

**North Brookfield Jr/Sr High School
Family Student Handbook
2026-2027**



**North Brookfield Jr/Sr High School
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**Mr. Timothy McCormick
*Superintendent***

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The information in this handbook is current as of August 2026 publication. The North Brookfield Public Schools reviews and revises its policies and curriculum on a regular basis to meet local and state guidelines. Please call the main office at the school if you would like a copy of this document translated into a language other than English.

Por favor llame a la oficina principal en la escuela si desea una copia de este documento sea traducido a otro idioma que no sea Inglés.

Por favor, ligue para o escritório principal da escola, se você quiser uma cópia deste documento traduzido em uma língua diferente do Inglês.

يرجى الاتصال على المكتب الرئيسي في المدرسة إذا كنت تريد نسخة من هذه الوثيقة مترجمة إلى لغة غير اللغة الانكليزية.

Gelieve telefonisch contact op het hoofdkantoor op de school als u graag een kopie van dit document vertaald in een andere taal dan het Engels.

만일 당신이 그 문서의 사본을 영어가 아닌 다른 언어로 번역하려는 학교에 메인 사무실로 전화 주시기 바랍니다.

Please check the North Brookfield Public Schools website for school and district information and updates:

<https://www.nbschools.org/>

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of our students.

These rules and policies apply to any student who is on school property, who is in attendance at school, or any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

All students are responsible for adhering to the current rules and regulations set forth by the state of Massachusetts.

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STATEMENT OF NON-DISCRIMINATION

Massachusetts state law prohibits discrimination against students in public schools, including protection against discrimination based on sexual orientation. It states:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

The North Brookfield Public Schools offer all courses of study, extra-curricular activities and school services without regard to race, color, sex, religion, national origin or sexual orientation. In addition, the School Department adheres to the Federal requirements provided under Title VI, Title IX and Section 504.

The North Brookfield Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or handicap in admission to, access to, treatment in or employment in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

CIVIL RIGHTS LAWS/DISTRICT COORDINATOR INFORMATION

All programs, activities, and employment opportunities provided by the North Brookfield Public Schools are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness. Any questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below:

Title VI of the Civil Rights Act of 1964 This statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. It ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English. Coordinator: Michael Baldassarre 10 New School Dr. N. Brookfield, MA 01535 508-867-3166	Equal Educational Opportunities Act of 1974 This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(t)) Coordinator: Michael Baldassarre 10 New School Drive North Brookfield, MA 01535 508-867-3166
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Title IX of the Education Amendments of 1972 Title IX of the Education Amendments of 1972 provides that no individuals may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have a grievance procedure through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 1518, S3A) Coordinator: Daniele Graham 10 New School Dr. N. Brookfield, MA 01535 508-867-3166	MA General Laws Chapter 622, Section 5 This state law provides that "Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation." Coordinator: Timothy McCormick 10 New School Dr. N. Brookfield, MA 01535 508-867-9821
Section 504 of the Rehabilitation Act of 1973 Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap.(34 CFR 104.33) Coordinators: Art Murphy (K-5), Brian Beck (6-12) 10 New School Dr. N. Brookfield, MA 01535 508-867-3166	Title I of the Elementary and Secondary Education Act of 1965 Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring an ESL student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class). Coordinator: Brian Beck 10 New School Dr. N. Brookfield, MA 01535 508-867-7131

American with Disabilities Act of 1990 The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate a least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee(s) designated pursuant to this paragraph."(34 CFR 35.107(a)) Coordinator: Timothy McCormick 10 New School Dr. N. Brookfield, MA 01535 508-867-9821	McKinney-Vento Homeless Education Assistance Act The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records, or proof of residency. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing. Coordinator: Michael Baldassarre 10 New School Dr. N. Brookfield, MA 01535 508-867-3166
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DISTRICT POLICIES

Below is the list of School Committee Policies available at:

https://www.nbschools.org/apps/pages/index.jsp?uREC_ID=4255603&type=d&pREC_ID=2518136

In particular, parents and students must review the following School Committee policies:

- [Non-Discrimination](#)
- [Student Conduct on Buses](#) & [Student Conduct on School Buses](#)
- [Harassment](#)
- [Equal Educational Opportunities](#)
- [Empowered Digital Use Policy](#)
- [Student Photographs](#)
- [Attendance](#)
- [Homeless Student Policy](#)
- [Student Discipline](#)
- [Physical Restraint](#)
- [Student Conduct](#)
- [Student Dress Code](#)
- [Bullying Prevention](#)
- [Prohibition of Hazing](#)
- [Student Interrogations, Searches & Arrests](#)
- [Student Welfare](#)
- [Student Records](#)
- [Managing Life Threatening Food Allergies](#)
- [Emergency Plans](#)
- [Meal Charge Policy](#)
- [Student Publications](#)

CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE PLAN

Student Due Process Rights

Parents/Guardians will be notified of any disciplinary issues their child encounters.

Parents/Guardians will be made aware of impending disciplinary action and have an opportunity to discuss ways of resolving the behavioral problems. Students and parents also have the right to speak to a teacher who has initiated the disciplinary action and to the administration if a further explanation or a hearing is necessary.

“Court rulings have defined certain student rights with regard to suspension from school. Prior to being suspended for 10 school days or less, a student will be told the nature of the charges, given an opportunity to respond, and if he or she denies the charges, given an explanation of the evidence supporting the charges during an informal meeting with a school administrator. If emergency circumstances exist, a student may be suspended immediately. In such cases, the student will be given notice of the charges against him or her, an explanation of the evidence, and an opportunity to present his or her version of events as soon after the suspension as possible.

The parents/guardians of a student being considered for exclusion or expulsion shall be notified in writing of an opportunity for a hearing. The student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.”

The following is a list of violations that may result in serious disciplinary consequences up to and including suspension, exclusion, or expulsion. In determining the appropriate consequence, administrators will conduct an investigation to gather all pertinent information regarding the incident, including the facts of the particular situation, previous history of those involved, and any special/extenuating circumstance related to the incident or the individuals involved.

1. Possession, use, distribution, sale of alcohol, drugs or drug paraphernalia on school property. In some cases, expulsion may result. (North Brookfield Police notified). See School Department Policy JICH.
2. Drug-imitating behavior.
3. Vaping/Smoking in school.
4. Possession of incendiary devices such as lighters, matches, etc.
5. Profanity, obscene gestures or obscenities.
6. Fighting or threatening behavior.
7. Willful destruction of school property. Arrangements for full restitution must be arranged before readmission to school.
8. Stealing.
9. Illegal acts – Police notified
10. Insubordination.
11. Leaving the school without permission during the day.
12. Any act that interferes with the operation of the school.
13. Possession of a weapon (or replica). Expulsion from school may occur.
14. Derogatory racial, ethnic, religious, or cultural remarks to another.
15. Sexual harassment (See School Department Policy).

16. Committing any act that is perceived to place the health or safety of another person in jeopardy.
17. Asking another student or students to threaten or harm another student.
18. Persistent misconduct.
19. Cheating, plagiarism.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. The Principal may issue a suspension if, in his/her judgment, a student's behavior has gone beyond reasonable limits. After an infraction of the code of conduct is reported, the Principal will investigate the matter by collecting evidence and hearing witnesses. The Principal will then decide if suspension from school is necessary. Suspension from school can range from 1 to 10 days in length. Students are expected to make up all work missed during suspension; zeros will be assigned for work not completed. A student who is suspended may be excluded from school-related activities at the discretion of the Principal (dances, field trips, etc.) until the next marking period.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

In-School Suspension

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

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

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

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for

concluding that the student committed the infraction, and the length of the in-school suspension. The principal may also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting would be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

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

Emergency removal

A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

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

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

Short-term Suspension

- (a) The principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in

determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05.

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

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

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

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

Long-term Suspension

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

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

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
4. the right to cross-examine witnesses presented by the school district; and
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording provided to the student or parent upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 1. The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension; provided that within the five calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven additional calendar days; and that
 2. The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

Education services and academic progress (School-wide Education Service Plan)

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

(2) Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services

and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

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

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

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

Superintendent's Hearing

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

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

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

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

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the

hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

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

(7) The superintendent shall issue a written decision within five calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(d)1. through 4. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of North Brookfield with regard to the suspension.

Reporting

- (1) North Brookfield collects and annually reports data to the Department regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals under 603 CMR 53.07, access to education services under 603 CMR 53.13, and such other information as may be required by the Department. Such data shall be reported in a manner and form directed by the Department.
- (2) The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. In reviewing the data, the principal shall assess the extent of in-school suspensions, short- and long-term suspensions, expulsions, and emergency removals under 603 CMR 53.07, and the impact of such disciplinary action on selected student populations. The principal shall further determine whether it is necessary or appropriate to modify disciplinary practices due to over-reliance on expulsion, or in-school or out-of-school suspension, or emergency removals, or the impact of such suspensions, removals, and expulsions on selected student populations compared with other students.
- (3) In the fall of each year, the Department shall publish an analysis and report of student discipline data disaggregated by district and school, and by selected student populations, included but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. The data shall be reported in a manner that protects the identity of each student and shall be made available to the public online in a machine readable format.
- (4) The Department shall annually determine the schools with the highest percentage of students expelled or placed on long-term suspension for more than ten cumulative days in a school year. After review of the discipline data described in 603 CMR 53.14(3) and other relevant school and district information, including but not limited to student demographics, student performance, promotion, attendance, attrition, graduation, and dropout rates, the Commissioner shall identify schools that need assistance to reduce over-reliance on long-term suspension or expulsion as a consequence for student misconduct. The Department shall identify models that such schools may use to incorporate intermediate steps before long-term suspension and expulsion and to foster positive school climate.

- (5) Through use of statistical analysis, the Commissioner shall identify schools and districts with data that reflect significant disparities in the rate of suspension and expulsion by race and ethnicity, or disability. Such schools and districts shall develop and implement a plan approved by the Department to address such significant disparities.

Exclusion/Expulsion

Exclusion is an out of school suspension lasting between 11 and 179 days, and is specific to incidents involving drugs, weapons, an assault on a staff member, or if a student is charged with/convicted of a felony and that student's presence produces a substantial detrimental effect to the operation of the school. In these instances, the Principal will conduct an Exclusion Hearing within 10 school days of the occurrence. The parent/ guardian may appeal exclusion to the Superintendent.

In instances involving drugs, weapons, an assault on a staff member, or if a student is charged with/convicted of a felony and that student's presence produces a substantial detrimental effect to the operation of the school, the Principal may expel a student from school. Expulsion is the permanent removal of a student from the public school system. The Principal will conduct an Expulsion Hearing within 10 school days of the occurrence. Expulsion from school is the responsibility of the School Principal and may be appealed to the Superintendent.

Special circumstances for exclusion

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternative educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parents, guardians and/or students may petition the Bureau of Special Education Appeals for a hearing or the Office of Civil Rights (Section 504). Until issues are resolved, the student remains in his or her current placement.

PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615 (k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794 (A), the school may suspend a student for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan.

Case-by case determination

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who after disciplinary actions has been found to have violated the school code of conduct. Should this occur, North Brookfield, the parent/guardian, IEP team members, shall review all relevant information in the student's file including the child's IEP, any teacher observations, and any information provided by the parent (IDEA Regulations: 34 CFR Part 300, M.G.L. c71, §§ 37H, 37H ½, and 37H ¾)

Procedures for suspension(s) not exceeding 10 school days

Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities. Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternative educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

Procedures for suspension of students with a disability when suspension exceeds 10 school days

If your child is suspended for more than 10 school days in a school year, this removal is considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.

Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child's problematic behavior.

Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district to consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.

At a manifestation determination meeting, the Team will consider:

- Did the student's disability *cause* or have a *direct and substantial relationship* to the conduct in question?
- Was the conduct a *direct result* of the district's failure to implement the IEP?

If the manifestation determination decision is that the disciplinary action *was* related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans.

If the manifestation determination decision is that the disciplinary action *was not* related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension.

Procedural requirements applied to students not yet determined to be eligible for special education

If, prior to the disciplinary action, North Brookfield had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. North Brookfield may be considered to have prior knowledge if:

The parent had expressed concern in writing; or
The parent had requested an evaluation; or
District staff had expressed directly to the special education director or
Other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

North Brookfield may not be considered to have had prior knowledge if the parent has not consented to the evaluation of the student or has refused special education services or if an evaluation of the student has resulted in a determination of ineligibility.

If North Brookfield had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

If the student is found eligible, then he/she/they receive all procedural protections subsequent to the finding of eligibility.

MGL CHAPTER 71, SECTIONS 37H, 37H ½, & 37 H ¾

Section 37H

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

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

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

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

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

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

Section 37H ½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational

program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

Section 37H ¾

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

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

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

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

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

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

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

JKAA - PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR [46.02](#).

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR [46.03](#), shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;

- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR [46.03](#)(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR [46.00](#),
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: August 2015

LEGAL REF.: M.G.L. [71:37G](#); 603 CMR [46.00](#)

Adopted: November 18, 2019

BULLYING PREVENTION PLAN

Please see the entire North Brookfield Public Schools Bullying Prevention and Intervention Plan located at:

https://www.nbschools.org/apps/pages/index.jsp?uREC_ID=4255567&type=d&pREC_ID=2518089

I. PROHIBITION AGAINST BULLYING AND RETALIATION

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 grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) 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 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.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

II. LEADERSHIP

The Bullying Prevention and Intervention Plan directly supports the work of the North Brookfield Public Schools. Once the plan has been approved, the North Brookfield Public Schools will submit the Plan to the Massachusetts Department of Elementary and Secondary Education and post it on the North Brookfield School website. The Plan will be reviewed and updated at least biennially, as mandated by M.G.L. c. § 37O sec 5(d).

- A. Public involvement in developing the Plan. As required by M.G.L. c. 71, § 37O, the Plan must be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. On May 31, 2017 a meeting that included school staff, professional support personnel, school volunteers, administrators,

community representatives, local law enforcement, students, parents, and guardians gathered to review the plan and to provide input to the Plan.

- B. Assessing needs and resources. The Superintendent and the Bullying Prevention and Intervention Plan Committee, with input from families, the community, and staff, will assess the current programs. The assessment(s) may be done in any one or more of the following ways:
- Review of current policies and procedures;
 - Review of available data on bullying and behavioral incidents;
 - At least once every four years beginning with the 2017/18 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department;
 - Administer and review the Prevention Needs Assessment Surveys every other year at the Jr./Sr. High School to help identify patterns of behavior and inform decision-making for prevention strategies;

The elementary school will use a research-based assessment system of intervention (Positive Behavioral Intervention System) in collaboration with the mental health staff to assess school climate

- C. Planning and Oversight
- The Superintendent of Schools, the Director of Student Services, and the building administrators are responsible for the implementation of the plan.
 - Principals K-6 and 7-12 are the designees in each school who are responsible for receiving reports, conducting investigations, contacting the parents of targets and aggressors of confirmed incidences of bullying, and inputting these into School Brain.
 - Adjustment counselors and guidance counselors provide and monitor progress of individual and group support for both targets and aggressors.
 - Principals annually provide information to teachers, students, and families on Recognizing, Responding and Reporting Prevention and Intervention.
<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention>
 - The School Committee has developed and approved a policy on Bullying Prevention and Intervention
<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention/pages/reporting-procedures>
 - Codes of Conduct, school handbooks, and the Incident Report form and investigation format will be reviewed yearly and revised as necessary.
 - Parent resources are posted to the website to address bullying and cyber-bullying

D. North Brookfield Public Schools Priority Statement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying within the school district. The Plan is created by students, staff, families, law enforcement agencies, and community members to prevent issues of bullying and cyber-bullying. In consultation with these constituencies, we have established this plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. We recognize that certain students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school and district will recognize specific steps it will take to create

a safe, supportive environment for the vulnerable populations in the school community, and provide all students and staff with the skills, knowledge, and strategies to prevent or respond to bullying, cyber-bullying, harassment or teasing. We will not tolerate any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation and take prompt action to evaluate that behavior and restore the target's sense of safety. This includes informing parents and involving them in the process. We will support this commitment in all aspects of our school community, including extracurricular instructional programs, staff development, extracurricular activities, and parent or guardian involvement. The Plan also includes clear and consistent consequences.

III. TRAINING AND PROFESSIONAL DEVELOPMENT

A. Annual staff training on the Plan. Annual training on the Plan for all school staff has taken place at the start of the school and will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

B. Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district wide professional development will be informed by research and will include information on:

- Teacher training on a variety of Researched based Programs, Advisory Programs, Social Skills Groups conducted by Guidance Counselors and Adjustment Counselors;
- Second Step lessons provided by teachers;
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying offered by the District Attorney's Office
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment. Special education administrators, teachers, and counselors, will be offered training to address both the skills needed by targets of bullying and those whose actions meet the definition of an aggressor or perpetrator and the ways to prevent and respond to bullying or retaliation for students with disabilities in order to develop appropriate Individualized Education Plans (IEPs)
- Special Education training on Bullying consideration at all IEP meetings and annual review in IEP writing/Social Skills;
- Annual Opening Day of School Presentation for all teachers and staff on the bullying law and procedures for "Recognizing, Responding, and Reporting"; and
- Internet safety issues as they relate to cyberbullying offered to students by District Attorney's Office.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching student's skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making;
- Maintaining a safe and caring classroom for all students; and
- Engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors

C. Written notice to staff. The North Brookfield School District will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties and bullying of students by school staff, in the school or district employee handbook and the code of conduct.

IV. ACCESS TO RESOURCES AND SERVICES

The District Plan recognizes that all our students can be subject to bullying and harassment. Our school has a variety of resources, services, programming, teaching, policies, and procedures that prevent bullying or harassment for all students, with acute attention to those students that are considered vulnerable. The plan recognizes that the identified vulnerable students include students perceived as having or actual characteristics including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy, or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The following list is sources that provide unique interventions that address each area of the vulnerable categories. One size does not fit all; therefore, North Brookfield remains open to ongoing exploration as our population diversifies.

A. Identifying resources. The North Brookfield Public Schools shall provide counseling and other services for targets, student aggressors, and their families. The adjustment counselors, guidance counselor and school psychologist will be on-site to offer services. Other resources that may be available include, but are not limited to: adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services. A list of outside agencies that provide services will be furnished to families.

Current Resources identified in the North Brookfield Public Schools:

At each level age appropriate interventions are provided for all students, targets, and student aggressors, and their families where appropriate:

- Full-time adjustment counselors at elementary school provides counseling for identified targets, and student aggressors
- The Student Assistance Team at the elementary (principal, counselors, school nurse) meet on a weekly basis to discuss student issues
- The Student Assistance Team at the junior//senior high school (principal, counselors, school nurse) meet on a weekly basis to discuss student issues
- Researched based Bullying Prevention Curriculum taught at all grade levels

B. Counseling and other services. The North Brookfield Schools have a relationship with Community Health Link, and several other Community Service Agencies (CSAs) for Medicaid-eligible students. The Director of Student Services, The Board Certified Behavior Specialist, and private counselors assist the schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. In addition, North Brookfield Public Schools' current tools include, but are not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. The district website contains a list of available resources.

<https://www.nbschools.org/district-administration/bullying-prevention-and-intervention/pages/support-services>

C. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team considers what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

V. ACADEMIC AND NONACADEMIC ACTIVITIES

Anti-bullying programs currently in place:

- In the elementary school, Second Step, including the units on Bullying;
- Responsive Classroom and Positive Behavioral Intervention Programs are part of the curriculum at the elementary school; and
- In the junior/senior high school, researched based bullying program is offered through the advisory program

A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;

- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. The Plan should include specific information about how and when the school or district will review the Plan with students.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in nonacademic and extracurricular activities, particularly in their areas of strength.

VI. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

A. Reporting bullying or retaliation.

- All school and district staff are required to immediately report to the principal (or other school official as reported below) any instances of bullying or retaliation, about which the staff member becomes aware or witnesses. This includes bullying of a student by another student or by a staff member.
- Staff, students, parents or guardians, or others, may report bullying or retaliation orally or by voicemail and/or in writing or by email. Oral reports made by or to a staff member shall be recorded in writing. Students, parents, or guardians, and others may request assistance from a staff member to complete a written report and discuss an incident of bullying with a staff member, or with the principal or designee.
- A school or district staff member is required to report immediately to the principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously.

- The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.
- Use of an Incident Reporting Form is not required as a condition of making a report.
- The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.
- At the beginning of each school year, the school or district will provide the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation.
- A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

1. Reporting by Staff

A staff member will report immediately to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

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

B. Responding to a report of bullying or retaliation – Allegations of Bullying by a Student

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not

be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. (Include locally established student safety planning policies and procedures here.)

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, nonpublic school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

C. Investigation.

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

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation. (Align this with school or district procedures.)

- D. Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the student's teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d) (v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curriculum;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

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

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

F. Responding to a Report of Bullying by School Staff

- Upon receipt of a report of alleged bullying of a student by school staff, the principal/designee will be responsible for taking appropriate actions in accordance with this Plan and other applicable district policies and procedures, including providing for the safety of the alleged target where necessary. If the principal is the alleged aggressor, then the Superintendent/designee shall be responsible for such actions. In the event the Superintendent is the alleged aggressor, the School Committee/designee shall be responsible for such actions.
- A staff member who is the subject of a complaint of a serious nature will be informed promptly and will be afforded the opportunity to present facts as he/she sees them, in accordance with district policies and procedures, including any applicable collective bargaining agreements.
- Procedures for investigating reports of bullying and retaliation by staff are consistent with district policies and procedures for investigations of other alleged misconduct by staff. If necessary, the designated school official will consult with legal counsel about such procedures. Investigations may include interviews of staff, students, and others deemed appropriate. School officials will remind individuals (1) that retaliation is strictly prohibited and will result in disciplinary action and (2) of the importance of being truthful. To the extent practicable given their obligation to investigate and address the allegations at issue, the school officials will maintain confidentiality during the investigative process.
- In the event a designated school official determines that the staff member has engaged in bullying of or retaliation against a student, the student's parent/guardian will be notified of what action is being taken to prevent further such acts and to restore the student's sense of safety. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of personnel records, the school official will not report specific information to the target's parent or guardian about any disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.
- In the event disciplinary action against an employee is under consideration, appropriate due process will be provided. Any disciplinary action imposed will be based upon facts found by the designated school official and appropriate standards and expectations in light of the employee's role and responsibilities. School officials will develop a method to record confirmed acts of bullying by staff.

VII. COLLABORATION WITH FAMILIES

A. Parent education and resources.

The North Brookfield Public Schools, in collaboration with the Parent Teacher Organization, and the Special Education Parent Advisory Council, School Councils will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.

B. Notification requirements.

Each year the building principal will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The North Brookfield Public Schools will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats. The school or district will post the Plan and related information on its website.

VIII. Problem Resolution System:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

IX. DEFINITIONS

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below. Schools or districts may add specific language to these definitions to clarify them, but may not alter their meaning or scope. Plans may also include additional definitions that are aligned with local policies and procedures.

Aggressor is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i.causes physical or emotional harm to the target or damage to the target's property;
- ii.places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii.create a hostile environment at school for the target;
- iv.infringes on the rights of the target at school; or
- v.materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

X. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, M.G.L. c. 71, §§41 and 42, M.G.L. c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

DISTRICT STRATEGIC PLAN OVERVIEW

FY 2024-2027

<i>Mission</i>		
<i>Our mission is to empower every student to reach their full potential by providing a dynamic and inclusive learning environment that fosters creativity, critical thinking, and a sense of belonging. We are committed to continuous improvement, innovation, and the celebration of diversity, ensuring the delivery of high-quality education to all. We prepare our students for success in a global society by instilling qualities and skills to be contributing and effective citizens.</i>		
<i>Vision</i>		
<i>Our vision is to create a school community where every stakeholder feels valued, connected, and inspired. We aim to be a model of excellence in education, embracing diversity, and promoting equity, respect, and understanding. Our students are not only academically prepared but also equipped with the skills and knowledge needed to thrive in educational pursuits as citizens in an interconnected world.</i>		
<i>Core Values</i>		
Inclusivity: We believe in creating a welcoming and supportive environment where all students, staff, and families feel valued for their unique contributions. Excellence: We are dedicated to continuous improvement in curriculum and instruction to provide the highest quality education. Equity: We are committed to ensuring that every student has the opportunity to succeed regardless of their background or abilities. Collaboration: We foster partnerships with industry experts, families, the community, and industry experts to enhance learning opportunities. Respect: We promote a safe culture of respect, empathy, and open dialogue, where diverse perspectives are valued and celebrated.		
<i>Theory of Action</i>		
<i>If we invest in innovative curriculum and instructional methods, create personalized learning plans for all students, and foster a diverse, equitable, and inclusive school culture; then we will empower students to reach their full potential, address individual needs, and cultivate a sense of belonging, resulting in improved educational outcomes and a positive school community.</i>		
<i>Strategic Objectives</i>		
1. Curriculum and Instruction Enhancement: Objective: To continuously improve and innovate curriculum and instructional methods to ensure the delivery of high-quality education.	2. Meeting the Needs of All Students: Objective: To provide a supportive and inclusive learning environment that addresses the individual needs of all students.	3. Fostering a Culture of Belonging: Objective: To cultivate a diverse, inclusive, and welcoming school culture where all stakeholders feel valued and connected.

<i>Strategic Initiatives</i>		
1.1 Conduct regular curriculum reviews to align with industry trends, academic standards, and emerging technologies.	2.1 Develop personalized learning plans for each student, considering their strengths, weaknesses, interests, and learning pace.	3.1 Develop and communicate a clear diversity and inclusion policy, highlighting the institution's commitment to equity and respect.
1.2 Implement differentiated instruction techniques to cater to diverse learning styles and abilities.	2.2 Establish a comprehensive support system, including counseling, special education services, and English language learning support.	3.2 Organize cultural awareness and sensitivity training for staff, students, and parents to promote understanding and empathy.
1.3 Integrate interdisciplinary approaches to encourage holistic understanding and critical thinking.	2.3 Implement Universal Design for Learning (UDL) principles to create adaptable and accessible learning materials.	3.3 Create opportunities for open dialogue and discussions on important social issues to encourage respectful conversations.
1.4 Foster partnerships with industry experts and professionals for real-world insights and practical learning opportunities.	2.4 Regularly assess student progress and provide timely interventions and extensions for struggling <i>all</i> students.	3.4 Establish affinity groups and clubs that celebrate different cultures, interests, and identities within the school community.
1.5 Invest in teacher professional development to stay updated with best practices and innovative teaching methods.	2.5 Collaborate with parents, guardians, and the community to gain insights into students' backgrounds and challenges.	3.5 Showcase and celebrate student achievements, stories, and talents that reflect the diversity of the school population.
<i>Outcomes</i>		
These initiatives aim to achieve the following outcomes: ● Improved curriculum alignment with industry trends and academic standard Implementation of differentiated instruction techniques to meet diverse learning needs. ● Integration of interdisciplinary approaches to enhance holistic understanding. ● Strong partnerships with industry experts and professionals for practical learning. ● A highly skilled and updated teaching staff through professional development. ● Personalized learning plans for each student, ensuring individualized support. ● A comprehensive support system that addresses students' academic and emotional needs. ● Creation of adaptable and accessible learning materials using UDL principles. ● Timely interventions and support for struggling students. ● Strong collaboration with parents, guardians, and the community.A clear diversity and inclusion policy that promotes equity and respect. ● Enhanced cultural awareness and sensitivity among staff, students, and parents. ● Opportunities for open dialogue on important social issues and respectful conversations. ● Affinity groups and clubs that celebrate diversity and foster inclusion. ● Celebration of student achievements that reflect the school's diverse population.		

PRINCIPAL'S MESSAGE

Dear Students and Families,

We are excited to begin the 2026-2027 school year! Within this Handbook, you will find a great deal of information including: Student Code of Conduct, district policies and procedures, student and family supports and protections, our Anti-Bullying procedures, bell schedules, information about Guidance and counseling services, as well as information about supporting students with disabilities. It is designed to provide students as well as parents and caregivers about the rules, regulations, procedures, and support available to students at North Brookfield High School.



For the 26-27 school year we have added new Project Lead The Way (PLTW) classes for high school students. In addition, the Advanced Manufacturing Innovation Career Pathways program also provides students with the opportunity to obtain industry level credentials, which will allow students to explore employment opportunities and/or continue to build on these certifications for leadership positions. We ask all our students to explore the four-year array of course electives available when considering their aspirations. By doing so, students are better able to envision and set long term plans for the educational program that best suits their interests and skills.

In this Handbook, our faculty and students have identified what defines the Portrait of a Graduate (POG). Our Portrait of a Graduate defines our school's vision for 21st century skills and character traits that students need to be successful in college, careers, and life. To review those qualities and definitions, please see the section entitled Portrait of a Graduate.

Our faculty and staff remain dedicated to providing our students with engaging, hands-on, field-based learning opportunities to inspire deep student interest in learning at high levels.

We encourage you to take advantage of the support and services here at North Brookfield High School. In this document, you will find our contact information if you have any questions during this important decision-making process. Please do not hesitate to contact us with any questions.

Sincerely,

Brian Beck
Principal

PORTRAIT OF A GRADUATE

At North Brookfield Jr./Sr. High School our staff has developed a Portrait of a Graduate for all students who graduate from NBHS. This vision describes the skills and competencies that our community's students need to thrive in learning, work, and life. Our Portrait of a Graduate synthesizes these 21st-century competencies around five domains: **Resilient and Flexible Learners, Communicators and Collaborators, Innovative and Critical Thinkers, Character, and Global Citizens**. The description of the five domains includes the following:

Resilient and Flexible Learners - North Brookfield students will be lifelong learners who can assess and respond to complex problems.

The North Brookfield graduate will:

1. Identify interests and skill sets to inform career and life decisions.
2. Take responsible risks in order to explore their interests and passions.
3. Exhibit a growth mindset, persevere through difficult tasks, and learn from mistakes, setbacks, and adversity.
4. Identify opportunities and set appropriate goals for self-improvement.
5. Identify and analyze problems in a well-organized, logical manner.
6. Make connections, evaluate solutions, and apply previous knowledge to new situations.
7. Navigate setbacks in order to meet challenges
8. NB students will be curious, reflective and responsive to their changing world.

Innovative and Critical Thinkers - North Brookfield students will use analytical and creative thought to pursue new ideas, develop knowledge, and solve problems.

The North Brookfield graduate will:

1. Raise questions driven by curiosity.
2. Demonstrate accurate and insightful understanding of complex ideas.
3. Use logical reasoning to evaluate and process information.
4. Be resourceful, creative and open-minded when looking for solutions.
5. Validate reliable sources to distinguish between fact and opinion, and make inferences based on logical assumptions.
6. Gather relevant information to support ideas with evidence.
7. Think through solutions in order to articulate conclusions.
8. Consider alternative systems of thought.

Communicators and Collaborators - North Brookfield students will be able to effectively communicate and collaborate in a variety of different situations.

The North Brookfield graduate will:

1. Communicate in a clear, effective and purposeful manner to inform, influence, motivate, or entertain a variety of audiences.
2. Participate actively and responsibly in a group setting by respectfully listening to others, sharing ideas, and working towards a common goal.
3. Respect all group members by encouraging others' efforts, accepting and offering honest feedback, and working to create a productive environment.
4. Understand the perspective of others and consider diverse points of view.
5. Employ effective reading skills and active listening strategies.
6. Engage in respectful discourse on points of disagreement in academic and social settings.
7. Work collaboratively on shared tasks, in both lead and support roles.

Character - North Brookfield students will act in an honest, respectful, and responsible manner.

The North Brookfield graduate will:

1. Always strive to do the right thing.
2. Aspire to make their community a better place.
3. Be kind to everyone.
4. Take pride in their work.
5. Learn from mistakes and find growth from failure.
6. Make decisions to ensure the well-being of themselves and others.
7. Build positive relationships and understand the impact of their actions on others.

Global Citizens - North Brookfield students will be culturally aware, open-minded and inspired to contribute to communities both locally and globally.

The North Brookfield graduate will:

1. Respect all languages, customs, beliefs and values.
2. Foster a sense of belonging and inclusion for all.
3. Develop an understanding of their role in our global community..
4. Recognize the human impact on the environment and their responsibility to be stewards of our natural world.
5. Engage those with differing opinions to work towards social equity through healthy discourse and humility.
6. See that they have power to act and influence the world around them.
7. Take an active role in their communities to make our world more peaceful, sustainable, inclusive, and equitable

STAFF LISTING

NORTH BROOKFIELD PUBLIC SCHOOLS SCHOOL COMMITTEE

Mr. Matt Grant, Chairman

Ms. Nancy Waldron, Vice Chairman

Ms. Kristen Giangrande, Secretary

Ms. Michelle, Petraitis, Member

Ms. Michelle Thayer, Member

SUPERINTENDENT OF SCHOOLS

Mr. Timothy McCormick

DIRECTOR OF STUDENT SERVICES

Mr. Michael Baldassarre

NORTH BROOKFIELD JR/SR HIGH SCHOOL STAFF

Brian Beck	Principal
Kelly Adomitis	Main Office Secretary
Zack Berridge	Technology Coordinator
Stacey Canfield	Adjustment Counselor
Carina Lawrence	Grades 6-12 Guidance Counselor
Maureen Floyde	School Nurse
Richard Rigney	Athletic Director
Kerry Bradshaw	Middle School Special Education
Stanley Cijka	High School Math
Brian Hamilton	High School Science
Ellen Davenport	Middle/High School Special Education
Tiffany Graika	Shelly Lacaire
Daniel Ray	Middle School English
Lisa Keefe	Physical Education
Shelly Lacaire	ELL Teacher
Caitlyn Malone	High School Special Education
Quinn McCue	Middle School Science
Charles Phelan	High School Science
Holly Nordby	STEM/Science
Richard Rigney	Art
TBD	High School English
TBD	High School English
Chelsea Saunders	World Languages - Spanish
Kurt Stanley	Music
Michael Tift	High School Social Studies
Nicholas Slaughter	Middle School Social Studies
Sloan Anderson	Middle School Math
Kate Barbadora	Paraprofessional
Pam Batchelor	Paraprofessional
Andrea Greska	Paraprofessional
Margaret Hanson	Paraprofessional
Sarah Savell	Paraprofessional
Jamie Manners	Paraprofessional
Joe Holloway	Facilities Director
George Nolette	Custodian
Andre Gaumond	Custodian
Nick Hubacz	Custodian
Donna Holmes	Food Services Manager
Karen Chishom	Cafeteria

SCHOOL COUNCIL

The Massachusetts Education Reform Act of 1993 created the School Council. The law explicitly gives the school principal responsibility for defining the composition and overseeing the formation of the Council pursuant to a representative process approved by the superintendent and School Committee. As co-chair of the Council, the principal is also responsible for convening the first meeting of the Council. At this meeting, the other co-chair is to be elected. The law leaves it up to each principal, “pursuant of a representative process approved by the superintendent and school committee,” to define the size and composition of the council. It does, however, make three stipulations about membership:

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

Membership:

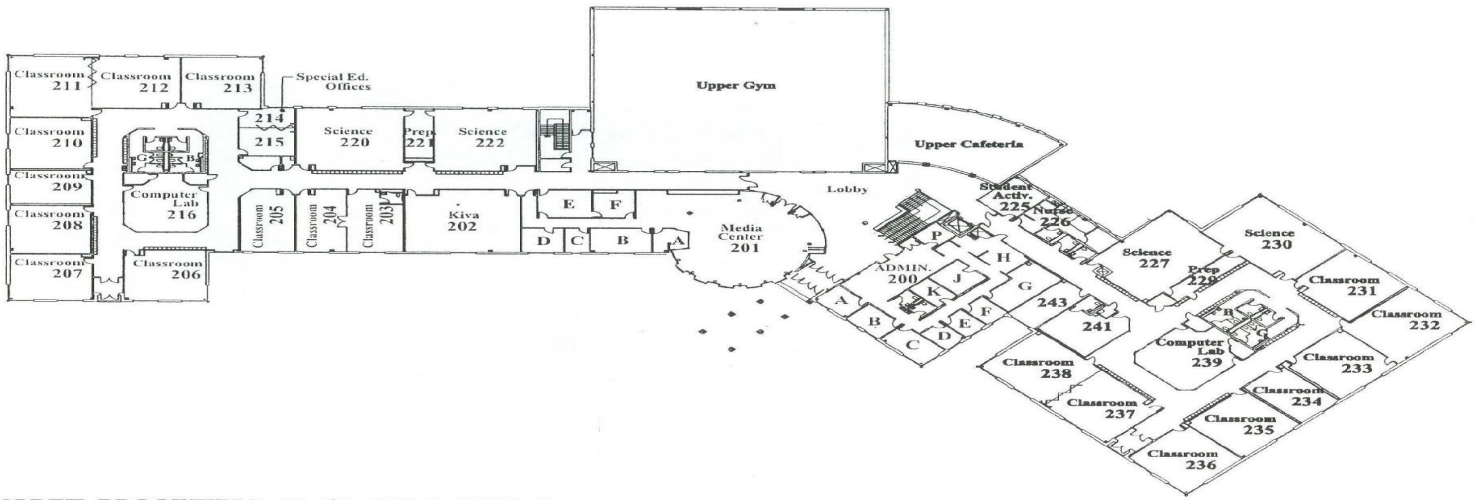
- Parent members are to be selected by the parents of students attending the school, in elections held by the local recognized parent-teacher organization.
- Teacher members are to be selected by the teachers in the school.
- Non-school members may be recruited by principals directly or selected by the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

When a vacancy occurs for a parent or community representative, the principal will request applications over Channel 12 and during School Committee meetings. Parents or community members interested should send the principal a letter of intent. The principal will make the selection. There should be at least one student on the Council if the school contains grades nine through twelve. The council is to assist the principal in preparing the school building budget, in developing the school improvement plan, and in any other areas in which the School Committee may grant policymaking authority to the Council. School improvement plans are submitted to the school committee for approval.

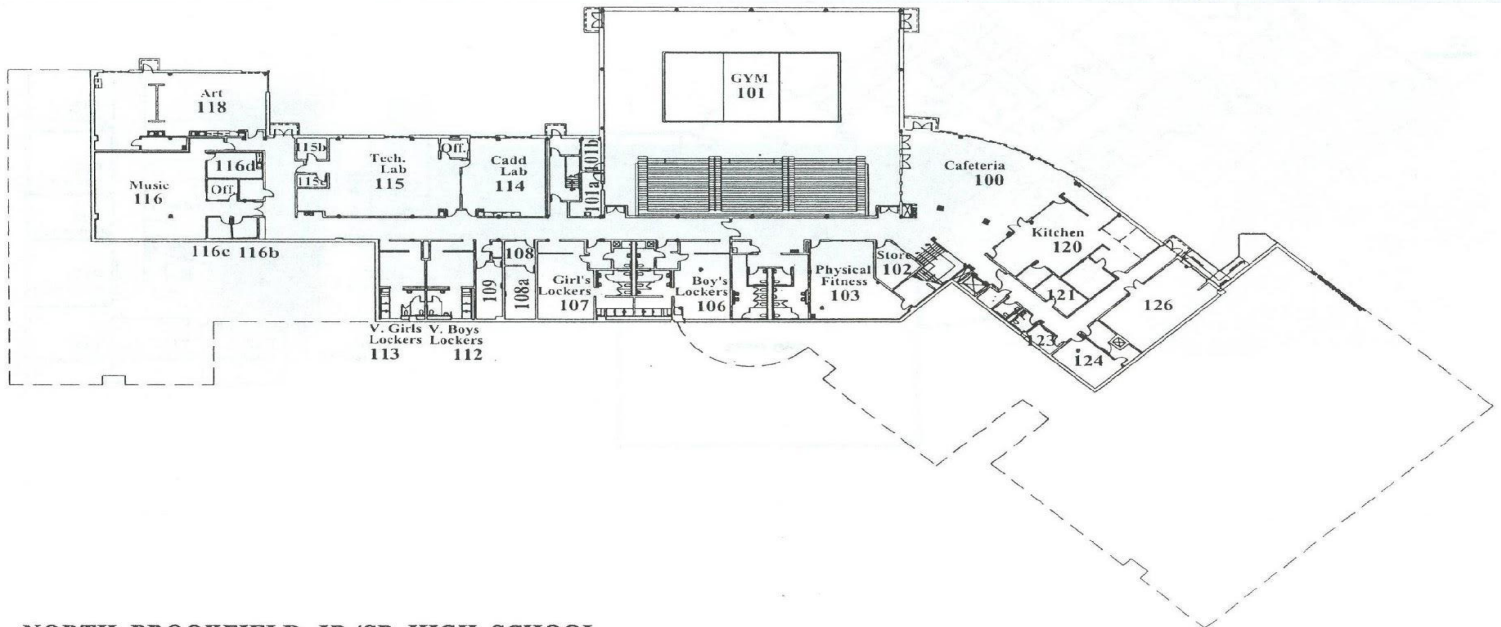
One of the most important roles of the School Council is the creation of a school improvement plan, which should have the following elements:

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

FLOOR PLAN



NORTH BROOKFIELD JR/SR HIGH SCHOOL UPPER LEVEL



NORTH BROOKFIELD JR/SR HIGH SCHOOL LOWER LEVEL

2026-2027 MARKING PERIODS

Quarter 1

Friday, October 2nd	Midterm 1
Tuesday, October 6th	Midterm Q1 Grades DUE
Friday, October 9th	Progress Reports Posted
Friday, November 6th	Quarter 1 Closes
Tuesday, November 10th	Quarter 1 Grades DUE
Friday, November 13th	Quarter 1 Grades Posted

Quarter 2

Friday, December 11th	Midterm 2
Tuesday, December 15th	Midterm Q2 Grades DUE
Friday, December 18th	Progress Reports Posted
Friday, January 22nd	Quarter 2 Closes
Tuesday, January 26th	Quarter 2 Grades DUE
Friday, January 29th	Quarter 2 Grades Posted

Quarter 3

Friday, March 5th	Midterm 3
Tuesday, March 9th	Midterm Q3 Grades DUE
Friday, March 12th	Progress Reports Posted
Friday, April 9th	Quarter 3 Closes
Tuesday, April 13th	Quarter 3 Grades DUE
Friday, April 16th	Quarter 3 Grades Posted

Quarter 4

Friday, May 14th	Midterm 4
Tuesday, May 18th	Midterm Q4 Grades DUE
Friday, May 21st	Progress Reports Posted
Thursday, June 17th	Last day of school - Quarter 4 grades due

* = May be adjusted based on Snow Days

Final Exams - Final exams for high school students (grades 9-12) run for four days, prior to the last day of school.

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

HIGH SCHOOL/MIDDLE SCHOOL - DAILY BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
A - 7:35 - 8:32 AM	B - 7:35 - 8:29 AM	A - 7:35 - 8:32 AM	C - 7:35 - 8:29 AM	A - 7:35 - 8:32 AM
B - 8:35 - 9:32 AM	C - 8:32 - 9:26 AM	B - 8:35 - 9:32 AM	A - 8:32 - 9:26 AM	B - 8:35 - 9:32 AM
C - 9:35 - 10:32AM	A - 9:29 - 10:23AM	C - 9:35 - 10:32AM	B - 9:29 - 10:23AM	C - 9:35 - 10:32AM
MSL - 10:35 - 10:59AM	MSL - 10:26 - 10:51AM	MSL - 10:35 - 10:59AM	MSL - 10:26 - 10:51AM	MSL - 10:35 - 10:59AM
D - 11:02 - 11:32AM	D - 10:54 - 11:21AM	D - 11:02 - 11:32AM	D - 10:54 - 11:21AM	D - 11:02 - 11:32AM
HSL - 11:33 - 11:58AM	HSL - 11:24 - 11:49AM	HSL - 11:33 - 11:58AM	HSL - 11:24 - 11:49AM	HSL - 11:33 - 11:58AM
E - 12:01 - 12:58PM	F - 11:52 - 12:34PM	E - 12:01 - 12:58PM	F - 11:52 - 12:34PM	E - 12:01 - 12:58PM
F - 1:01 - 1:58PM	E - 12:37 - 1:31PM	F - 1:01 - 1:58PM	E - 12:37 - 1:31PM	F - 1:01 - 1:58PM
	Crew - 1:34 - 1:58PM		Crew - 1:34 - 1:58PM	

GUIDANCE

Guidance Counselor

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

Guidance Services

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

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

ACADEMIC REQUIREMENTS

Promotion/Retention - Grades 9-12

1. All students must take a minimum of 30 course credits (equivalent to 6 full-year classes).
2. Freshmen must take the required quarter courses, and sophomores the required semester courses.
3. Students who fail two or more required courses may not be promoted to the next grade level.

Graduation Requirements

1. The following course credits are required for graduation:

Subject Area	Number of Credits
English	20 credits (4 years)
Mathematics	20 credits (4 years)
Science	15 credits (3 years - 5 credits in Biology & 5 credits in either Chemistry or other 5 credit Science Courses)
Social Studies	15 credits (3 years - 10 credits in US History I & II & 5 credits in World History)
World Language	10 credits (2 years of the same language)
Physical Education	8 credits (4 half year classes)
Fine Arts	5 credits (1 year)
Health	2.5 credits (half year)
CREW	4 credits (4 years)

2. Class of 2027 and beyond will be required to earn 110 credits to graduate.

3. The following Competency Determination is required for graduation:

Subject Area
2 full year English classes
1 full year Algebra I class
1 full year Geometry class

1 full year Social Studies class
1 full year Science class (Biology, Physics, Chemistry, Technology/Engineering)

4. All students are to complete a minimum of 30 hours of community service prior to graduation.
5. Beginning with the Class of 2027, a Civics related project will also be required.
 - a. Class of 2027 - Capstone Project
 - b. Class of 2028 - Successful completion of the required civics project embedded in U.S. History II.
6. To demonstrate mastery for CD purposes, a student must successfully complete, in accordance with district grading policies, at least one of the following in each required content area:
 - a. The final assessment for the course (e.g., exam, performance task, portfolio, or capstone); or
 - b. The full course requirements, resulting in a passing course grade; or
 - c. An equivalent district-approved measure documented in the student record.
7. In limited circumstances where NBPS is unable to document a student's prior coursework, the CD requirement may be met by:
 - a. A qualifying MCAS high school score of Meeting Expectations or Exceeding Expectations in the relevant subject; or
 - b. A substituted equivalent certified by the district as meeting the same academic standards.
8. Special Populations
 - a. Students with Disabilities
 - i. Provide a Free and Appropriate Public Education (FAPE) in accordance with IDEA, M.G.L. c. 71B, and 603 CMR 28.00.
 - ii. Ensure that students with disabilities meet both Competency Determination and local graduation requirements prior to graduation.
 - iii. Ensure that IEP Teams, including at the high school level, regularly review student transcripts and schedules to monitor progress toward graduation.
 - iv. For students placed in out-of-district programs, require the Team to confirm that the program meets FAPE and that coursework is equivalent to NBHS CD and graduation requirements, unless specific local requirements are waived as appropriate.
 - b. Multilingual Learners (MLs)
 - i. Provide MLs at all language proficiency levels with equitable access to coursework aligned to the Massachusetts Curriculum Frameworks.
 - ii. Consider ESL courses for meeting ELA CD requirements only for students at foundational English proficiency (ACCESS Levels 1–2), and

- only when such courses explicitly integrate grade-appropriate ELA and ELD standards and are certified by NBPS as meeting CD requirements.
- iii. Ensure that course placement and CD decisions for MLs are made in consultation with the Guidance Director and the EL Coordinator/Teacher.
- c. Transfer and Late-enrolling students
Students who enroll in NBHS after the ninth-grade year may earn a Competency Determination through one or more of the following, as applicable:
 - i. Transcript Review
 - ii. Additional Coursework
 - iii. Limited MCAS Score Exception

Graduation

Students who complete all graduation requirements are eligible to participate in the ceremony on graduation day. Seniors who fail *two* courses and who meet the eligibility requirements for credit recovery for that course may participate in the graduation ceremony. They will receive their diploma only upon successful completion of credit recovery for the failed course. Seniors who do not meet graduation requirements may participate in class day and banquet activities.

Early Graduation

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

Independent Study

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

Dual Enrollment

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

1. The North Brookfield Public Schools will have no obligation to fund dual enrollment participation.
2. The North Brookfield Public Schools will have the final determination on any limit to student participation in dual enrollment programs.
3. The guidance counselor will ensure that courses taken for dual enrollment meet North Brookfield High School graduation requirements.
4. North Brookfield High School Principal reserves the right to refuse to issue North

Brookfield credit for unapproved courses.

5. At the end of each semester the guidance counselor will collect, from the dual enrollment educational facility, the student's official transcript. North Brookfield credit will be awarded and the courses and grades will be added to the student's official North Brookfield transcript.
6. Credits issued at the approved dual enrollment institution will be accepted at their equivalent value to those issued at North Brookfield High School.
7. The dual enrollment student's GPA will be calculated using the courses taken and grades issued only by North Brookfield High School. Grades issued from other institutions will not be calculated in the student's GPA.

Promotion/Retention - Grades 6 - 8

Please see the [School Committee Policy on Promotion/Retention](#).

Schedule Changes

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

Grading

Eight grading reports will be given out, two for each marking period. All courses will be given number grades. The mid-term report, issued at approximately five weeks, will be a **PROGRESS REPORT** for that period of time. The report will have number grades reflecting the level of achievement. At the end of the marking period, approximately ten weeks, the **OFFICIAL REPORT CARD** will be issued with number grades for achievement. Accumulated attendance will be recorded.

Students will be given multiple opportunities to turn in missing assignments and show mastery of the standards being covered. Number grades are given in all required and elective courses with the following exceptions: Academic Support and CREW courses have a pass/fail. A numerical grade less than 65 is considered failing and no credit will be awarded.

Final Grades for full-year courses are determined as follows: 22.5% for each quarter grade and 10% for the final exam, for High School Classes. Middle School classes will have each quarter grade weighed as 25%. Half-year and Middle School courses do not have final exams.

Incompletes

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

Honor Roll

- High Honors – All grades must be 90% or above in all courses. All courses under the pass/fail option must receive a P.
- Honors – All grades must be 80% or above in all courses. All courses under the pass/fail

option must receive a P.

Final Assessments

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

Extra Help

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

Weighted Class Rank/Grade Point Averages (GPA)

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

Transfer Students From Non-Accredited Schools/Alternative Education

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

Failures/Credit Recovery Policy - Grades 9-12

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

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

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

If a student has failed a course required for graduation and does not opt to enroll in Credit Recovery, or another accredited source, he or she should see a counselor and arrange to have

their fall schedule changed in order to meet all course and credit requirements.

For on-line Credit Recovery courses the final grade assigned by the course will be the grade assigned. The previous course failure will remain on the student's transcript. Tuition and transportation to summer school each day is the responsibility of the student.

Summer School Policy – Grades 6-8

If a student fails a course for the school year, he/she may attend a summer school program at NBHS or an approved school. A passing final grade in the summer school course(s) will replace the failing grade on the permanent record.

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

National Honor Society

Honor Society Chapter Bylaws

North Brookfield Jr. Sr. High School NHS

REVISED: June 10, 2026

ARTICLE I: NAME AND PURPOSE

Section 1—The name of this chapter shall be the SOHCAHTOA Chapter of the National Honor Society of North Brookfield Jr. Sr. High School.

Section 2—The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of North Brookfield Jr. Sr. High School.

ARTICLE II: MEMBERSHIP

Section 1—Membership in this chapter shall be known as active and honorary. Honorary members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2—Membership in this chapter is an honor bestowed upon deserving students by the Faculty Council, and shall be based on the criteria of scholarship, service, leadership, and character.

Section 3—Eligibility

- a. Candidates eligible for election to this chapter must be following the first quarter of 10th, 11th or 12th grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester (two terms) at North Brookfield Jr. Sr. High School.

c. Candidates eligible to apply for selection to the chapter shall have:

- A cumulative average of 3.3 or better on a 4.0 scale
- Any Disciplinary referrals given within the past two quarters will be reviewed by the Faculty Council to determine their severity
- Service as demonstrated by involvement in a multitude of school and/or community organizations
- Leadership as evaluated by offices held in school and/or community organizations
- Character as demonstrated by conduct in and outside of school, an essay written by the student speaking to personal character, and a letter of reference supporting such character

ARTICLE III: SELECTION OF MEMBERS and OBLIGATIONS

This NHS is under the sponsorship of the National Association of Secondary School Principals (NASSP), as well as the guidance of the Faculty Council of five NBHS teachers and the leadership of the NBHS NHS Advisor.

Section 1—The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The Chapter advisor shall be the sixth, non-voting, ex officio member of the Faculty Council.

Section 2—Prior to selection, the following shall occur:

1. Students' academic, disciplinary, and attendance records shall be reviewed to determine eligibility (see Article II section 3).
2. Students who are eligible ("candidates") shall be notified and asked to complete and submit the Student Activity Information Packet for further consideration for selection.
3. The Faculty Council shall review the Student Activity Information Packet and faculty evaluations in order to determine membership.

Section 3—The selection of new active members shall be held following the first quarter of the Sophomore year. An opportunity for membership shall also be given following the first quarter of the Junior and Senior year.

Section 4—Sophomore, Junior and Senior Candidates become members when inducted at a special ceremony. Attendance at said ceremony is mandatory. Exceptions may be made by the Faculty Council.

Section 5—Once selected and inducted, all members are expected to maintain the standards, in and outside of school, by which they were selected, and maintain all obligations of membership.

Section 6—An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of membership and signed by the principal or chapter advisor.

Section 7—An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain

those requirements for this chapter in order to retain membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1—Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the North Brookfield chapter of the National Honor Society. A member of the National Honor Society is expected to maintain academic standing and take an active role in service and leadership to the school and community. Members are expected to exhibit positive behavior and possess integrity. The chapter advisor will monitor students for compliance.

Section 2—If a member's cumulative GPA falls below the standard in effect when selected (3.3 on a 4.0 scale), the member will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3—If a member fails to perform any of the published obligations of membership, the member will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council (i.e. loss of privileges, additional community service), which may include dismissal from the chapter.

Section 4—Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written notification. A conference may be requested by either party. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal. Flagrant violations may result in an immediate move to dismiss.

Section 5—Cheating of any kind is expressly forbidden. Members must neither give nor receive academic information inappropriately. Students found guilty of cheating can be brought up for immediate consideration of dismissal from the chapter.

Section 6—When National Honor Society members post photographs, pictures, comments, or statements on any web-based social network, including but not limited to Facebook, Twitter, Instagram and Snapchat and Tinder, they are held to the same standards and qualities of character and leadership under which they were selected.

Section 7—Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol. The Faculty Council can review patterns of behavior as the basis for dismissal.

Section 8—In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and advisor can discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant

disciplinary action without a written warning, although a hearing must still be held.

b. The member will be given “Due Process”, the opportunity to respond to the charge against the member at a hearing before the Faculty Council prior to the vote on dismissal. If the student chooses to respond in writing instead of appearing before the Faculty Council, this will be considered “Due Process”. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. c. The results of the Faculty Council vote will be reviewed by the principal, and then expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.

d. The Faculty Council’s decision may be appealed to the building principal and afterwards through the school district discipline policy.

e. When a student is dismissed or resigns, the student is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 9—In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

Section 1—The officers of the chapter shall be president, vice president, secretary, treasurer, and historian.

Section 2—Student officers shall be elected at the penultimate meeting of each school year. All returning active members are eligible to run for a position as an officer. A member cannot put their name forward for more than two offices. All active members of the chapter are eligible to vote.

Section 3—A majority vote, by secret ballot, shall be necessary to elect any officer of this chapter. The voting quorum is 50% attendance of members in good standing. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. If this results in a tie, the Faculty Council will decide the outcome.

Section 4—It shall be the duty of the president to set the agenda and preside at the meetings for this chapter.

Section 5—The vice president shall preside in the absence of the president and remind members of upcoming meetings.

Section 6—The secretary shall distribute a calendar of meetings, keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7—The treasurer shall keep a record of chapter expenses, dues, and complete all other financial transactions of the chapter.

Section 8—The historian will share information about past events as well as upcoming events with the community.

Section 9—Officers can be relieved of their position if they fail to fulfill their duties (including suspensions, failure to adhere to the attendance policies, or other decisions made by the Faculty Council). Vacancies, should they occur during the year, will be voted upon by the majority vote of members in good standing.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1—The executive committee shall consist of the faculty advisor and the chapter officers.

Section 2—The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1—Meetings of the executive committee shall be decided upon at the start of the school year.

Section 2— Meetings of this chapter shall be set before the beginning of the school year. Section 3—All chapter members are expected to attend all regularly scheduled chapter meetings. Three unexcused absences from meetings will result in a disciplinary referral by the Faculty Council. Three meeting latenesses of more than five minutes shall constitute a missed meeting.

ARTICLE VIII: ACTIVITIES

Section 1—The chapter shall determine one chapter service project for each semester.

Section 2—Each member shall have the responsibility for choosing and participating in individual service projects (either for the duration of the school year or per quarter) that satisfy the minimum service hour requirements (20), reflect their particular talents and interests, and are approved by the chapter advisor. This is in addition to the chapter service projects, to which all members contribute.

Section 3—All members shall regularly participate in projects. Absence from a designated chapter project will require additional individual or chapter service project hours for the semester.

Section 4— These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; and be well planned, organized, and executed.

Section 5—The chapter shall publicize its projects in a positive manner.

ARTICLE IX: EMBLEM

Section 1—Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2—Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.

Section 3—Chapter members who are Seniors in good standing shall be granted the privilege of wearing the honor sash at graduation.

ARTICLE X: DUES

Section 1—Annual dues for this chapter shall be \$10.

ARTICLE XI: POWERS

Section 1—The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2—The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3—These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1—These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2—Bylaws and amendments must be consistent with the constitution of the National

Honor Society.

Bay Path Regional Vocational Technical High School

North Brookfield Jr/Sr High School is a member of the Bay Path Regional Vocational Technical High School system. Students may obtain applications in the guidance office. The due date for applications is early January. Parents are welcome to call the guidance office with any further vocational school questions.

Vocational Technical High Schools

Any student wishing to investigate enrollment in a technical high school other than Bay Path must have approval from NB administration as well as the technical high school.

Transfer/Withdrawal From School Procedures

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

Once the principal signs the withdrawal form, a transfer card is issued for you to take to your new school. Your new school will send for a complete scholastic record.

Permanent School Withdrawal

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

Temporary Records

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

STUDENT ACTIVITIES

Co-Curricular

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

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

Eligibility For Daily Participation In School Activities

All students are eligible to participate or attend co-curricular activities except when a student is under suspension or has not attended at least four (4) full periods on the day of an afternoon or evening activity in which case participation in that function will be denied prior to the scheduled event. The principal may waive the attendance requirement for just cause such as college interviews, funerals, etc.

Athletics

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

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

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

Grade 7 – All students are eligible for the fall season once officially enrolled and attending classes in grade 7. Continued eligibility is determined on the date report cards are issued for the 1st, 2nd or 3rd terms.

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

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

- Detentions, suspensions and student/parent/teacher conferences take precedence over any after school activity.

ADDITIONAL ATHLETIC ELIGIBILITY REQUIREMENTS

- All coaches are required to receive daily attendance.
- The use of tobacco (including “vape” devices or e-cigarettes), alcohol, or drugs will result in discipline as outlined in the MIAA Chemical Health Policy. (MIAA Blue Book rules)
http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1113.pdf
- All athletes are expected to dress appropriately, in accordance with school dress code, for all games.
- Injured players may continue to attend and observe practice sessions.
- Any student who is dismissed from school due to illness is not eligible to participate in any activity on that day.

ATHLETIC FEES

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

PHYSICALS

Yearly physicals are mandatory. (MIAA Blue Book rules)

ELIGIBILITY RULES—INTERSCHOLASTIC

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

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

Student Council

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

Student Council/Class Officer Eligibility

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

If a student council member or class officer is suspended from school for disciplinary reasons,

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

STUDENT EXPECTATIONS

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

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

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

Academic Dishonesty/Plagiarism

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

Attendance

Philosophy on Attendance

At North Brookfield Public Schools, we believe that attendance is foundational to instilling the essential 21st-century skills that embody our North Brookfield Public Schools Vision of a Graduate Core Values. These core values include being a resilient and flexible learner; a global citizen; an innovative and critical thinker, and strong communicators and collaborators. Regular attendance not only facilitates access to our educational curriculum but also immerses students in a nurturing school community that offers holistic support. This environment is crucial for developing the soft skills necessary for success in an ever-evolving world. Thus, our district-wide attendance policy underscores the importance of being present, both for academic growth and for the integral social and emotional development provided within the school setting.

Importance of School Attendance

Massachusetts' Compulsory Attendance Law mandates regular school attendance, recognizing it as pivotal for maximizing the benefits of our educational programs. The Massachusetts Department of Elementary and Secondary Education has established a minimum attendance standard of 95%, equivalent to 171 school days out of 180, for students. This threshold is critical for students seeking to appeal a failing grade on an MCAS assessment, emphasizing the vital role of attendance in academic achievement. Regular attendance is the key to leveraging the full spectrum of resources and supports available within our school community.

Notification Procedures

To ensure transparency and prompt communication, attendance notifications are sent daily via phone calls from our main office administrative assistants. After a student accrues four (4) absences, a letter will be sent to the family, followed by an email outlining our concern. At the ten (10) -day mark of absences, the school will send a letter and may require a meeting with the family to discuss potential support. Our Student Success Team (SST) actively identifies and intervenes with students showing concerning attendance patterns, offering tailored support to promote regular attendance.

Intervention Process

Initial Identification: Once a student is identified as having excessive absenteeism, the Student Success Team (SST)/Attendance Committee will meet to review the student's attendance record.

Meeting with the Student: The student will be invited to a meeting to discuss their absenteeism. The goal is to identify any barriers to attendance and to offer support. Parents or guardians may also be invited to participate in this meeting.

Development of an Action Plan: An individualized action plan will be developed to address the identified barriers. This may include counseling, academic support, mentorship programs, or other interventions.

Consequences for Chronic Absenteeism

Students exhibiting chronic absenteeism, regardless of the cause, will face a series of escalating responses designed to address and mitigate this issue. In Massachusetts, chronic absenteeism is defined as missing at least 10 percent of the days for which a student is enrolled in a school year, regardless of the reason for the absence. For instance, if a student is enrolled for a typical school year of 180 days, being absent for 18 days would classify them as chronically absent. These steps include:

1. A mandatory conference with the parent or guardian.
2. A requirement that all future absences be substantiated with a physician's verification.
3. Potential restrictions or prohibitions on involvement in extracurricular, intramural activities, field trips, and similar events.
4. School-based disciplinary measures, which may include detention, social probation etc.
5. Legal actions such as "Failure to send your child to school" filings or a "Child Requiring Assistance" (CRA) petition with the courts.

6. Notifications to the Department of Children and Families (DCF) if and when necessary.
7. Excessive absenteeism can impede a student's ability to progress or transition to the next grade level, as consistent attendance is crucial for academic success and mastery of the curriculum.

Defining Absences

Absences are categorized as follows to clarify expectations and procedures:

- **Excused Absences:** Absences for reasons such as illness (with appropriate documentation), bereavement, family emergencies, religious observances, or essential appointments (e.g., RMV), supported by verification from a parent, guardian, or doctor.
- **Exempt Absences:** Absences for school-sponsored activities, administration-approved meetings, court subpoenas, suspensions, or pre-approved college visits and job interviews, documented accordingly.
- **Unexcused Absences:** Any absence not fitting the criteria for an excused or exempt absence. This includes undocumented absences, chronic illness without medical documentation, class cutting, truancy, and absences for reasons deemed non-essential.

This handbook reflects North Brookfield Public Schools' commitment to fostering an environment where every student has the opportunity to thrive academically, socially, and emotionally. Regular attendance is a cornerstone of this commitment, and we strive to work collaboratively with families to ensure all students can fully benefit from the educational experiences we offer.

Tardiness to School and Class

We seek parental support to foster a culture of punctuality within our school community. Students arriving after 7:35 AM at North Brookfield High School (NBHS) must promptly visit the main office to obtain a tardy slip. Tardiness will generally be considered unexcused unless an administrator approves an exception within the student attendance system. Excusal of first period tardiness requires a parent/guardian's phone call or a note provided upon the student's arrival.

At NBHS, students accumulating four (4) tardies per quarter to school will be assigned an after-school detention for tardiness.

Late arrivals to classes including the first period fall under the teacher's jurisdiction. Students accumulating three (3) unexcused tardies in a quarter will result in a detention directly from the teacher.

Arriving more than 30 minutes late to any class will be recorded as an absence instead of a tardy. Office detentions will be one hour in length (2:00-3pm), where students are required to spend one hour in a designated office space, focusing solely on completing school-related assignments. This enforced study period aims to encourage academic responsibility while serving as a consequence for excessive tardies each quarter.

Vacations During School Sessions

Vacations scheduled during the academic term are categorized as unexcused absences. It is incumbent upon parents to ensure that their children catch up on missed work upon return. It is not the responsibility of teachers to provide assignments in advance of vacation periods. Students must liaise with their teachers to obtain and complete any missed work within two weeks after their return. Teachers will assist by outlining necessary makeup work and offering support according to standard classroom and school practices. Students should be mindful that vacation absences will impact their standing within the school's attendance policy.

Social Probation

Social probation is a consequence for students who exhibit excessive absenteeism. It may apply to students at NBHS at ten (10) unexcused absences and utilized when all other re-engagement strategies have been exhausted. It involves the temporary loss of privileges to participate in:

- Athletic programs
- Co-curricular activities
- School clubs
- Social events and dances

Social probation, when enacted, will result in loss of privileges for at least 2 weeks.

Implementation of Social Probation: If absenteeism continues despite the action plan, the student will be placed on social probation. Social probation, when enacted, will result in loss of privileges for at least 2 weeks.

Earning Back Privileges

Students on social probation will be given a clear path to regain their lost privileges. This path will be outlined in their action plan and may include:

- Achieving a specified attendance rate over a set period
- Participation in counseling or support programs
- Community service or other restorative activities

This policy and its implications will be clearly communicated to students, parents, and guardians at the beginning of each school year and upon enrollment. Regular updates on the student's progress will be provided to those affected.

Cutting Class

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

Make-Up Work

It is the responsibility of the student to contact each teacher and clarify any information regarding arrangements for making up work due to an unanticipated absence from school or class. This should be done on the day the student returns to school or prior to dismissal.

Typically, the amount of time for a student to make up work for EXCUSED absences will be no more than the duration of the absence. Exceptions to this guideline may be granted at the discretion of the principal. If a student is tardy to school or dismissed from school, work due to the teachers of missed classes should be turned in to those teachers on that day. If a student is absent on the day that a long-term assignment is due or an exam is given, it is their responsibility to be prepared for the test or to hand in the completed assignment on the day they return.

Cell Phone Policy

NBHS does not allow the use of personal cell phones, personal communication devices used to transmit messages (smart watches), and other types of electronic communication devices during the academic school day. Students may possess and carry cell phones however, these units must be turned into the cell motel at the beginning of each class. Smart watches and other wearable smart devices may only be used in a manner in which audio/video recording and messaging are not being used. Text messages and photo transmissions are covered by this policy. Use of cell phones, PCDs or other types of electronic devices to take pictures is not permitted on school property without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken. Exceptions may be made with approval by administration for academic purposes during the school day.

In order to improve engagement and learning in class, North Brookfield Jr./Sr. High School has instituted the following cell phone policy:

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, and school offices.
3. During the instructional day, cell phones must remain out of sight and in silent mode. Students are required to place their cell phones in the cell motel upon entering the classroom. Students will remove their cell phones after class has ended.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.

If students violate the school's cell phone policy, the following may occur:

- First offense: The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- Second offense: The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones following after-school detention.
- Third offense: The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive after-school detention and will be prohibited from bringing their cell phone back on school grounds for two weeks.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

Dress Code

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

- Students are expected to wear clothing that demonstrates an appropriate level of modesty.
- Students are expected to wear clothing that will not be distracting to other members of the school community due to inappropriate messages, styling that is overly revealing, etc.
- Students will not be allowed to wear clothing or body art that display messages that are obscene, sexist, racist, or disparaging to other groups, are gang-related, and/or display or promote the use of drugs/alcohol/tobacco.
- Students will not be allowed to have bare feet or wear footwear that may create a safety hazard for the student.

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

Habitual School Offender

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

Profanity

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

Security Rules

- Students may enter the building each day at 7:00 a.m. Students are not allowed in the building after 1:58 p.m. without supervision by faculty or a staff member.
- ALL VISITORS MUST REPORT TO THE MAIN OFFICE to register and receive a "Visitor's Pass". Upon completion of the visit, the visitor must sign out and return the "pass" in the MAIN OFFICE. All visitors must register. When a VISITOR is seen in the building without a VISITOR'S PASS, the main office must be notified immediately.
- All students should report potentially serious confrontations between students to an administrator, teacher, or counselor so they may be mediated.
- All students should feel that North Brookfield Jr/Sr High School is a safe environment in which they may learn and fully develop their potential. If there is something that is keeping any student from feeling safe in school, he/she is urged to see a teacher,

administrator, or counselor as soon as possible.

STUDENT DISCIPLINE

Student Discipline Procedure

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

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

Code Of Conduct Consequences

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

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

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

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

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

Warning

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

Teacher Detention

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

Office Detention

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

Disciplinary Suspension

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

- A student may be suspended from school by the Principal for disciplinary reasons, but only after the Principal has met with the student, informed the student of his/her pending suspension orally and in writing, the reasons therefore, and provided the student an opportunity for a hearing; except that when the student's continued presence at school constitutes endangerment to persons or property or threatens the disruption of the academic process, then such opportunity for a hearing may be conducted as soon as practicable thereafter.
- Suspension will be administered only for gross misconduct or for the deliberate or repeated violation of school regulations.
- Suspension is a severe form of school discipline and one that is not imposed lightly. There are two types of disruptive conduct that are subject to suspension: "gross misconduct" and "persistent disobedience". Specifically, gross misconduct is defined as "willful and malicious acts that seriously disrupt the educational environment". Persistent disobedience includes acts that also have a disruptive effect, especially when they are repeated over a period of time. Any student whose continued presence in school poses a safety threat to the general welfare of the school may be suspended, excluded, and/or expelled.
- The length and type of suspension will vary with the seriousness of the misconduct.
- Suspension will be invoked according to the Discipline Code or for other infractions that in the judgment of an administrator warrant such actions. **Administration may require that parents/guardians take responsibility by supporting an improvement plan developed for the student after a suspension. Oppositional, non-compliant repetitive school offenders who are disruptive to teachers, fellow students and to the school community will be subjected to higher level discipline, while parents and guardians**

will be required to work more closely with the school in supporting student improvement plans. Any student suspended a third time during the school year may be considered a Habitual School Offender and may be reported to the Worcester District Court. Any student failing to fulfill the expectations of his/her personal improvement plan or violating school policy to involve a fourth suspension may be considered for a long-term suspension.

- **Any student who is suspended by the administration is not permitted to be on school grounds nor is he/she allowed to participate in or attend any school-sponsored activity during the period of suspension. Trespass charges may be filed in the Worcester District Court against students who violate the provisions of this paragraph.**
- The Administration shall make every reasonable effort (minimally two attempts) to notify the parent or guardian of a suspended student before the student is sent home; and shall, regardless, transmit a letter to the parent immediately thereafter confirming the suspension and including the reasons for the suspension, and inviting the parent to participate in a hearing to review the behavior and assigned consequence.
- Any student may appeal his/her suspension to the Principal. Failing satisfaction there, he/she may appeal to the Superintendent of Schools and then to the School Committee. During the appeal process, the student may not attend school and/or school related activities.
- Students who are suspended for less than 10 consecutive days will be provided the opportunity to make up all assignments, tests, etc. within a time frame consistent with the attendance policy.
- Students suspended for more than 10 consecutive days will be provided with an equitable opportunity to receive educational services.
- More information about Massachusetts laws regarding student discipline can be found at the following website:
- <http://www.doe.mass.edu/lawsregs/advisory/discipline/StudentDiscipline.html>.

In-School Suspension

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

Alternatives to Suspension

In cases where a student has committed a violation of the student code of conduct that results in consideration for suspension from school, the Principal has the discretion to identify potential alternatives to suspension. In such cases, consideration for alternatives to suspension will only be considered provided that the offending student meets the following criteria:

- The student accepts responsibility for their behavior.
- The student expresses a clear understanding of the impact their actions have had on others and/or the school community.

- The student is willing to take restorative actions to rectify harm that may have been done to others or property.

In such cases, the Principal has the discretion to assign the student to any combination of the following, at the rate of 5 hours of alternative assignment in place of each day of suspension.

This might include:

- Additional academic time with assigned teachers
- School and/or community service approved by the Principal
- Mediation and/or educational programming relevant to the offense
- Other assignments, as the Principal deems appropriate

Failure to complete obligations as assigned will result in a hearing held to consider suspension from school.

DISCIPLINARY CHART

Minor offenses	Disciplinary Action
• Inappropriate conduct in common areas • Being in a non-designated area • Failure to care for school property • Unacceptable social behaviors • Dress code violation • Cut teacher detention • Violation of the Electronic Device Policy • Habitual unexcused tardiness and/or absence from school.	These violations of school procedure may result in the student being issued a Warning, Teacher Detention, or Office Detention. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including suspension from school.
Major Offenses	Disciplinary Action
• Class cuts • Truancy from school/class • Classroom disruption/non-compliant behavior • Disrespectful behavior • Leaving school grounds • Obscene, vulgar behavior or language considered unacceptable in a school environment, including gesturing and posturing • Instigating inappropriate behavior from another student(s)	These violations of school procedure may result in the student being issued Teacher Detention, Office Detention, or Suspension. If a student habitually engages in these types of infractions, the administration may escalate the disciplinary action up to and including long-term suspension from school.
Severe Offenses	Disciplinary Action
• Confrontational conduct or conduct that is blatantly disrespectful or compromises a person's safety or dignity. • Computer hacking • Forgery • Verbal or physical assault • Use of hate language (racial, homophobic, sexist, etc. slurs/statements) • Fighting	Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days) – expulsion Parental notification Possible notification to police

Acceptable Imagery: All projects/artwork created must conform to a reasonable standard of appropriateness. Inappropriate images related to drugs/alcohol, racism, violence, and sexuality are unacceptable. Non-compliant students will be subject to discipline.	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension and/or exclusion, subject to expulsion. Parental notification
Arson/use of materials/combustible product/device that pose fire hazard or safety risk to staff/students	Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days) – expulsion Notify police, suspension, recommendation for expulsion, parental notification will be necessary
Assault and/or battery (student to student, student to faculty or staff), other violent behavior	Minimum: (1 – 3) day suspension Maximum: long term suspension (10 or more days) – expulsion Suspension and/or exclusion, subject to expulsion. Notify Police Department, parental notification will be necessary
Disruption of school assembly	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension, possible exclusion, notify police department, and/or expulsion, parental notification will be necessary
False alarms/false emergency calls	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Suspension with recommendation for exclusion and/or expulsion, Monetary fine may be warranted and to notify Police and Fire Department, parent notification will be necessary
Habitual School Offender	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Possible filing of paperwork with Worcester District Courts Out of school suspension and/or exclusion, and/or expulsion, and to notify Police Department if necessary
Tampering/destruction to video surveillance equipment	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution, suspension, and/or exclusion, parent notification will be necessary, subject to expulsion, notification of Police Department
Theft of student, faculty, or school property	Minimum: (1 – 3) day suspension Maximum: (10) day suspension Restitution plus: Out of school suspension, and/or exclusion, and/or expulsion, parent/guardian notification will be necessary, notification of Police Department
Alcohol or drug use and/or possession of related paraphernalia in school or at school activities including prescription and non-prescription medications	Accordance with NB Policy
Possession of weapons	Accordance with NB Policy
Possession of tobacco or tobacco related products	Accordance with NB Policy

• Bullying	Accordance with NB Policy
• Sexual Harassment	Accordance with NB Policy

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

GENERAL INFORMATION

After School

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

Announcements

Daily announcements are important and contain information of concern and interest to the entire school community. After the announcements have been approved by the administration, they are read over the intercom at the beginning of period 1. In order to have an announcement read, the designated form in the office must be completed.

Books

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

Care Of School Property

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

The school committee shall determine fines for injury to school property. The State Law in Chapter 266, Section 98, of the General Laws states specifically that: “Whoever willfully or intentionally destroys, defaces, mars, or injures a school house **SHALL BE ADDRESSED BY A FINE OF NOT MORE THAN \$1000.**” Vandalism of school property could result in court action as well.

Civil Rights

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

reported to the principal or Title IX, Chapter 622 coordinator.

Class Dues

Each class incurs expenses during the course of its four years at North Brookfield Jr/Sr High School. For this reason classes perform certain fundraising functions and assess class dues. Each class member is obligated to do his or her fair share in the fundraising work and pay class dues as assessed. No junior or senior can attend the prom unless he or she has paid class dues to date. Dues are currently \$25.00 per year.

College Visits

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

Dances

Grades 6 -8

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

Grades 9-12

1. All dances at North Brookfield Jr/Sr High School shall be limited to students who are presently enrolled in grades 9-12.
2. A North Brookfield student may invite a student from another school by using the appropriate form. The form is available in the main office. No one who has reached the age of 21 may attend a dance.
3. If any single student or their outside guest violates the dance policies, both students shall be required to leave the dance.
4. No alcoholic beverages shall be allowed on school property at any time. If a student is in possession of and/or under the influence of alcoholic beverages, he/she shall be suspended according to the approved drug/alcohol policy.
5. Nonprescription drugs or controlled and harmful substances shall not be allowed on school property. If a student is in possession of and/or under the influence of a controlled substance,

- he/she shall be suspended according to the approved drug policy and regulations.
6. There is no smoking at any time in any part of the building or grounds. Students may not be in possession of any type of nicotine.
 7. There shall be a police officer on duty at each dance, when required by the Principal. A police officer will always be required for the Prom or other off-site dances .
 8. No junior high school students shall be allowed to attend any dance at the high school without administration approval (i.e. the “Welcome Back” dance which is School Committee approved).
 9. If a student leaves the dance he/she shall not be allowed to return to the dance. There shall be no loitering by anyone who has not paid admission.
 10. All dances shall end by 10:00 p.m.
 11. All dances are considered to be school events and students are expected to follow the rules, regulations, and policies of the North Brookfield Jr/Sr High School.
 12. No students shall be admitted to the dance after 8:00 p.m.

Dismissal

All dismissal notes must be handed in to the office before the start of the school day. Each note must contain the student’s name, reason for dismissal, the phone number where a parent may be called and the parent’s signature. Students who become ill after arriving at school may be dismissed after consultation with the school nurse.

Elevator

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

Field Trips

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

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

Food And Beverages

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

- With the permission of the teacher, food and beverages are permitted in the classroom for special activities, including Second Chance Breakfast.
- Grades 9-12 students may have a beverage (coffee, hot chocolate, etc.) during the first period of the day (Grades 6-8 are not permitted to drink caffeinated beverages).
- Students may drink clear water at any time during the school day.
- Administration reserves the right to confiscate, search or dispose of any food or beverage, including when a suspicion of an illegal substance may present, i.e. drugs or alcohol.

Gymnasium

Students are only to use the gymnasium when under the direct supervision of a faculty member or designated supervisor. Students should not be allowed to go to the gymnasium when scheduled for a class that is not Physical Education.

Homework

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

Insurance

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

Library

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

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

Lockers

Although students are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The lockers may be subject to search for a variety of reasons. Lockers suspected of concealing the following will be searched: drugs, alcohol, tobacco products, materials of a disruptive nature, stolen properties, weapons or other items which pose a danger to the health and safety of the student and other students and school employees. **No student is to use an unassigned locker.** Students may not decorate or post notices to the outside of the lockers. Students may not apply stickers to the inside or outside of the locker.

Lost And Found

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

Lunch

At the beginning of the school year, all students will be assigned a lunch period. Students must report to the cafeteria whether a lunch is purchased or not. All lunches must be eaten in the school cafeteria, unless special permission is given to eat elsewhere.

NO student is permitted to leave the school grounds for lunch.

The following rules are in effect during lunch:

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

Native Language

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

No School Notice

In the event of inclement weather or in the event of some special emergency, regular school sessions may be canceled, delayed two hours, and/or require early dismissal. Please do not call the police or fire departments as these announcements will be posted to the following live media outlets:

RADIO STATIONS WBZ, WSRS
TELEVISION CHANNELS 4, 5, 7, 25, 40, NECN

One Call - The district employs an emergency phone system which allows the district to communicate with families in an effective and efficient manner. This system is used when school is canceled, delayed or dismissed early. It is also used if an emergency situation arises. Parents must notify the school with the appropriate phone number(s) that they would like to receive the auto alert on.

Parent's Night & Student-Led Conferences

Two afternoons and evenings each year are set aside for parent conferences. The first will be scheduled after 1st quarter report cards are issued and will be a series of five-minute teacher-parent conferences. The second will be a student-led conference (SLC). During a SLC, students meet with parents, their Advisory teacher, and another adult of their choosing to showcase and discuss the work they have done during the year, and their goals for the rest of the year. These will be scheduled for the second semester.

Parking Privilege

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

- Parking on school grounds is a privilege.
- All staff and student cars must be registered and receive a parking permit.
- Students are required to pay \$50 for a permit. The fee will be prorated if a student uses the lot for only a portion of the school year.
- Students must park ONLY in the assigned parking lot next to tennis and basketball courts.
- Permits will be issued and must be visible at all times.
- The student and staff assume all responsibility for loss or damage to his/her car, its equipment and its contents. Cars must be locked.
- The student parking lot must be cleared by 8:00 p.m. unless attending after school events.

In all instances, there should be no overnight parking unless previously approved by the principal or designee.

- No student is to go to his car for any reason during the school day unless the student is escorted by the principal or designee.
- Students are expected to conduct their driving in an orderly manner as prescribed by law, obeying speed laws and rules of the road as they apply to safe driving. The speed limit is 10 MPH.
- Students should park in the student parking lot only and leave by the main exit only.
- Transportation of other students is dictated by state law.
- Students failing to comply with the above regulations may have their privileges revoked.
- Parking privileges may be suspended at any time for disciplinary reasons (i.e., tardiness).

Posters

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

Posting Of Student Names and Photographs

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

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

Publications

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

Release Of Student Information To Military Recruiters

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

Rights Of Eighteen-Year Olds

Eighteen-year-old students have the legal right to sign documents that previously were signed by their parent/guardian. This is simply a shift of responsibility and does not change any other rules or procedures as outlined in this handbook. Parents of eighteen-year-old students have the right to academic reports, unless the student submits a written request to the contrary.

School Accidents

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

School Bus

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

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

All students must comply with the following:

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

School Crisis

(A) EMERGENCY EVACUATION

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

(B) FIRE DRILLS

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

School Nurse

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

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

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

School Sales

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

School Social Functions

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

A student may be denied participation at a social function, field trip or field day by the school administration because of chronic misbehavior. In such cases, parents will be notified and the

student will report to school that day and be assigned schoolwork. Admittance will be denied to an after school event.

Student Grievance Procedure

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

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

Student Valuables

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

Substitute Teachers

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

Telephone Calls

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

Visitors

Visitors to North Brookfield Junior-Senior High School are to report to the main office upon entering the school, sign in, and pick up a visitor's pass. Visitors will be expected to wear the visitor's pass at all times and conform to all guidelines and policies of the school during their visit.

Work Permits

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

POLICIES

Alcohol, Tobacco, And Drugs

Please see the [School Committee Policy on Alcohol, Tobacco, and Drugs](#).

ALCOHOLIC BEVERAGES

Beverages which are illegal to purchase by anyone under 21 years of age are strictly forbidden to

be consumed or possessed by students in or around the school buildings and grounds and at any school function at all times. **Students who possess, consume, or are under the influence of alcohol, will be punished according to the guidelines outlined below.**

Any students:

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

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

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

TOBACCO/VAPING

MASS. GENERAL LAWS CHAPTER 71, SECTION 37H

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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

In each school building containing the grades nine to twelve inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student

handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct including, but not limited to, those outlined in this section.

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

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

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

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

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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

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

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

TOBACCO USE BY STUDENTS

Effective June 18, 1993, smoking, chewing, or other use of tobacco products, including

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

Procedures – Students

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year. Penalties for smoking/tobacco use or possession of tobacco products including e-cigarettes and/or vapor delivery devices, will result in the following penalties:

First Offense: Written parental notification, notification of the athletic director (where appropriate), minimum one (1) day external suspension from school, and mandatory viewing of educational video on the dangers of nicotine use (to be provided by school nurse).

Second Offense: Written parental notification, notification of the athletic director (where appropriate), minimum three (3) day external (or combination of external and internal) suspension from school, and mandatory attendance of smoking cessation class, to be provided by school nurse.

Subsequent Offenses: Written parental notification, notification of the athletic director (where appropriate), minimum five (5) day external (or combination of external and internal) suspension from school, and mandatory parent meeting with student, principal and school nurse to develop a cessation strategy.

DRUGS

Chapter 227 - An Act Providing for Drug Free School Zones

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

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

Any student:

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

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

DRUG ABUSE POLICY

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

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

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

A. Drug Abuse

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

The North Brookfield School System has the legal, moral and social responsibility for keeping the public school environment free from the use, possession of and/or distribution of drugs of any kind. The term "Drug" in this policy applies to, but is not limited to, the following: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic

solvent (glue, cleaners, aerosols), peyote, mescaline, etc. It further needs to encourage the school and the community to cooperatively develop and conduct programs that provide every child with a good understanding of the physical, psychological and social dangers associated with drug abuse. It is further the intent of this policy to help, in every way possible, the person found to be involved with drugs.

1. Referral Service

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

2. Student Participation

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

3. Curriculum: Knowledge/Effects

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

4. Developing Regulations for Parents/Staff/ Students

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

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

- a. **INVESTIGATIONS** – The administration has both the authority and responsibility to make a thorough investigation of any person or his locker, or other possessions in the school or on the school premises, where there is suspicion/or evidence of drug use, drug possession and/or drug distribution.
- b. **PARENT INVOLVEMENT AND RESPONSIBILITIES** – Parents have both the rights and responsibilities in the matters that affect their children and particularly in the matter of drug abuse. Parents should be notified immediately whenever their children are judged to be in violation of this drug policy or other drug regulations. The administration shall share all known information about the individual child's involvement with parents and/or guardians.
- c. **EXAMINATIONS AND INTERROGATIONS** – The school nurse, psychologist and/or a physician are authorized to conduct a thorough, but legal, examination and/or interrogation of any person in the North Brookfield System if the administration judges that the person is involved in drug use, drug possession and/or drug distribution.
- d. **DETAINING** – Any person involved where there is evidence of possession and/or distribution of drugs or materials suspected to be drugs, may be detained at the school until the parents and proper authorities have been notified and assume responsibility for the case.
- e. **POLICE INVOLVEMENT** – Evidence of possession and/or distribution of drugs or materials evidenced to be drugs is a matter for direct involvement of the police.
- f. **ACCESSORY TO FACT** – This policy will apply to any person found knowingly in the presence of drug abuse and/or drug distribution if the investigation verifies that drugs were used and/or distributed.

- g. **EVIDENCE OF BEING UNDER DRUG INFLUENCE** – judgment and witness of two or more qualified and experienced staff members shall be sufficient evidence to establish that a person is under the influence of a drug for the purposes of this policy.
- h. **EMPLOYEE RESPONSIBILITY** – Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate drug use, possession and/or drug distribution. Employees may be assigned monitoring responsibilities throughout the school facilities and on the school grounds.
- i. **SUPPORTING OR CONCEALING** – Persons who knowingly support or conceal the use, possession of, or distribution of drugs in the school shall be violating school regulations and shall be subject to disciplinary action.
- j. **PROTECTION OF THE INNOCENT** – It is the express intent of this policy to assure the protection of the non-user.

B. Possession and/or Distribution of Drugs in School

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

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

C. Under the Influence of Drugs in School

If any staff member and/or student directly observes or has strong reason to suspect that a student or other staff member is under the influence of a drug:

1. The person should be escorted to the nurse or administrative offices, or if the person resists, the nurse and/or administration should be notified immediately of the location and condition

of the person

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

Search By School Officials

All students entering North Brookfield Jr/Sr High School may be subject to a security screening process. This process may include a search for drugs, vaping devices, alcohol, weapons, electronic devices or other contraband if school administration has reasonable suspicion to do so. Random entry searches may also be used throughout the school year as a precaution and deterrent if the need arises. Searches conducted by school administrators may include, but are not limited to, searches of lockers, clothing, handbags, book bags, satchels, coats, hats, shoes, stockings, wallets and any other personal items or containers.

It is the goal of NBHS to create a safe school environment, where students can focus on their learning and well-being.

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

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

Sexuality (Human Growth & Development Policy)

As provided by the Parent Notification Law, Chapter 71, Section 32 A, every parent has the right to exempt their child from any portion of the curriculum that primarily deals with human sexual

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