to class hall pass from the teacher is the only excuse that is acceptable for arriving to class late. Teachers who are responsible for a student's being late for a class should write a slip or fill out a hall pass for the student. Students are not to request a late to class hall pass from the office staff. Discipline for tardiness to class is the responsibility of the teacher.

### **BATHROOM PRIVILEGES**

Students must have permission and a hall pass from a teacher to use the boy's and girl's rooms. Bathrooms are not places to visit or meet friends between classes. Everyone is expected to help keep the bathrooms clean, neat, and free from vandalism and to report any of these problems to a teacher.

### **ELEVATOR USE**

The elevator has restricted usage. Any student whose physical condition precludes climbing stairs must present a doctor's note to the Nurse or to the office before being allowed use of the elevator.

### **FIRE DRILLS**

We all hope there will not be a fire in our school but precautions must be taken seriously. Fire drill procedures are posted in every room of the middle school. Students and teachers will evacuate the building according to these directions. There are a few basic guidelines which must be followed.

1. Absolutely no talking during a fire drill.
2. Know the exit and the outside meeting location.
3. Exit quickly and orderly.
4. Pay attention to the teacher for a change in directions.
5. Be ready to act in case of an emergency.

**A false alarm is not a prank; it endangers the students and staff of the school as well as the safety of the firemen who are rushing to respond to the alarm. Anyone involved in pulling a false alarm at ANY time at the Middle School will face legal prosecution.**

### **TELEPHONES AND CELL PHONES**

Students are to limit their use of the telephone before and after school. Students may use the classroom phone only with the permission and supervision of a teacher or administrator. **Students are not allowed to use personal cell phones at any time during the school day while on school grounds.** There is a telephone in the main office available for student use upon permission from the office staff.

### **LOCKERS**

Every student is assigned a locker near their homeroom on the first day of school. The lockers are equipped with a combination lock so that all belongings can be kept safe and secure. Lockers are to be kept neat and clean so that items that are needed can be found. Students should not write on or otherwise deface their assigned lockers or those of any other students. Lockers are cleaned periodically during the school year and checked by homeroom teachers. Students are reminded that lockers are provided for student convenience and the **school cannot take responsibility for items missing from them. Lockers are school property and will be searched by the Principal or his/her designee if there is reasonable suspicion that there is something illegal, dangerous, stolen, or disruptive to the operation of the school located in the locker.**

### **CARE OF BOOKS AND EQUIPMENT**

Textbooks and other learning materials constitute a sizable financial investment for learning. Students are responsible for all books and pieces of equipment used or borrowed. When books are issued to students, teachers will record the number of the book issued to each student. **ALL BOOKS MUST BE COVERED AT ALL TIMES AND WILL BE CHECKED PERIODICALLY BY THE TEACHERS.** Parents are encouraged to monitor this at home as well. If a book is lost or misplaced it is usually the result of it being left in a classroom or in the cafeteria. Students should thoroughly check for missing books at home and in the school before reporting them missing. During the school year, if a book or piece of equipment is lost or damaged students will be held responsible for the cost of replacement.

### **LOST AND FOUND**

Lost and found locations are in the cafeteria and both locker rooms in the gym. If a valuable object has been lost or misplaced it should be reported to the Main Office. Students should not bring valuables or large sums of money to school. The school staff does everything possible to safeguard personal property but the school is not responsible for lost belongings.

### **FORGET SOMETHING?**

Students should double check before they leave home for school in the morning to make sure that they have everything they need. Items such as homework, lunches and musical instruments which have been forgotten and brought to school by parents will be left in the main office. **To avoid excessive interruptions in class time, it is the student's responsibility to check in the office for these items or they will be given to students during their lunch period.**

### **LIBRARY**

The library is easy to find, located in the center of the school. The library collection, consisting of approximately 16,500 books, includes an excellent selection of fiction, nonfiction and reference materials. The circulation system is computerized making it easy and efficient to check books in and out. Students are not to take books out of the library unless they have been checked out. They are allowed to check out two books for a period of one month. In addition, each year students are taught to use the library through a series of library skill activities developed and taught by the librarian.

The Middle School library is more than a collection of books. It is an active learning center with several computer stations, computerized encyclopedias for students to use for research and writing reports, and internet terminals for information access.

### **COMPUTERS**

The Newburyport Public Schools has published an Electronic Information Use Policy & Acceptable Use Protocol. It states that "Newburyport students and staff are expected to settle for nothing less than the highest standards of ethical behavior when using any computer." Expectations are as follows:

#### **Overview of the Newburyport Public Schools Electronic Information Use Policy & Acceptable Protocol** *Use Policy*

- It is the expectation that all members of the Newburyport school community maintain high ethical standards when accessing and using information.

- Students may access rich information sources
  - under teacher supervision
  - using skills to analyze and evaluate sites

#### ***Internet Access***

- All students and staff will have internet access through
  - their classrooms
  - school Library
  - computer lab
  - other principal designated locations

#### ***E-Mail***

- All staff has e-mail access
- Elementary & Middle school students may have e-mail access
  - under direct teacher supervision
  - using a classroom account

#### ***Web Pages***

- Material on web page must relate to school activities
- Building principals and technology coordinator must approve web page

### **Acceptable Use Protocol**

#### **Do's**

- It is acceptable to use the Newburyport Computer Network
- for classroom activities
  - for career development
  - for appropriate Internet searching and posting
  - for school related communication

#### **Don'ts**

- It is unacceptable to use the Newburyport Computer Network
- as a public access service or public forum
  - for commercial purposes to offer, provide, purchase products or provide service
  - for gambling
  - for political lobbying

### **Unacceptable Use Protocol**

#### **Personal Data Contact**

It is unacceptable to use the Newburyport Computer Network to

- post personal information about themselves or others
- agree to meet with someone met on-line without parental approval
- Students must promptly disclose to a teacher any inappropriate messages received

#### **Illegal Activities**

- Users will not
  - attempt to gain unauthorized access to computer network
  - make deliberate attempts to disrupt the computer system or destroy data
  - use the computer network to engage in any other illegal acts. Such as but not limited to selling drugs, purchasing alcohol, threatening the safety of another person, etc.

#### **Breach of System Security**

- Users should
  - never share passwords with another person
  - immediately notify Network Administrator if they know of a possible security problem
  - follow district virus protection procedures
  - never attempt to modify, change or bypass ones assigned level of access to the computer network

#### **Inappropriate Language**

- Restrictions against inappropriate with another person
  - public messages
  - private messages
  - material posted on web pages
- Inappropriate Language is defined as
  - obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful.

#### **Breach of Privacy**

- Users will not
  - re-post message(s) without the permission of the person who sent the message
  - post private information about another person

#### **Respecting Resource Limits**

- No limit on use for education and career development activities
- Users will not
  - post chain letters
  - engage in "spamming"
- Users need to check e-mail accounts frequently and delete unwanted messages promptly

#### Plagiarism and Copyright Infringement

- Users must respect the rights of copyright owners
- Users will not
  - plagiarize works they find on the internet such as but not limited to taking ideas or writings of others and presenting them as your own or inappropriately reproducing work that is copyright protected.

#### Inappropriate Access to Material

- Users will not use the computer network to
  - access Pornography
  - that advocates illegal acts
  - that advocates violence or discrimination towards other people (hate literature)
- If student mistakenly access inappropriate information, they must inform a teacher immediately
- Parents may inform the school of any additional material they feel would be inappropriate for their children to access

### **Rights**

#### Free Speech

- Newburyport Public School Computer Network is considered a limited forum, similar to a school newspaper, and therefore the district may restrict speech for valid educational reasons.

#### Search and Seizure

- There is no privacy in the content of files on the computer network
- The system administrator conducts routine maintenance and monitoring of the computer network
- Individual search will be conducted if
  - there is reasonable suspicion that a user has violated the protocol, handbook or law.
- Parents/Guardians have the right to see the content of student e-mail files
- All e-mail messages received and sent by employees of the NPS are subject to Public Records Law.

#### Due Process

- In the event of a violation of the Acceptable Use Protocol
  - notice will be provided and opportunity to be heard will be scheduled
  - discipline action will be established in accordance with the existing disciplinary code
  - the District will cooperate fully with local, state, or federal officials if the violation is related to any illegal activities

#### Amendments to Protocol

- The Newburyport Public schools administration reserves the right to amend the Protocol at any time without prior notice

### **Limitation of Liability**

#### Newburyport District Liability

- The district does not guarantee the network service provided by or through the system will be without error or defect
- The district will not be responsible for
  - damage users may suffer such as not limited to loss of data, interruptions in service, etc.
  - accuracy or quality of information that is obtained or stored on the system
  - financial obligations that arise from unauthorized use of the system

#### Personal Responsibility

- Each user is responsible for his or her actions
- Remember when working on a computer network you leave "electronic footprints" every step of the way!

### **LUNCH**

The school lunch program is set up to provide every student with a nutritionally balanced meal. In addition to the basic meal there are other items available for students to purchase to go with their school or bag lunch. Items include: milk, juices, pretzels, chips, ice cream and salads. The Newburyport School District's Food Service Department provides parents/guardians a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides the ability to view your child's account balance through the web site MyNutrikids.com. Simply go to the district web site at [www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us). Click on the School Lunch link and then click on the MyNutrikids.com link and follow the directions to create an account. A free and reduced lunch program is offered for eligible students. Applications for this program are available in September.

Each grade level is assigned a separate thirty minute lunch. Shelves are provided at the rear of the cafeteria for students to store their belongings during lunch time. Cafeteria monitors will supervise the cafeteria to ensure a pleasant, clean and relaxing place for students to eat their lunch and socialize with their friends. Good friends, good food, and good manners can make this break a very pleasant time in the school day. Please help keep the cafeteria clean and observe the rules as listed in the Code of Conduct.

Eating is allowed at snack time and lunchtime only. We recommend that snacks are healthy food choices.

### **ITEMS NOT PERMITTED IN SCHOOL**

The following items are not permitted (or allowed to be used) in the school building or on school grounds:

- gambling devices
- water pistols and water balloons
- matches, lighters
- chains of any type
- aerosol sprays such as AXE
- other devices deemed inappropriate by the Principal or Assistant Principal

The following items are not allowed to be used in the school building, during the school day.

- cell phones

- skateboards
- rollerblades
- heelys
- radios/electronic music devices such as; Ipods, MP3 players, etc...
- other devices deemed inappropriate by the Principal or Assistant Principal

Skateboards and rollerblades are not to be used on school property between the hours of 7:15 a.m.-2:15 p.m. After 2:15 they may be used **only in the Skateboard Park at the rear of the Middle School building.**

If a student is found in violation of these guidelines, the item in question will be taken away and returned only when a parent/guardian comes to claim it.

Policy regarding items that are prohibited by state law (i.e. illegal drugs, weapons, etc.) is covered in the Code of Conduct section of this handbook.

### **BEHAVIOR AND DISCIPLINARY CODE OF CONDUCT**

At the Middle School we provide a safe and orderly learning environment. In an atmosphere of good discipline, the focus is on helping students to direct their efforts productively toward educational growth. Good discipline provides direction as well as limits within which students can function comfortably and become more self-disciplined to free the student to learn and the teacher to teach. This guidance-based approach involves students, school staff and parents in a cooperative working relationship.

As with any society, there are rules and regulations to which students must adhere, to ensure that each individual's rights and property are respected. The school's primary goal is to educate not to discipline, however, when the behavior of individual students comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole. We feel strongly that students should know what is expected of them behaviorally and should they violate this code, what the consequence will be. Furthermore, we have come to realize that being firm, fair, and consistent in handling disciplinary matters is the most effective approach.

The Code of Conduct outlines the rights and responsibilities of all students. The list of discipline standards has been prepared to meet the situations that most commonly occur but is BY NO MEANS all-inclusive. There are many other instances which require appropriate action (not defined herein) to be taken by the administration. In addition, these standards apply to all students regardless of special education needs, unless alternative consequences are specified in the student's Individual Education Plan.

For those students who do not adhere to rules and regulations at the Nock Middle School, the staff and administration will be consistent in applying consequences. Parental involvement is encouraged. Please review the Code of Conduct with your child.

### **CONSEQUENCES FOR BEHAVIORAL INFRACTIONS**

In most cases, the team of teachers to which the students are assigned will be administering the consequences for various infractions. These will be explained clearly to students and parents during the first week of school. The school-wide rules are the same for everyone, regardless of the team.

### **DETENTION**

Students who are involved in minor discipline problems may be assigned either a team or office detention. Detention is held daily from the close of school in the afternoon until 3:00. A 24-hour notice will be sent home with the student which explains the reason for the detention. This provides one day's notice so that transportation can be arranged ahead of time. This form must be signed by the parent and returned to school the following day.

#### **Team/Teacher Detention:**

As part of the disciplinary consequences, teachers may assign detentions to students as needed. Detentions may be assigned for any inappropriate behavior in the classroom or team areas-including halls and bathrooms.

#### **Office Detention:**

Office detentions are assigned for offenses that occur outside of the classroom or team areas, for students who are chronic problems in the classrooms, or for problem behavior that needs immediate attention. The following is a list of student responsibilities for office detention:

1. Students will be on time: 2:05 P.M. or 5 minutes after dismissal. If a student is late, it is an automatic next night's detention.
2. No unnecessary breaks during detention.
3. Students may bring homework or a book to read while in detention, although they may not use this time for extra help.
4. Students may not sleep during detention.
5. Friends may not wait in detention or in school for the assigned detention student.
6. The white detention slip must be signed and returned or a parent or guardian will be called.
7. All detention procedures will be followed or another night of detention will be assigned.
8. Detention will end at 3:00 P.M.

### **SUSPENSION**

It is the policy of the School Committee that suspension is a necessary tool to maintain order and is a valuable educational device for serious offenses. Since suspension involves excluding a student from the educational program of the school, thereby depriving said student of his/her right to an education, the following procedures have been established:

Temporary Suspension - A temporary suspension is defined as a temporary exclusion of up to and including ten (10) days by a properly authorized school official of a student from a regular school program; such suspension may take place within as well as outside the school facilities.

#### Due Process for Suspensions Up to Ten (10) days

A student facing a temporary (up to ten (10) days) suspension shall be given oral or written notice of the charge(s) against him/her with an explanation of the evidence against him/her. The student will be afforded the opportunity to present his/her version of the incident to an impartial decision maker. This presentation of the evidence to an impartial decision maker should precede the suspension, except where students whose presence in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Under these circumstances, the student may be immediately removed from school and the necessary notice and hearing should follow as soon as is practicable. Goss v. Lopez, 419U.S. 565 (1975).



Students are responsible for making up all class assignments missed during their period of suspension. Staff members shall provide the student with a reasonable opportunity to make up missed work when appropriate.

During the suspension period, students are not allowed to participate in or attend any school activities. A student who is on external suspension is not to be on school grounds or in the school building.

## **MASSACHUSETTS GENERAL LAWS**

### **Expulsion**

Pursuant to Massachusetts state law, Chapter 71, section 37H, students may be expelled for the following reasons:

- 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 knife, may be subject to expulsion from the school or school district by the principal.
- B. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- C. 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.

Any student who is charged with a violation of any of the above shall be notified in writing of an opportunity for a hearing before the principal. 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 (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal.

### **Felony Complaint or Conviction**

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 may suspend said student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student has the right to appeal this suspension to the superintendent in accordance with Massachusetts State Law, Chapter 71, section 37H ½.

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 the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student has the right to appeal this expulsion to the superintendent in accordance with Massachusetts State Law, Chapter 71, section 37H1/2.

### **Special Education Students – Discipline**

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*, its implementing regulations 34 C.F.R. 300 *et seq.*; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00.

Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- A. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- B. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- C. Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law.

These include, but are not limited to:

- A. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such a student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- B. A review by the IEP Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days.

Parents/guardians and/or students, where appropriate, may request a hearing at the bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Director of Special education at 978 465-4453.

### **Students on 504 Plans – Discipline**

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of

his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

### **CODE OF CONDUCT**

A well disciplined school is achieved by policy and action, and has a positive effect on both student and teacher. The focus is upon helping the student to direct his/her efforts effectively toward educational growth. Good discipline provides direction as well as limits within which students can function with some degree of comfort because they know what is possible and why. In other words, good discipline aims to help students become more self-disciplined and operates in a way that frees the student to learn and the teacher to teach.

### **FUNDAMENTAL GUIDING PRINCIPLES**

1. The most important factor in the development and maintenance of good discipline within a school is cooperative effort by the entire school staff, students, and parents.
2. The welfare of the student is of primary importance. The focus of good discipline should be on helping the student in his/her adjustment and development in school. It is true that frequently the welfare of the individual student must be weighed against the welfare of the other students in the school, and disciplinary decisions must be made which may have an adverse effect on that individual student.
3. Staff members and parents should be involved in the disciplinary process. The better the understanding of what is causing the student to function as s/he does, the better the chance of choosing the best course of action.
4. Young people need an atmosphere of structure. They need to know the rules as well as the consequences. They need to know the rules are enforced and that the consequences will be directly related to the frequency and severity of their actions. Limitations and controls within the school are not only necessary for the smooth functioning of a school, they are desirable and, in fact, essential for the student's personal development.
5. The foundation of good discipline is that those who are involved with the student and who participate in the disciplinary process need to have a positive attitude toward the student and recognition of the goals of discipline.

### **CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

#### **A student has a right to:**

1. Receive appropriate instruction and assignments using a variety of teaching methods and media.
2. Receive prompt assessment of his/her progress and receive extra help when needed.
3. Hold his/her own opinions and to respectfully express these in:
  - A. Class discussions
  - B. School publications
  - C. Informal complaints
4. Attend school activities without fear of physical harm or exposure to obscenity, profanity, illegal substances, harassment or hazing.
5. Participate in programs related to his/her interests and educational goals:
  - A. Extra-curricular activities
  - B. Intramural sports
  - C. Social events
6. Know the rules and regulations concerning students and the school. Rules and regulations are considered common knowledge when they are explained through one or more of the following:
  - A. *Agenda/Middle Unmuddle*
  - B. Postings throughout the building

#### **A student has the responsibility to:**

1. Attend all his/her assigned classes and activities and to participate actively:
  - A. Attend all classes unless excused
  - B. Prepare adequately for lessons
  - C. Communicate with teaches and fellow students
  - D. Listen carefully
  - E. Utilize school resources
2. Enhance the quality of his/her learning:
  - A. Accept personal responsibility for missed assignments
  - B. Complete daily assignments
  - C. Actively participate in classroom activities
  - D. Seek advice and direction from staff
3. Make every effort to achieve maximum results in his/her educational program:
  - A. Accept constructive criticism
  - B. Make self-evaluation
  - C. Ask for extra help when needed
4. Respect the rights of others to hold different opinions
5. Respect the rights and property of others
  - A. Respect school, personal and public property and the regulations concerning their use
  - B. Refrain from the use of profane, obscene language and gestures
  - C. Refrain from rude and disruptive behavior
  - D. Refrain from physical and verbal abuse of others, such as hazing or other harassment
6. Dress in a clean, neat and reasonable fashion.
7. Familiarize himself/herself with the Code of Conduct and abide by the rules contained within.
8. Accept accountability for his/her actions.
9. Demonstrate pride in his/her school.

### **APPEARANCE CODE**

**Policy:** School officials support the idea that students should be able to make individual choices with regard to clothes that are worn to school. However there are certain appropriate standards that apply to all students enrolled at the Middle School.

#### **Rules:**

1. Students will wear clothing appropriate to a working environment in the classroom.
2. Students should not wear clothing or hair styles that can be hazardous to them or distracting to others in their school activities.
3. No clothing with profane, distasteful, or sexually suggestive language including violence or hate shall be allowed. In particular, shirts with statements that advertise, promote or condone substance abuse OF ANY KIND will not be allowed.
4. No shorts or skirts higher than the mid-thigh will be allowed.
5. Halters/tank tops/tube tops, shoulderless shirts or blouses will not be allowed. Under garments (boxers, bra straps, etc.) shall be concealed.
6. All shirts must extend at least to the waist.
7. Outerwear jackets are not to be worn in class, unless permission is granted by the classroom teacher.
8. No chains will be allowed.
9. No hats, bandannas, or any other head adornment will be allowed to be worn in the building.
10. No pajama pants or tops of any material will be allowed to be worn in school.
11. Any other clothing that is deemed inappropriate by the Principal or Assistant Principal.

### **ATTENDANCE CODE**

**Policy:** You have the responsibility to be in school and in homeroom on time.

**Rule:** 1. You may not be truant from school.

**Consequences:**

- 1st time: 5 office detentions  
Parent meeting
- Then: 5 days School Suspension  
Conference with the Principal or Assistant Principal and possible court involvement

**Rule:** 2. You may not be late to school.

**Consequences:**

- 3 or more tardies per quarter: office detention/letter to parents
- Failure to sign in at the office: office detention

**Rule:** 3. You may not leave the school during the regularly scheduled school day without being dismissed by a school authority.

**Consequences:**

- Parent meeting and 1-3 day Suspension

**Rule:** 4. You may not be late to class or a scheduled activity. You may not wander in the corridors, use the boys' or girls' rooms, visit the nurse, or go to the main office without a hall pass.

**Consequences:**

- 1st time: Verbal warning
- Then: Team/teacher detention.

**Rule:** 5. You may not leave class without permission or being properly dismissed.

**Consequences:**

- 1st time: Team/Teacher Detention  
Parent Notification
- Then: Office Referral  
1-3 Office Detentions  
Parent meeting

**Rule:** 6. You may not skip a class.

**Consequences:**

- 1st time: 3 team/teacher detentions  
Parent Notification
- Then: Office referral  
Mandatory parent meeting  
1-3 day Suspension

Repeated offenses will result in out of school suspension. The students and parents will be required to appear before the Middle School Administrative Team for a hearing for re-admittance to classes.

### **PLAGIARISM AND CHEATING CODE**

**Policy:** It is your duty to be a responsible and honest student and do our own work. Your good name is your most prized possession.

**Rule:** 1. You may not forge or falsify any signatures and/or alter any notes, passes, excuses or other school documents for yourself or for another student.

**Consequences:**

- 1st time: Team/Teacher detention  
Parent Notification
- Then: The Principal and your parents will be informed. You will be assigned two (2) office detentions.

**Rule:** 2. You may not copy materials when assigned to write your own work, knowingly cheat on or copy any assignment, quiz, test, or other exercise.

**Consequences:**

- 1st time: Team/Teacher detention  
Parent Notification  
You will not receive credit for this assignment. You will not have the opportunity to resubmit the assignment.
- Then: You will be assigned 1-3 days Office Detention. A parent conference will be required. You will not receive credit on the assignment. You will not have the opportunity to resubmit work.

## **CAFETERIA CODE**

**Policy:** All students have the right to eat in a safe, clean and peaceful environment.

- Rules:**
1. You are expected to attend lunch in the cafeteria unless you have a pass from a staff member to do otherwise.
  2. You must enter in an orderly manner and join the lunch line at the end.
  3. You are expected to speak in a conversational tone at all times.
  4. When you have finished your lunch you will dispose of your garbage, go back to your seat, and wait for dismissal.
  5. You are not to take food of any kind out of the cafeteria.
  6. When the adult on duty raises his/her hand, you are to stop whatever you are doing, raise your hand, and listen quietly.
  7. You will be dismissed by table at the end of your twenty minute lunch period and are to proceed to your assigned recess area.

**Consequences:**

1st time: Verbal warning  
Then: Office Detention

- Rules:**
1. You are expected to be courteous, respectful and cooperative at all times.
  2. You must leave your table and area clean.
  3. You are not to throw food or any other item or pop bags, cups or milk cartons.
  4. You must receive permission to leave the cafeteria from one of the supervising teachers. If you wish to meet with a teacher, go to the library, work in the computer room, etc. you must have a signed pass AHEAD of time.

**Consequences:**

1st time: Office Detention  
Then: Office referral  
1-3 day Suspension

- Rule:** 1. You are not to steal any food item.

**Consequences:**

1<sup>st</sup> time: Office Referral. Parents notified, mandatory conference  
Then: 1-3 day Suspension

## **ATTITUDE, BEHAVIOR, AND LANGUAGE CODE**

**Policy:** You are expected to be respectful and courteous at all times while you are on school grounds, on the buses, on the way to and from school and during school related activities. You are expected to be courteous and respectful to all school personnel when you have any contact with them in school or outside of school.

- Rule:** 1. You may not refuse any reasonable request made of you by a staff member. This includes being told to report to the main office. This is called insubordination. You may not be rude, disrespectful, lie or talk back to any staff member.

**Consequence:**

1st time: Team or office detention  
Then: Office referral  
1-3 day Suspension

- Rule:** 2. You may not use rude, profane, obscene or improper language or inappropriate gestures directed at any staff member.

**Consequences:**

1st time: Office Referral  
Minimum of 1day Suspension  
Meeting between administrator, parents and teacher.  
Then: Office Referral  
Suspension  
Meeting between administrator and parents.

- Rule:** 3. You may not use rude, profane, obscene or improper language or inappropriate gestures directed at any student.

**Consequences:**

1st time: Team or office detention  
Then: Office referral  
Suspension

- Rule:** 4. You may not yell or create a disturbance in school.

**Consequences:**

1st time: Verbal warning  
Then: Office referral  
Office detention

## **PHYSICAL CONTACT/THREATS CODE**

**Policy:** You have the right to attend school without the fear of physical harm or threats. No student may commit any act which places the health or safety of the students and staff in jeopardy.

- Rule:** 1. You may not play-fight or play-scuffle with another student.

**Consequences:**

1st time: Verbal warning  
Then: Team or office detention

- Rule:** 2. You may not push, trip or hit another student with the intent to harm.

**Consequences (depending upon the severity):**

1st time Office referral  
Office Detention  
Parent Notification  
Then: Possible Suspension  
Parent Notification/Conference

**Rule:** 3. You may not throw objects in the school building or on school grounds that are potentially dangerous to other people.

**Consequences:**

1st time: Verbal Warning  
Office referral  
2nd time: Office detention  
Then: Parent notification

**Rule:** 4. You may not physically attack or assault another student.

**Consequences (depending upon the severity):**

1st time: Office referral  
1-5 day Suspension  
Parent Conference  
Then: 5-10 day Suspension  
Parent Conference with Principal or Assistant Principal  
Possible Police Involvement

**Rule:** 5. You may not threaten to harm another student, either verbally or in writing. You may not ask other students to threaten or hurt another student.

**Consequences:**

1st time: Office referral  
Possible School Suspension or detention  
2nd time: 3-5 days Suspension  
Parent Conference  
3rd time: Further disciplinary action  
Parent Conference with Principal or Assistant Principal  
Possible Police Involvement

- ***The consequences listed are guidelines. Each situation may warrant modification.***

**PROPERTY CODE**

**Policy:** You have the responsibility to respect and protect school property as well as the property of others. Students will assist in keeping clean school grounds, halls, bathrooms, and all other parts of the school.

**Rule:** 1. You may not purposefully damage, abuse, or deface any school property. This includes writing and scratching on walls, desks and lockers.

**Consequences:**

In classroom and around the team area: Immediate response, in lieu of or in addition to team detention, teacher may ask students to clean defaced property.  
Outside of classroom: Names of students will be forwarded to office. In lieu of or in addition to office detention, students will be assessed charges for damages and/or cleaning.

**Rule:** 2. You may not purposefully destroy any school property or the property of others.

**Consequences:**

Office referral; front office will evaluate and assess damage. A bill will be sent to parents.

**NOTE: Incidents of vandalism will be reported to the police.**

Possible School Suspension

**Rule:** 3. You may not steal or be in possession of anything stolen that belongs to another member of the school community or the school it.

**Consequences:**

Office Referral. Parents notified; mandatory conference.  
1-3 days Suspension  
Replacement or return of property.  
Possible Police Involvement

**VIOLATION OF OTHER STUDENT'S CIVIL RIGHTS:**

**Policy:** All Students have the right to be free from discrimination based on race, national origin, religion, sex, disability, or sexual orientation. Such discrimination may include verbal or physical attacks on students directed at their racial, ethnic, or religious background or their physical or mental disability, and various forms of sexual harassment.

**Rule:** 1. You are not to verbally attack or harass another student with the intent to discriminate. This includes written discriminatory harassment or attacks.

**Consequences:**

1st time Office referral  
Parent conference with Principal or Assistant Principal. School Suspension depending on the severity of the infraction  
Possible police involvement

**Rule:** 2. You are not to physically attack or harass another student with the intent to discriminate.

**Consequences:**

1st time Office referral

Parent conference with Principal or Assistant Principal School Suspension depending on the severity of the infraction  
Possible Police involvement

### **MASSACHUSETTS STATE LAW**

**THE 1993 EDUCATION REFORM ACT REQUIRES SPECIFIC DISCIPLINARY ACTIONS BY THE PRINCIPAL INCLUDING EXPULSION IN THE AREAS OF WEAPONS, DRUGS, AND ASSAULTS. THESE ARE IN ADDITION TO OUR USUAL DISCIPLINARY ACTIONS. THE FOLLOWING ARE THE SPECIFIC OFFENSES, CONSEQUENCES, AND PROCEDURES MANDATED BY THIS LAW:**

**POSSESSION OR USE OF DANGEROUS OR DEADLY WEAPON. THE TERM "DANGEROUS OR DEADLY WEAPON" IS USED TO INCLUDE KNIVES, CHAINS, SECTIONS OF PIPE, TIRE IRONS, RAZORS, RAZOR BLADES, GUNS, AND ANY OTHER OBJECT USED BY A STUDENT TO INTIMIDATE OR TO INFLICT BODILY HARM TO ANOTHER PERSON:**

Suspension or expulsion pending review by principal; parents and police notified.

**POSSESSION, USE AND/OR UNDER THE INFLUENCE OF DANGEROUS OR ILLEGAL DRUGS ON SCHOOL GROUNDS, WHILE REPRESENTING THE SCHOOL OR ATTENDING ANY SCHOOL FUNCTION:**

Suspension or expulsion pending review by principal; parents and police notified.

**ASSAULT ON A PRINCIPAL, TEACHER, TEACHER'S AIDE OR OTHER EDUCATIONAL STAFF:**

Suspension or expulsion pending review by principal; parents and police notified.

### **ILLEGAL SUBSTANCES**

#### **Policy:**

Each student will respect the health and safety of self and others and will refrain from using tobacco; or using, possessing, transmitting, or being under the influence of any alcoholic beverage, narcotic substance, illegal or prohibited drug or substance; or using or carrying any weapon on school grounds. Lockers and personal belongings will be searched by the Principal or his/her designee if there is reasonable suspicion that there is something illegal, dangerous, stolen, or disruptive to the operation of the school.

**Rule:** 1. The Education Reform Act of 1993 prohibits the use of any tobacco products within school buildings and school facilities, on the school grounds or on school buses by any individual. Further, student possession, as well as use of tobacco products (i.e., cigarettes, chewing tobacco, cigars, etc.) and paraphernalia (i.e., lighters and matches), is prohibited within the school building, on school grounds, at school-sponsored activities off school grounds, and on school buses.

#### **Consequences:**

Substance will be confiscated  
Office Referral  
Meeting with parent, principal, and school nurse.  
Possible School Suspension  
Possible follow-up with school nurse for health counseling or participation in smoking cessation clinic.

**Rule:** 2. The use, possession, and distribution or sale of drugs and alcoholic beverages is against the law and is prohibited at all times within the school building, on school grounds, at school-sponsored activities off school grounds, on school buses, and within a radius of 1000 feet of school property.

#### **Consequences:**

Any substance will be confiscated  
Office referral.  
Parents notified.  
Police department will be notified  
School suspension, pending review by principal for further suspension or expulsion. Court referral

**Rule:** 3. You may not bring any items which can be considered a weapon. This includes: knives, sharp objects, firearms, or explosives.

#### **Consequences:**

The item(s) will be confiscated.  
Office referral. Parents notified; mandatory conference with principal. Pending review by principal for further suspension or expulsion recommended. Depending on the severity of the infraction, Police notified.

### **DUE PROCESS:**

It is the right of every student to attend school. A student is entitled to full consideration under the law and is also entitled to its full protection. Due Process stands as a protection of all rights. Due Process procedure assures that every aggrieved student shall be fairly heard and judged. A copy of the Due Process procedure is available in the main office.

### **JURISDICTION:**

Nothing in this policy should deter any school department employee from initiating quicker and more effective action than herein outlined. Under Massachusetts Law, the principal or his/her designee has the right to remove from school any student who endangers the health and/or safety of the school, the community, or him/herself.

**Safety is the ultimate goal of our School Community. To assure that this is attained the following may occur at anytime:**

- Lockers are the property of the school and can be opened and searched at anytime by authorized school personnel.
- Book bags and backpacks are subject to inspection based on reasonable suspicion.

## **RUPERT A. NOCK MIDDLE SCHOOL INTERVENTION PROCEDURE FOR BULLYING BEHAVIORS**

Once a bullying incident is reported and a referral submitted students involved will have the opportunity to separately participate in behavioral coaching. Consequences for more serious behaviors may proceed directly to Step 4 or 5 if it is determined, by school administrator, to be necessary. Consequences will result as follows:

**Step One: Warning** : A staff member may re-direct or re-teach the rule with which a student is having difficulty, and coach the student n specific strategies to avoid bullying behavior in the future. Report form is completed. Parents are notified at teacher/staff member’s discretion. Depending upon the severity of the offense, the student may be referred directly to the Assistant Principal/Principal.

### **Step Two: Intervention by Teacher/Faculty Member or Administrator**

Meetings/conferences are held with student(s) involved (coaching). School expectations and rules regarding bullying are reviewed with bullying student. Parent is notified. Report form is completed. Student is informed of Steps 3-5. Consequences are applied consistent with level of severity of the bullying behavior.

### **Step Three: Initial Intervention with Assistant Principal/Principal**

A conference is held with student(s) involved. Parent is notified and contract is created, which is signed by parent(s) and student. Student is informed of Steps 4 & 5. Consequences are applied consistent with level of severity of the bullying behavior.

### **Step Four: Intervention with Assistant Principal/Principal for Repeated Offenses**

One day suspension is issued. Student calls parent with Assistant Principal/Principal. Student is informed of Step 5. Consequences are applied consistent with level of severity of the bullying behavior.

### **Step Five: Crisis Intervention Response with Assistant Principal/Principal and/or other staff**

Parent is required to pick up student and remove from school. Short-term suspension, long-term suspension, or expulsion required.

**\*\*Retaliation against a reporter will result in immediate Level Two or Level Three consequence.\*\* \*All Level Three behaviors should be referred to administration even without prior warnings or steps in the process**

## **NEWBURYPORT PUBLIC SCHOOLS**

### **BULLYING PREVENTION AND INTERVENTION PLAN**

In accordance with Massachusetts General law c. 71, § 37O, the Newburyport Public Schools developed a Bullying Prevention and Intervention Plan during the 2010 – 2011 school year, which was approved by the Department of Elementary and Secondary Education (DESE). In addition to requirements including training, professional development, identification of investigation protocol, etc., the law requires each Plan to include a statement prohibiting bullying, cyberbullying, and retaliation. The statement must be included in the Plan and included in the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, § 37O (b), and describes the law’s requirements for the prohibitions of bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school by a school district of schools; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create event a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. The full plan can be found on our website ([www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us)), in the main offices in our schools, and in other areas to ensure that all students, parents, staff and community know of its existence.

## **Hierarchy of Bullying Behaviors and Their Possible Interventions**

**Definition of Bullying:** Bullying is unfair and one-sided; it involves an imbalance of power. It happens when someone is repeatedly hurting, frightening, threatening or leaving someone out on purpose. Like harassment, bullying situations take into account the perception of the victim and not just the individual or group action.

Please note that any of the interventions listed may be enacted. Depending upon the severity or frequency of the behavior, a Level One offense may arise to that of a Level Two intervention and a Level Two offense may arise to that of a Level Three intervention.

### **Level One Bullying Behaviors**

Gossiping/Spreading Rumors  
Embarrassing someone on purpose  
Pushing/Kicking/Hitting  
Spitting  
Mocking/Mimicking  
Name-calling/Put Downs  
Dirty Looks  
Teasing in a hurtful way  
Daring someone to break a school rule  
Excluding from a group

***A pattern of Level One offenses may result in consequences for Level Two offenses and referral to intervention service***

### **Level One: Possible Interventions**

1. Apology and making amends by:
  - a) repairing, cleaning, replacing
  - b) writing a report or designing a poster on the topic
2. Loss of privileges
3. Parent Notification
4. Develop A Behavior Plan

### **Level Two Bullying Behaviors**

Threatening to take or destroy a possession  
Taking or destroying a possession

### **Level Two Possible Interventions**

1. Loss of privileges
2. Making amends

Making verbal threats to harm or intimidate  
Viciously encouraging others to exclude someone  
Viciously encouraging others to spread rumors  
Locking someone in a confined space  
Using force to get someone to act unsafely  
Retaliation against someone reporting bullying  
Teasing in a racial/sexual manner  
Humiliating someone publically

- a.) Community Service
  - b.) writing a report or designing a poster on the topic
3. Office detention issued
  4. Student Behavior Plan/Counseling Intervention
  5. Out-Of-School suspension

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### **Level Three Bullying Behaviors**

Physical violence/inflicting bodily harm  
Threatening with a weapon  
Maliciously excluding  
Manipulating social order to achieve rejection  
Malicious rumor mongering  
Threatening with total isolation by peer group  
Verbal threats of aggression  
Verbal threats of violence or of inflicting bodily harm  
Threats of using coercion against family or friends  
Coercion  
Retaliation Racial/Sexual Harassment

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### **Level Three Possible Interventions**

1. Student Behavior Plan
2. Referral to one-on-one small group intervention sessions
3. Out-Of-School suspension
4. Short-term Suspension for one to ten days
5. Long-term suspension for more than ten days
6. Expulsion from school or school district

***Criminal behavior will be referred to law enforcement for further action.***

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## **NONDISCRIMINATION STATEMENT**

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The Newburyport Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Newburyport Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Newburyport Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

To file a complaint alleging discrimination by Newburyport Public Schools on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

Barbara Dee  
Director of Pupil Services  
Human Rights Officer  
Newburyport Public Schools  
70 Low Street  
Newburyport, MA 01950  
978-465-4456

Elizabeth Raucci  
Principal  
Rupert A. Nock Middle School  
70 Low St.  
Newburyport, MA 01950  
978-465-4447

Inquiries concerning the applicability of the aforementioned federal laws and regulations to

Newburyport Public Schools also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), United States Department of Education

U.S. DOE Office for Civil Rights:  
United States Department of Education  
Office for Civil Rights, Boston  
33 Arch St., Suite 900  
Boston, MA 02110-1491  
617-289-0019 (main)  
617-289-0150 (fax)

A grievant may file a complaint with OCR, generally,

1. within 180 calendar days of alleged discrimination or harassment, or
2. within 60 calendar days of receiving notice of Newburyport Public School's final disposition on a complaint filed through Newburyport Public Schools, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. instead of filing a complaint with Newburyport Public Schools

Inquiries relative to state law may be referred to the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148-4906 (telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Room 601, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196)

### **NONDISCRIMINATION ON THE BASIS OF HANDICAP**



Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to are unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

#### **Definition**

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal or architectural,

Communication, or transportation barriers, or the provision of auxiliary aids and services, meets

The essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

#### **Reasonable Modification**

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to practices, to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

#### **Communications**

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability and equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

#### **Auxiliary Aids and Services**

"Auxiliary Aids and Services" includes:

- (1.) Qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments.
- (2.) Qualified readers, taped texts, audio recordings, Brailled materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments.
- (3.) Acquisition or modification of equipment or devices.
- (4.) Other similar services and actions.

#### **Limits of Required Modification**

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

#### **Notice**

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

#### **Compliance Coordinator**

The district shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Title IX coordinator will serve the function of Compliance Coordinator.

The School system receives Federal financial assistance and must comply with the above requirements. Additionally, it is generally viewed that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair.
  2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community.
- Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of the School System to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.:      Rehabilitation Act of 1973, Section 504  
                         Education For All Handicapped Children Act of 1975  
                         M.G.L. 71B:1 es seq. (Chapter 766 of the Acts of 1972)  
                         Title II, Americans with Disabilities Act of 1992  
                         Board of Education Chapter 766 Regulations, adopted 10/74, as amended Through 3/28/78

### **POLICY AGAINST HARASSMENT INCLUDING HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, HANDICAP AND/OR DISABILITY, AND SEXUAL ORIENTATION**

Newburyport Public Schools is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, handicap and/or disability and sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment. This policy defines prohibited conduct, the responsibility of the School District to prevent the occurrence of such prohibited conduct, the personal responsibilities of all students, employees, and agents of the School District to ensure prohibited conduct does not occur, a referral procedure for reporting violations of this policy, and defined disciplinary procedures if violations of this policy have been substantiated.

#### **HARASSMENT/PROHIBITED CONDUCT DEFINED**

- A. Prohibited Conduct includes, but not necessarily limited to the following conduct when related to a person's sex (gender), race, color, national origin, religion, age, handicap and/or disability and sexual orientation and when such conduct is unwelcomed by the recipient:
  1. name calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks
  2. graffiti
  3. notes or cartoons
  4. unwelcome touching of a person or clothing

5. offensive or graphic posters, pictures, or book covers, or other possessions
6. any words or actions that provoke feelings of discomfort, embarrassment, or hurt.

**Prohibited Conduct:** slurs, swastikas, and related types of verbal harassment can be instances of a hate crime and can be pursued in the legal system as a civil rights violation. Hate crimes will be reported to appropriate law enforcement agencies for anti-bias criminal investigations.

The foregoing list was provided to give some concrete examples of conduct that constitutes harassment. However, all members of the Newburyport community must assess their conduct in light of the following definitions of the various forms of harassment. Thus, if certain conduct is not listed in the foregoing list, but does fall into one of the following definitions of harassment, then the conduct is harassment and is prohibited conduct.

- A. Sexual Harassment/Gender Harassment** consisted of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education, or obtaining or retaining employment;
  2. submission to or rejection of that conduct of communication by an individual is used as a factor in decisions affecting the individual's education or employment;
  3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating an intimidating, hostile or offensive educational or work environment;
  4. that conduct adversely affects and individual's academic or employment opportunities.
  - 5.

Sexual Harassment includes but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome sexually motivated or inappropriate touching, patting, pinching, or other sexual contact other than reasonable and necessary restraints of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or over **threats** concerning an individual's educational or employment status;
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied, or overt **promises** of preferential treatment with regard to an individual's educational or employment status;
6. unwelcome behavior or words directed at an individual because of gender;
7. sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
8. displaying sexually suggestive objects, pictures, cartoons;
9. inquiries into one's sexual experiences;
10. discussion of one's sexual activities

Sexual harassment can include prohibited conduct as defined above that occurs between members of the same or opposite sex.

Sexual harassment in the workplace and retaliation against an individual for filing or cooperating in an investigation of complaint is unlawful.

## **Policy Against Harassment**

**C. Harassment** in addition consists of conduct that is related to an individual's race, color, national origin, religion, age, handicap and/or disability, and sexual orientation when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic or work or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or employment opportunities

### **RESPONSIBILITIES**

- A. Individual:** All students, teachers, administrators and other school personnel of the Newburyport School District are responsible for creating and environment that is free of harassment and other offensive behaviors, and for conducting themselves in a manner consistent with the spirit and intent of this policy.
- B. Principals:** Principals are responsible to ensure that this policy is conspicuously posted in appropriate student/employee work areas, and that it is printed in each school's student handbook. The posting shall include the name, mailing address, and telephone number of each school's harassment contact, as well as the name, address, and telephone number of the District Human Resource Officer.
- C. Superintendent of Designee:** The Newburyport School District is responsible for the Dissemination of this policy and training. The School District will ensure that:
1. will develop a method of discussing this policy with students and employees.
  2. will provide appropriate training to administrators and others who are assigned the responsibility to implement the procedures of this policy.
  3. will see that this policy is reviewed at least annually for compliance with state and federal law.

### **LEGAL REFERENCE**

Title VI and VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act, the Americans with Disabilities Act, Chapter 622 of the Acts of 1971, G.L. c. 151B and G.L. c. 151C, G.L. 265 Section 37, G.L. 265 Section 39, G.L. 266 Section 98, G.L. 266 Section 126A, and G.L. 266 Section 126B.

## **POLICY AGAINST HARASSMENT - PROCEDURES**

### **REPORTING PROCEDURES**

Any person who believes that a student, teacher, administrator or other school personnel has engaged in conduct prohibited by this policy, whether such conduct has been directed at him/her or some other person, is encouraged to report the alleged prohibited conduct as soon as possible to the appropriate individual listed in this policy (see pages 6 & 7 for contact names).

The reporting party or complainant is encouraged to use the **report form** (see attachment I) available from each Principal of each school or available from the School District's Central Office, but oral reports will be considered complaints as well. Nothing in this policy shall prevent any person from reporting alleged

prohibited conduct directly to the District Human Rights Officer or to the Superintendent. Further, nothing in this policy shall prevent any person from reporting alleged prohibited conduct to a different administrator than the administrator designated, or in the case of a student, to a district employee.

The School District designates the Assistant Superintendent as the District Human Rights Officer with responsibility to oversee administration of these procedures and to monitor compliance. If a complaint involves the Assistant Superintendent, the complaint shall be made or filed directly with the Superintendent. If a complaint involves the Superintendent, the report will be filed directly with the School Committee.

In each school there are two (2) designees with the responsibility for receiving and investigating oral or written reports of alleged prohibited conduct. Any employee who receives a report of alleged prohibited conduct shall inform the principal or his/her designee, as soon as possible. If the complaint involves the school principal, the complaint shall be filed with the Superintendent.

A. How to File a Complaint – If any Newburyport School District student or employee believes that he or she has been subjected to harassment or has observed potential violations of the **Policy Against Harassment**, that student or employee has a right to file a complaint.

B. Harassment Contacts – If you would like to file a complaint, you may do so by contacting:

**Francis T. Bresnahan Elementary School Contacts**

Kristina Davis, Principal

Karina Mascia, Assistant Principal

**G. W. Brown School Contacts**

Amy Sullivan, Principal

**Edward G. Molin Upper Elementary School Contacts**

Tara Rossi, Principal

**Rupert A. Nock Middle School Contacts**

Elizabeth Raucci, Principal

Lisa Furlong, Assistant Principal

**Newburyport High School Contacts**

Michael Testa, Associate Principal

**Human Rights Officer**

Barbara Dee, Director of Pupil Services

**Title IX Coordinator**

Barbara Dee, Director of Pupil Services

These individuals are available to discuss any concerns you may have and to provide information to you about our **Policy Against Harassment** and complaint process.

A. State and Federal Remedies – In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the School District’s complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (MCAD – 180 days; EEOC – 300 days).

1. **The Massachusetts Commission Against Discrimination (MCAD)**

Boston Office:

One Ashburton Place, Room 601

Boston, MA 02108

(617)727-3990

Springfield Office:

436 Dwight Street, Room 220

Springfield, MA 01103

(413) 739-2145

A. Community Remedies - In addition to the above if you believe you have been subjected to a civil rights violation, you may file a formal complaint with your local police department. Using the School District’s complaint process does not prohibit you from filing with this agency:

Newburyport Police Department

4 Green Street

Newburyport, MA 01950

978-462-4411

Your local Police Department will contact:

Office of the District Attorney for the Eastern District

Ten Federal Street

Salem, MA 01970

(978) 745-6610

All cases are logged-in and monitored by the District Attorney’s Civil Rights Unit.

**COMPLAINT INVESTIGATION PROCEDURES**

Upon receipt of a report or complaint of alleged prohibited conduct, the responsible administrator or designee shall initiate a timely investigation of the complaint, within 2 working days as indicated on form HAR-3.

If warranted by the circumstances of the complaint, the District Human Rights Officer may assist the harassment contact with the investigation, may assume responsibility for the investigation, or may authorize an investigation by a third party who shall report to the District Human Rights Officer.

The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and others that may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether “alleged conduct” constitutes a violation of this policy, the investigator shall consider the surrounding circumstances: the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances.

The investigation will be completed as soon as practicable, and written monthly reports will be filed by the building contact person with the District Human Rights Officer. It is advised that the contact person keeps the principal and the Title IX coordinator informed immediately when deemed necessary. The District Human Rights Officer will give periodic reports to the Superintendent on the status and outcome of complaints. The reports will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The complainant will be informed in writing as to whether or not the allegation of harassment was substantiated. It is the responsibility of the Superintendent to determine disciplinary action if necessary.

During the entire process of reporting, investigating, and corrective action (if applicable), confidentiality will be maintained to every extent possible.

#### **CORRECTIVE ACTION**

Upon completion of an investigation and substantiation of the complaint, the School District will take appropriate corrective action. Such action may include, but is not limited to, an apology, direction to stop the offensive behavior, counseling, or training, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Massachusetts and federal laws and School District policies.

At the close of an investigation, the complainant will be informed in writing that the alleged harassment was substantiated or not substantiated. In accordance with state and federal law regarding law or records privacy, the complainant will also be informed that appropriate corrective action has been taken.

In the case of substantiated harassment by an employee, the Superintendent will include a written statement of the findings, the corrective action taken, and the consequences of continued harassment, in the individual's personnel file.

In the case of substantiated harassment by a student, the principal will include a written statement, as above, in the student's discipline file.

#### **REPRISAL**

The School District will discipline or take appropriate actions against any student, teacher, administrator, or school employee who retaliates against any person who reports an alleged violation of this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include:

- A. filing charges with the Massachusetts Department of Education, Massachusetts Commission Against Discrimination, Equal Employment Opportunity Commission, and the Office of Civil Rights of the U.S. Department of Education; Office of the District Attorney for the Eastern District.
- B. initiating civil action or seeking redress under criminal statutes and/or federal law.

#### **HARASSMENT AS CHILD ABUSE**

Under certain circumstance, alleged harassment may also constitute abuse or neglect under G.L. c.119 51A. If so, State requirements for mandatory reporting must be followed.

#### **ATTENDANCE POLICY - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)**

Epidemiologic studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members through non-sexual contact. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immune deficiency virus, (HIV), and receiving medical attention are able to attend regular classes.
  - A. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, she/he should not be in school.
  - B. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), s/he should not be in school.
  - C. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
  - D. Siblings of children diagnosed as having AIDS or with clinical evidence of infections with the AIDS associated virus (HIV) are able to attend school without any further restrictions.
2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with policy outlined above.
  - A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.
  - B. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the superintendent might notify one or more of the following:
    - Principal
    - School Nurse
    - Teacher
  - C. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person to person contact.
  - D. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
  - E. If school authorities and the child's personal physician are in conflict, then the case should be referred to the department of public health for review by an appointed physician who would determine the permissibility of attendance.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmune gamma globulin) and/or the outbreak has no longer become a threat to the child.
4. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purpose other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.

5. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
  - A. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.
  - B. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should be disinfected with the bleach solution described in 5A.
  - C. Persons involved in the clean-up should wash their hands afterward.
6. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

**MEMORANDUM OF UNDERSTANDING (2007-2008)**

**RE: COLLABORATIVE INITIATIVE**  
**INVOLVING THE NEWBURYPORT SCHOOLS, POLICE & THE DISTRICT ATTORNEY**

I. GENERAL PRINCIPLES

The Newburyport Public Schools, the Newburyport Police Department, and the Essex County District Attorney's Office agree to coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug use, which occur on school premises or at school-sponsored or school-related events. To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports "zero tolerance" for drugs, alcohol, weapons and violence. Non-students involved in such acts on school premises or at school events are to be reported as students are.

It continues to remain the sole prerogative of school officials to impose discipline for infractions of school rules and policies. In cases where the school has reported an incident to the police, as described below, the school agrees to notify the police department before suspending a student under the provisions of M.G.L. Chapter 71, Section 37H ½.

II. OBJECTIVES

- A. To develop and implement a process for school officials and local police to coordinate a response to criminal/delinquent behavior and to refer appropriate first time or early offenders, ages 7-17, to the Essex County District Attorney's Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. Participating youth are required to attend counseling/education programs, perform community service and in some cases pay restitution. Youth who successfully complete the Juvenile Diversion Program will have no court record.
- B. To work with a Substance Abuse Advisory Committee, that should include representatives for the school-age population, local police, clergy, parents, teachers, school administrators, community agency representatives and the District Attorney's Juvenile Diversion Coordinator, and which should make recommendations to the appropriate school officials and parent groups concerning more effective ways to promote an awareness of the dangers of drug and alcohol use and abuse and sound preventative measures.

III. PROCEDURES

While acknowledging that school officials are not agents of the police or Commonwealth and the Commonwealth and police are not agents of the school, the school and police should develop policies and protocols for coordinated efforts.

- A. The Superintendent of Schools and the school Principal are responsible for reporting acts. The Police Chief shall designate an officer (DARE officer) to coordinate all reported criminal acts.

A **mandatory** reportable act shall include:

- Any serious incident of assaultive behavior, assault and battery, destruction of property or theft
- Violation of a restraining order
- Possession of a dangerous weapon
- Finding any student who is in actual or constructive possession of what is reasonable believed to be a controlled substance as defined by state law, except that possession of drugs pursuant to a valid prescription is a discretionary reportable act, and
- Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law.

A **discretionary** reportable act shall include

- Any student's violation of a state criminal statute which warrants reporting but is not as serious as a mandatory reportable act, and
  - Finding any student, regardless of age, who is reasonably to be under the influence of alcohol or other drugs.
- B. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory reportable act or a discretionary reportable act, as defined above, shall take (or cause to be taken) the student to the Principal or Superintendent. The Principal/Superintendent shall ask the reporting teacher/employee what happened and take custody of any physical evidence.
  - C. The Principal/Superintendent shall inform the student and his/her parent or guardian of the nature of the offense and inform them that certain offenses must be reported to the police. The Principal/Superintendent may offer the student the opportunity to respond to the Teacher/employee's report. The Principal/Superintendent shall in the case of a mandatory reportable act, and may in the case of a discretionary reportable act, notify the police of the incident and the existence of any physical evidence. All contraband (drugs, alcohol, firearms, and dangerous weapons) shall be immediately surrendered to the appropriate police department.

In addition, the Principal/Superintendent will comply with M.G.L., Chapter 71, Section 37L, requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time be reported in writing to the Chief of Police. This report must be filed in any case involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.

- D. School personnel are permitted to search a student's clothing, personal possessions, or locker at the direction of the Principal/Superintendent if there is a reasonable basis for believing that the student is concealing material the possession of which is prohibited by federal, state, or local law, or the provisions of the School Discipline Code. However, if the Principal/Superintendent believes, prior to the search, that the student's act should be reported to the police, they should inform the police that the school intends to conduct the search. The Principal/Superintendent shall inform students in writing at the beginning of each school year of this practice. The Principal/Superintendent should keep a record of such searches detailing time, place, reasons and witnesses.
- E. Upon notification from the Principal/Superintendent, police shall respond in cases of mandatory reportable acts and may respond in other cases.
- F. Juvenile offenders who meet the eligibility criteria for the Essex County District Attorney's Juvenile Diversion Program may be admitted to that program in lieu of prosecution. The Juvenile Diversion/Juvenile Justice Coordinator together with police and the Assistant District Attorney will decide which candidates should be offered the Juvenile Diversion Program. Cases that are not appropriate for Juvenile

- G. Diversion will be prosecuted through the Juvenile Justice System.  
For those student offenders who have reached their seventeenth birthday, the police and the Assistant District Attorney will decide which adult cases to prosecute in the criminal court.

POLICY AGAINST HARASSMENT

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NEWBURYPORT PUBLIC SCHOOLS

**Harassment Complaint Report  
Voluntary Report of Incident**

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**Date of Complaint Report:** \_\_\_\_\_

**Time of Complaint Report:** \_\_\_\_\_

**Method of Report:** \_\_\_\_\_

**Reported By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Reported To:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Summary of Allegations: (please include time, date, location, witnesses and frequency, use back side of form if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What was the effect?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What assistance can we provide?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**POLICY AGAINST HARASSMENT**

**NEWBURYPORT PUBLIC SCHOOLS**

**Follow-up Steps to Voluntary Report Form**

*After a Voluntary Report Form (Har – 1) has been completed, the following steps are recommended:*

- 1. Make an appointment to meet with the complainant to update him/her on what has happened and to check on the individual's well being (within 2 working days, if possible.)**

**Date:** \_\_\_\_\_

- 2. Explain what steps you will take next.**

**Steps:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Inform a back-up person (the other building or district representative) about the incident in case a related event occurs while you are out of the building.**

**Back-up Person:** \_\_\_\_\_

**Note: Log a brief summary of the report in a file that is turned into the assistant superintendent at the end of each month.**

**Your signature:** \_\_\_\_\_

**Name of Complainant:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**PLEASE RETURN THIS SIGNATURE PAGE TO YOUR CHILD'S HOMEROOM TEACHER.**

**I HAVE READ THE ENTIRE HANDBOOK FOR THE RUPERT A. NOCK  
MIDDLE SCHOOL FOR THE SCHOOL YEAR 2016 – 2017**

**GRADE** \_\_\_\_\_ **TEAM/TEACHER** \_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**

**STUDENT NAME-PLEASE PRINT**

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