

**NORTHAMPTON HIGH SCHOOL**  
**STUDENT/CAREGIVER**  
**HANDBOOK**



**2019 - 2020**

### HANDBOOK ACKNOWLEDGMENT

This handbook is accessible at the beginning of every academic year to every student at Northampton High School. It is the presumption of the administration and the school system that all parents/guardians and students will read and understand the handbook. Even if a caregiver does not return the acknowledgment form attached to this handbook, such presumption is made.

## PRINCIPAL'S FORWARD

The mission of Northampton High School, in partnership with caregivers and community stakeholders, is to promote and support high achievement and learning opportunities that best prepare our students for success beyond high school and to become critical thinkers and socially responsible citizens in a global society.

Together we share a responsibility of providing and maintaining a learning environment that is socially, emotionally and physically safe and supportive for all students. The Northampton High School Handbook is designed to support our mission and assist both students and caregivers in understanding the culture and climate of NHS. The handbook is revised annually to best serve our educational community.

It is expected that students and caregivers read and understand the handbook to prepare, participate and adhere to the expectations, code of conduct, procedures and policies of Northampton High School.

The Northampton High School administration and faculty are excited to work together and support our community in having another safe and successful year.

Lori Vaillancourt  
Interim Principal, Northampton High School

*"Teachers open the door, but you must enter the door by yourself."  
Chinese Proverb*

## NORTHAMPTON HIGH SCHOOL SPIRIT SONG

We're a grand ole team  
We're the best ever seen  
And the colors we fight for are grand.  
We're the emblem of,  
The school we love,  
Our school is the best in the land.  
Every heart beats true  
For the gold and the blue  
And may victory always be ours  
Our grand high school must never lose  
So we'll cheer on to victory.

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| Contact Information .....                            | 1         |
| Northampton School Department .....                  | 2         |
| Core Values, Beliefs and Learning Expectations ..... | 3         |
| School Calendar .....                                | 4         |
| Cancellation/Delay Policy .....                      | 4         |
| Bell Schedules .....                                 | 5         |
| <b>Academic Information .....</b>                    | <b>6</b>  |
| After School Help .....                              | 6         |
| Final Examinations .....                             | 6         |
| Credits and Promotion .....                          | 6         |
| Grade Scale .....                                    | 6         |
| Graduation Requirements .....                        | 7         |
| Honesty and Academic Integrity .....                 | 7         |
| Honor Roll .....                                     | 8         |
| Incompletes .....                                    | 8         |
| Make-Up Work Guidelines .....                        | 8         |
| National Honor Society .....                         | 8         |
| Scheduling .....                                     | 9         |
| Tracking Academic Progress .....                     | 10        |
| <b>Attendance Policy .....</b>                       | <b>11</b> |
| Minimum Attendance Requirements .....                | 11        |
| Excused Absences .....                               | 11        |
| Waiver of Attendance Requirement .....               | 12        |
| Tardy Guidelines .....                               | 12        |
| Dismissal from School .....                          | 12        |
| Notification .....                                   | 12        |
| Vacation/Time Out of School .....                    | 13        |
| Hospitalizations .....                               | 13        |
| School of Choice Program .....                       | 13        |
| <b>General Information .....</b>                     | <b>14</b> |
| Assemblies .....                                     | 14        |
| Check-Out Policy .....                               | 14        |
| Circulating Petitions .....                          | 14        |
| Costs, Fees and Fines .....                          | 14        |
| Electronic Devices .....                             | 14        |
| Elevator Use .....                                   | 15        |
| Emergency Drills .....                               | 15        |
| Gender Identity Statement .....                      | 15        |
| Guidelines for Proms and Dances .....                | 16        |
| Hall Passes .....                                    | 16        |
| Library .....  | 16        |
| Lunch Program .....                                  | 16        |
| Military Recruiters .....                            | 16        |
| Notice of Publication .....                          | 17        |
| Posters .....  | 17        |
| Rights of the 18-Year-Old .....                      | 17        |
| Security of Personal and School Property .....       | 17        |
| Student Dress .....                                  | 17        |
| Student Publications .....                           | 17        |
| Transportation Information .....                     | 18        |
| Visitor Procedures .....                             | 18        |
| <b>Athletics .....</b>                               | <b>19</b> |

|  |           |
|--|-----------|
| NHS Athletic Teams .....   | 19        |
| Athletic Eligibility.....  | 19        |
| MIAA Chemical Health Policy.....   | 20        |
| Athletics and Concussions .....  | 21        |
| <b>Extra-Curricular Activities.....</b>  | <b>23</b> |
| Extra-Curricular Activity Guidelines.....  | 23        |
| Clubs .....  | 23        |
| Elective Offices Open to Students .....  | 23        |
| <b>Health Services .....</b>   | <b>24</b> |
| Guidelines for Illness and School Attendance .....                                   | 24        |
| Emergency Forms .....  | 24        |
| Health Records.....  | 24        |
| Health Screenings .....  | 24        |
| Physical Examinations of Students .....  | 24        |
| Immunizations of Students.....   | 25        |
| Administering Medicines to Students.....   | 25        |
| Student Health Services – Illness or Injury.....                                     | 25        |
| Medical Insurance Coverage.....  | 26        |
| Condom Availability.....   | 26        |
| Scent-Reduced Environment.....   | 26        |
| <b>Code of Conduct.....</b>  | <b>27</b> |
| List of Infractions.....   | 28        |
| Interrogations by Police .....   | 30        |
| Memorandum of Understanding .....  | 30        |
| Procedures For Student Suspected Under The Influence .....                           | 30        |
| School Resource Officer .....  | 30        |
| Searches .....   | 30        |
| Discipline for Students with Disabilities .....                                      | 31        |
| Student Discipline Regulations.....  | 31        |
| Student Expulsion .....  | 34        |
| <b>Special Education and Section 504.....</b>  | <b>36</b> |
| Child Find/Referral Process for Special Education and Section 504.....               | 36        |
| Nondiscrimination on the Basis of Disability .....                                   | 37        |
| Caregiver/Student Rights Under Section 504 .....                                     | 38        |
| <b>District Policies.....</b>  | <b>39</b> |
| Acceptable Use Policy/BYOD Agreement .....   | 39        |
| Administering Medication to Students .....   | 41        |
| Building and Grounds Security.....   | 43        |
| Bullying and Harassment.....   | 44        |
| Hazing .....   | 47        |
| Nondiscrimination Policy .....   | 48        |
| Nondiscrimination on the Basis of Transgender and Gender Nonconforming Students..... | 49        |
| Physical Restraint and Behavior Support.....   | 52        |
| Safe Schools Regulation .....  | 54        |
| Sexual Harassment Policy.....  | 57        |
| Student Records .....  | 59        |
| Transportation Policy.....   | 62        |
| Visitors and Observations of Educational Programs .....                              | 63        |
| Fact Sheet: Information on the Rights of All Children to Enroll in School.....       | 64        |
| <b>NHS Teacher Telephone Directory .....</b>   | <b>65</b> |

## NHS CONTACT INFORMATION

Northampton High School, 380 Elm Street, Northampton, MA 01060

Main Office Phone..... Phone: 587-1344 / Fax: 587-1374

Interim Principal ..... Lori Vaillancourt Ext 1341  
*lvallancourt@northampton-k12.us*

Associate Principal ..... Celeste Malvezzi Ext 1343  
*cmalvezzi@northampton-k12.us*

Interim Associate Principal..... Kara Sheridan Ext 3030  
*ksheridan@northampton-k12.us*

Interim Athletic Director ..... Mark Morrison Ext 1356  
*mmorrison@northampton-k12.us*

School Nurse..... Candy Goyette Ext 1360  
*candygoyette@northampton-k12.us*

Guidance Secretary / High School Registrar ..... Andrea Sullivan Ext 1353  
*asullivan@northampton-k12.us*

Guidance Counselor (Grades 9-12 A-D) ..... Roberta Fydenkevez Ext 1349  
*rfydenkevez@northampton-k12.us*

Guidance Counselor (Grades 9 E-L / Grade 10 E-K / Grades 11 & 12 E-L) ..... Karen Hidalgo Ext 1352  
*khidalgo@northampton-k12.us*

Guidance Counselor (Grades 9 M-R / Grades 10 L-R / Grade 11 & 12 M-R)..... Sheila Deam Ext 1350  
*sdeam@northampton-k12.us*

Guidance Counselor (Grades 9-12 S-Z, ELL, Academy)..... Anna Rigali Ext 1351  
*annarigali@northampton-k12.us*

Internship Coordinator ..... Meshia Begin Ext 1358  
*mbegin@northampton-k12.us*

Adjustment Counselor ..... Kathy Goodwin-Boyd Ext 1372  
*kgoodwinboyd@northampton-k12.us*

Adjustment Counselor ..... Andrea Leydon Ext 3103  
*aleydon@northampton-k12.us*

Adjustment Counselor ..... Edward Stone Ext 3338  
*estone@northampton-k12.us*

School Psychologist..... Heather Denno Ext 3105  
*heatherdenno@northampton-k12.us*

District Bilingual Community Outreach Social Worker..... Kelley Knight 587-1361  
*kknight@northampton-k12.us*

School Resource Officer ..... Officer Josh Wallace Ext 3307  
*officerwallace@northampton-k12.us*

Special Education Team Leader ..... Sara Krause-Lloyd Ext 3337  
*sarakrauselloyd@northampton-k12.us*

Library Media Specialist..... Karris Fabin Ext 1355  
*karrisafabin@northampton-k12.us*

**NORTHAMPTON SCHOOL DEPARTMENT**

CENTRAL ADMINISTRATION

Central Office: 587-1330 Fax: 587-1318  
Student Services: 587-1451 Fax: 587-1456

Dr. John Provost, Superintendent of Schools  
Dr. Nancy Cheevers, Director of Curriculum and Assessment  
Camie Lamica, Business Administrator  
Dr. Pam Plumer, Director of Student Services  
Karen Jarvis-Vance, Director of Health Services, Education and Safety  
Antonio Pagan, Chief Information Officer  
Tammy Lieber, Transportation Supervisor  
Tony Kusnierz, Director of Maintenance  
Mistelle Hannah, Director of Food Services  
Jennifer Towler, Registrar/School Choice Coordinator

SCHOOL COMMITTEE

|                              |                                       |
|------------------------------|---------------------------------------|
| Mayor David Narkewicz, Chair | Lonnie Kaufman – Ward 6               |
| Molly Burnham – At-Large     | R. Downey Meyer – Ward 7              |
| Rebecca Busansky – Ward 1    | Howard Moore – Ward 3                 |
| Laura Fallon – Ward 2        | Susan Voss – At-Large                 |
| Ann Hennessey – Ward 5       | Edward Zuchowski, Vice-Chair – Ward 4 |

NORTHAMPTON HIGH SCHOOL COUNCIL

The school council is a representative, building-based committee composed of the principal, parents/guardians, teachers, community members and students, required to be established by each school pursuant to M.G.L., Chapter 71, Section 59c. The function of the school council is to assist the principal in adopting educational goals for the school, identifying the educational needs of students attending the school, reviewing the annual school budget and formulating a school improvement plan. In addition, the principal, in consultation with the school council, reviews the student handbook each year to consider changes in disciplinary policy.

The law provides local leeway in the election process but affirms the principle of peer selection:

- Caregiver members are selected by the caregivers of students attending the school, in elections held by the PTO.
- Teacher members are selected by the teachers in the school.
- Student council elections or other representative processes are used to select the student member.
- Non-school members may be recruited by principals or selected by the organizations invited to send them.

## CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS

Northampton High School is committed to preparing versatile, well-rounded students ready to function in a diverse, global society. We are committed to engaging all students in a range of high quality educational experiences and opportunities that will assist in the development of necessary skills while becoming knowledgeable, competent, creative, empathic, and responsible individuals.

As a 21<sup>st</sup> century learning community, we encourage students to be innovative, independent and critical thinkers, and collaborative problem-solvers who contribute to the school and the community. We offer a dynamic curriculum that encourages natural curiosity and effective communication, and further provides a practical foundation for success in the world.

We recognize the need for a safe and supportive environment and work diligently toward achieving that goal. We value the opportunity for students to develop a strong voice in school policy-making and programming. In addition, students are encouraged to make healthy and safe life choices as they relate to future endeavors.

We promote the responsible use of technology and provide students with an understanding of the ethical considerations regarding technology.

The Northampton High School Community has identified the following learning expectations for all students:

### **Academic Learning Expectations:**

- To be effective communicators using writing, speaking, and visual means for a variety of purposes
- To be skilled listeners and observers
- To be critical and analytical readers, researchers, and problem solvers
- To be effective in the use of technology and understand the ethical considerations regarding retrieving and utilizing information
- To engage in creative activities and understand their role in innovation
- To develop an understanding of the aesthetic, social, and historical contributions from many different cultures

### **Social and Civic Learning Expectations:**

- To work in small and large group settings and contribute in collaborative environments
- To be able to make healthy and safe life choices
- To be able to comprehend and interpret information in the media
- To be able to handle and resolve conflict by utilizing empathy, flexibility, respect, and self control
- To develop leadership skills including integrity, accountability, and a sense of social justice including a student government that aids in improving the school



**SCHOOL CALENDAR  
2019 - 2020**

|             |   |             |  |
|-------------|---|-------------|--|
| <b>Aug</b>  |   | <b>Jan</b>  |  |
| 28          | First Day of School                         | 1           | No School – New Years Day                |
|             |   | 17          | No School – Turn Around Day              |
| <b>Sept</b> |   | 20          | No School – MLK Jr. Day                  |
| 2           | No School – Labor Day                       | 21          | 2 <sup>nd</sup> Semester Begins          |
| 5           | Open House 6:30pm                           | 30          | Open House 6:30pm                        |
| 18          | No School – Professional Development        |             |  |
|             |   | <b>Feb</b>  |  |
| <b>Oct</b>  |   | 17-21       | No School – Winter Recess                |
| 4           | ½ Day – Teacher Work Day                    |             |  |
| 14          | No School – Indigenous People’s Day         | <b>Mar</b>  |  |
| 16          | PSAT  | 13          | ½ Day – Teacher Work Day                 |
|             |   |             |  |
| <b>Nov</b>  |   | <b>Apr</b>  |  |
| 5           | No School – Election Day / Teacher Work Day | 20-24       | No School – Spring Recess                |
| 11          | No School – Veteran’s Day Observed          |             |  |
| 27          | ½ Day - Thanksgiving Break                  | <b>May</b>  |  |
| 28-29       | No School – Thanksgiving Break              | 15          | ½ Day – Teacher Work Day                 |
|             |   | 25          | No School – Memorial Day                 |
| <b>Dec</b>  |   | 28          | Senior Last Day                          |
| 4           | ½ Day – Teacher Work Day                    |             |  |
| 23-Jan 1    | No School – Holiday Recess                  | <b>June</b> |  |
|             |   | 7           | Graduation                               |
|             |   | 12          | ½ Day - Last Day (180 <sup>th</sup> Day) |
|             |   | 15-19       | Potential Make-Up Days +5                |

CANCELLATION / DELAY POLICY

The Northampton School Department uses an alert notification system to inform parents/guardians and staff when school is delayed or cancelled. The calls will be made early in the morning to accommodate the high school bus routes and start time. PLEASE NOTE: The information you submit on your Emergency Contact Form at the start of the school year provides the phone numbers used by the system to contact you. Please notify the main office of any changes to your phone number and/or address.

Media outlets that will announce school cancellation, delays or early dismissals:

Web: WWLP Channel 22, NBC; WGGB Channel 40, ABC; WSHM Channel 3, CBS

Television: WWLP Channel 22, WGGB Channel 40

## BELL SCHEDULES

*The building opens for students 30 minutes prior to the start of first period.*

### Daily Bell Schedule

|               |                                     |
|---------------|-------------------------------------|
| 7:25          | Warning Bell                        |
| 7:30 – 8:55   | Period 1                            |
| 8:55 – 9:03   | Transition                          |
| 9:03 – 10:28  | Period 2                            |
| 10:28 – 10:36 | Transition                          |
| 10:36 – 12:26 | Period 3 / Lunch                    |
|               | 1 <sup>st</sup> Lunch 10:36 – 11:01 |
|               | 2 <sup>nd</sup> Lunch 11:01 – 11:26 |
|               | 3 <sup>rd</sup> Lunch 11:26 – 11:51 |
|               | 4 <sup>th</sup> Lunch 12:01 – 12:26 |
| 12:26 – 12:34 | Transition                          |
| 12:34 – 1:59  | Period 4                            |
| 1:59          | Dismissal                           |

### Half-Day Bell Schedule

|               |              |
|---------------|--------------|
| 7:25          | Warning Bell |
| 7:30 – 8:25   | Period 1     |
| 8:25 – 8:30   | Transition   |
| 8:30 – 9:25   | Period 2     |
| 9:25 – 9:30   | Transition   |
| 9:30 – 10:25  | Period 3     |
| 10:25 – 10:30 | Transition   |
| 10:30 – 11:20 | Period 4     |
| 11:20         | Dismissal    |
|               |              |
|               |              |
|               |              |
|               |              |

### One-Hour Delay Schedule

|               |                                     |
|---------------|-------------------------------------|
| 8:25          | Warning Bell                        |
| 8:30 – 9:30   | Period 1                            |
| 9:30 – 9:35   | Transition                          |
| 9:35 – 10:30  | Period 2                            |
| 10:30 – 10:36 | Transition                          |
| 10:36 – 12:26 | Period 3 / Lunch                    |
|               | 1 <sup>st</sup> Lunch 10:36 – 11:01 |
|               | 2 <sup>nd</sup> Lunch 11:01 – 11:26 |
|               | 3 <sup>rd</sup> Lunch 11:26 – 11:51 |
|               | 4 <sup>th</sup> Lunch 12:01 – 12:26 |
| 12:26 – 12:34 | Transition                          |
| 12:34 – 1:59  | Period 4                            |
| 1:59          | Dismissal                           |

### Two-Hour Delay Schedule

|               |                                     |
|---------------|-------------------------------------|
| 9:25          | Warning Bell                        |
| 9:30 – 10:30  | Period 1                            |
| 10:30 – 10:36 | Transition                          |
| 10:36 – 12:26 | Period 3 / Lunch                    |
|               | 1 <sup>st</sup> Lunch 10:36 – 11:01 |
|               | 2 <sup>nd</sup> Lunch 11:01 – 11:26 |
|               | 3 <sup>rd</sup> Lunch 11:26 – 11:51 |
|               | 4 <sup>th</sup> Lunch 12:01 – 12:26 |
| 12:26 – 12:34 | Transition                          |
| 12:34 – 1:15  | Period 2                            |
| 1:15 – 1:20   | Transition                          |
| 1:20 – 1:59   | Period 4                            |
| 1:59          | Dismissal                           |

## ACADEMIC INFORMATION

### AFTER SCHOOL HELP

Students are encouraged to make arrangements with their teachers for extra help after school as needed. Faculty members remain after school two days per week. Teachers announce their scheduled days at the start of each semester and a master list of teacher extra help days is posted in the main foyer and on the school's website.

### FINAL EXAMINATIONS

All students are required to take final examinations. Teachers have the option to exempt seniors who have an average of 90% or higher from taking the exam for that particular class. **ANY REQUEST TO TAKE A FINAL EXAM ON A DATE OTHER THAN THE POSTED FINAL EXAM SCHEDULE MUST BE APPROVED IN ADVANCE BY THE TEACHER AND THE ASSOCIATE PRINCIPAL OF ACADEMICS AND CURRICULUM.** If approved, the student should make alternative testing arrangements with the teacher.

### CREDITS AND PROMOTION

Semester Course = 1 credit

Full Year Course = 2 credits

A/B Day Semester Course = 0.5 credits each

A/B Day Full Year Course = 1 credit each

*When students complete their freshmen, sophomore, and junior years, they will be promoted to the next grade level. Students will advance to the next grade level even if they are deficient in credits from the previous year. Students may remain in their senior year if they require additional time to complete their graduation requirements.*

Course credit is subject to compliance with the Attendance Policy. Students who earn credit for a course cannot receive credit a second time in the same course. A student must obtain a passing grade for at least one 10-week marking period in order to be eligible to make up the class during summer school.

### GRADE SCALE

| Numerical Grade | Letter Grade | Grade Points |
|-----------------|--------------|--------------|
| 94 – 100        | A            | 4.0          |
| 90 – 93         | A-           | 3.7          |
| 87– 89          | B+           | 3.3          |
| 84 – 86         | B            | 3.0          |
| 80 – 83         | B-           | 2.7          |
| 77 – 79         | C+           | 2.3          |
| 74 – 76         | C            | 2.0          |
| 70 – 73         | C-           | 1.7          |
| 67 – 69         | D+           | 1.0          |
| 64 – 66         | D            | 1.0          |
| 60 – 63         | D-           | 1.0          |
| Below 60        | F            | 0.0          |

The following courses are graded as Pass/Fail: Internship, Peer Tutor, Teacher Assistant, Work Study, IT Pathways and CAMP. Students receive a grade of P and earn credit for satisfactory work or a grade of F for unsatisfactory work in these courses. These grades are not calculated in the GPA.

Northampton High School uses an unweighted grading system. There is no ranking of students.

## GRADUATION REQUIREMENTS

### **Credit Requirement: Minimum of 28 Total Credits**

#### 1) Course Requirements:

**English:** 4 English courses, one each year

**Mathematics:** 3 math courses

**Science:** 3 science courses

**Social Studies:**

- **Class of 2020-2022:** 3 sequential courses – World History 1, World History 2, and a US History
- **Class of 2023:** 3 or 4 sequential courses – US History 1, US History 2, and World History (the requirement of 1 or 2 World History courses is subsequent to school committee approval)

**Wellness Education**

Grade 9: Wellness I / semester course / 1 credit

Grade 10: Wellness Education 10/ Activities and Seminars

Grade 11: Wellness Education 11/ Activities and Seminars

Grade 12: Wellness Education 12/ Activities and Seminars

**Electives:** 2 additional courses in English, math, science, social studies, or world language

**Visual or Performing Art:** 1 course (Class of 2022 and beyond)

- 2) MCAS Requirements: **Passing scores on ELA, Math and Science MCAS exams as required by the MA Department of Elementary and Secondary Education.** Students who score in the “Needs Improvement” (220-238) category in Math are given an Educational Proficiency Plan (EPP) and must continue to take math courses through their senior year or until they receive a “Proficient” score.

Guidance counselors review transcripts and award equivalent credit to students who transfer to NHS after the start of 9<sup>th</sup> grade.

Students not graduating with their class may return to fulfill their graduation requirements and receive their diplomas in January or June of the following year. Students who attend summer school and fulfill graduation requirements will receive diplomas at the end of summer school. Special education students who have not earned the competency determination to qualify for a high school diploma but have met criteria outlined in M.G.L. c. 71B, sect. 16 may participate in the graduation ceremony and related activities with their peers and will receive a certificate of completion.

## HONESTY AND ACADEMIC INTEGRITY

Completing schoolwork free of cheating, plagiarism, copying and unauthorized collaboration aligns with the NHS Core Values, Beliefs and Learning Expectations. Students initiating efforts to complete work independently and honestly reflect that they are well-rounded, versatile, and ready to function in a diverse global society. Students who refrain from cheating ultimately reap the rewards of their efforts, become passionate, life-long learners, prepare themselves for higher education and work, and establish themselves as individuals ultimately maximizing their options in life and making an authentic difference in the world.

Students at NHS are expected to make choices that reflect integrity, honesty, and responsibility. Staff recognizes that students may feel overwhelmed by work expectations, deadlines and assessments. Such pressure can be stressful and invite dishonesty; however, no matter the circumstance, NHS expects students to approach work with honesty and integrity. Whether working on homework, a paper or project, taking a quiz or exam, or preparing an oral presentation, NHS students must avoid cheating, copying, plagiarism, unauthorized collaboration, or facilitating academic dishonesty in others.

**Cheating** is defined as the intentional breaking of rules to gain an unfair advantage. Using prohibited resources during any assignment or assessment is cheating.

**Copying** is defined as claiming someone else’s work as your own. Copying homework is cheating, just as copying someone else’s answers on a test is cheating.

**Plagiarism** is defined as the failure to properly cite the published work of another and/or representing another author’s language, thoughts, ideas, or expressions as one’s original work. Plagiarism is cheating.

**Unauthorized collaboration** is defined as using another’s knowledge of an assessment to benefit oneself. Asking someone who has already taken a quiz for information about the quiz is unauthorized collaboration. Unauthorized collaboration is cheating.

**Facilitating academic dishonesty** is defined as aiding another student to cheat. Allowing another student to copy your work facilitates dishonesty. Facilitating dishonesty is cheating.

### HONOR ROLL

The Honor Roll is based on the grade point average (GPA) at the completion of each quarter.

There are three levels of Honors:

- 1<sup>st</sup> Honors: 3.4 GPA
- 2<sup>nd</sup> Honors: 3.2 GPA
- 3<sup>rd</sup> Honors: 3.0 GPA

### INCOMPLETES

Teachers may only issue an Incomplete grade with the prior approval of the Associate Principal of Academics and Curriculum. On the rare occasion that a student is granted an Incomplete in lieu of a numerical quarter, semester, or final grade, the student will be required to finish and submit all incomplete work within ten school days of the date grades closed for that quarter, semester or year. Incomplete work that is not submitted within the allotted ten-day period, will receive a zero. In very infrequent circumstances, such as an extended illness, an administrator may grant an extension beyond the ten-day make up period.

### MAKE-UP WORK GUIDELINES

- Students are responsible for arranging to make-up work missed due to absence from class.
- Students suspended, in-school or out-of-school, may make up work pursuant to these guidelines.
- Missing class due to tardiness or dismissal does not extend deadlines. Students are responsible for submitting any work that is due on the day they are tardy or dismissed.
- Any assignments due on the day a student is absent should be submitted on the first day the student returns to school.
- Students absent for one day are given one school day to submit make-up work. Students absent two to three days are given five school days to submit make-up work. Students absent four or more consecutive days must complete their make-up work within a reasonable amount of time agreed upon by administration, the teacher, and the student. The teacher may modify the above guidelines to meet the needs of specific assignments or for unique circumstances.
- Obligations or activities, including, but not limited to, work, athletics or performances, are not considered valid reasons for failing to complete make-up work on time.

### NATIONAL HONOR SOCIETY

The purpose of the Nonotuck Chapter of the National Honor Society of Northampton High School 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. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

#### 1. Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of 1 semester at Northampton High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.4 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

#### 2. Selection

- a. The selection of members to this chapter shall be by a majority vote of the Faculty Council. Prior to selection, the following shall occur:
  - 1) Students' academic records shall be reviewed to determine scholastic eligibility.
  - 2) Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Application Form for further consideration for selection.
  - 3) The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

- 4) The Faculty Council shall review the Candidate Form, disciplinary records and faculty evaluations in order to determine membership.
  - b. The selection of new junior members shall be held once a year during the second semester of the school year.
3. Discipline and Dismissal
- a. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Nonotuck Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in service and leadership to the school and community.
  - b. Students who fail to complete the 20-hour minimum volunteer service component to membership by February 28<sup>th</sup> of their membership year may be subject to dismissal.
  - c. If a member's cumulative grade point average falls below the standard in effect when selected (3.4) the student will be given a written warning and placed on probation for 1 semester. If the cumulative grade point average remains below standard at the end of the probationary semester the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.
  - d. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.
  - e. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification and may be placed on probation for 1 semester. If the member is involved in another violation of the school conduct code, the member may be dismissed.

Additional information regarding the National Honor Society can be found in the Northampton High School Nonotuck Chapter National Honor Society Bylaws.

## SCHEDULING

### **Course Selection**

Students select courses online, using their Aspen accounts, in the spring of each year. It is important that they carefully analyze all of the information: units of credit, requirements, pre-requisites, and scheduled offerings. Guidance counselors will advise students regarding their individual program of study, ensuring that selections are consistent with graduation requirements. Courses may be cancelled due to insufficient enrollment or staffing constraints.

### **Course Change Guidelines**

Students will not be able to change their course schedules or withdraw from courses without permission from a teacher, guidance counselor or administrator. Changes will only be permitted for the following reasons:

- A pre-requisite has not been met
- A course was made up in the summer
- To correct a placement in an inappropriate academic level
- To meet high school graduation or college admissions requirements

Course changes, meeting the above criteria, may be requested by students to their guidance counselor during the first 5 days of the first semester and the first 3 days of the second semester. Course changes may be made after this period only if the teacher or guidance counselor recommends the request and it is approved by building administration.

**No course or schedule changes will be made to accommodate teacher preferences. Student requests for elective changes will be accommodated if possible after any issues involving the above priorities have been resolved.**

### **Withdrawal Procedure**

Any changes after the first 5 days of the first semester, after the first 3 days of the second semester, or the first five weeks of Semester 1 for two-semester courses are subject to the withdrawal procedure. If the change made is a level change within the same content area, the grades earned in the dropped course will transfer to the added course. If the change made is from a course in one content area to a course in a different content area, a W (withdraw) will be assigned as the final grade for the dropped course. **The W will appear on the student's transcript. No credit will be awarded and it will not be calculated in the student's GPA.**

### **Advanced Placement**

The College Board's Advanced Placement (AP) Program allows students to take rigorous college-level courses while still in high school. On June 14, 2018, the School Committee held a formal vote and approved a two-year pilot. For the 2018-2019 and 2019-2020 school years, the AP College Board exams will be optional for all students enrolled in an AP course. Students will maintain AP course designation regardless of their choice. Students choosing to take an exam(s) will be required to pay the exam fee. The exams are subject to a fee set by the College Board. Free and reduced policies will be in effect. Students who fail to pay their required AP exam fees will not be allowed to register for additional AP courses. Graduating seniors may also be ineligible to attend senior activities, including, but not limited to, prom and graduation. The NHS exam policy will also be in effect requiring all students to take a final exam for each course.

For the 2019-2020 school year, students taking an AP course will be required to notify their teachers within the first three weeks of the start of their course whether they will choose to take the College Board AP exam. Students will receive a form to complete designating their choice.

A student who enrolls in a two-semester (2 credit) AP course is required to remain in the class for two semesters to earn credit. The period during which students may make changes for two-semester courses is in the first five weeks of Semester 1. Changes after that period are subject to the above withdrawal policy. A W will be assigned as the final grade for the dropped course. **The W will appear on the student's transcript. No credit will be awarded and it will not be calculated in the student's GPA.**

### TRACKING ACADEMIC PROGRESS

#### **ASPEN –Online Assignments and Grades (<https://ma-northampton.myfollett.com>)**

We encourage students and parents/guardians to take advantage of Aspen, the online grading portal that allows real time status checks of academic progress for all NHS classes. Students and parents/guardians are issued passwords that allow them to check daily homework, long-term assignments, and assessment results as frequently as they choose. Teachers are expected to update their Aspen grade reports weekly. Questions or concerns related to Aspen content should be addressed to the appropriate teacher. Problems related to Aspen access should be addressed to the main office.

### **Report Cards**

Report cards are issued four times per year, approximately every ten weeks, at the end of each quarter. Quarter 1 and Quarter 3 report cards must be requested in the main office. The final report card of each semester will be mailed home.

## ATTENDANCE POLICY

Every person shall have a right to attend the public schools of the town where they actually reside, 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.

Attendance at all school sessions is necessary for the academic and social growth of all students. Northampton High School requires active school attendance, as only through regular and punctual attendance can a student take full advantage of the educational opportunities offered. We ask parents/guardians to partner with us in enforcing this policy by requiring their students to be in school and on time every day school is in session (M.G.L c.76, s. 1).

**If a student must be absent from school on a particular day, it is the responsibility of the caregiver to call the main office (587-1344) prior to 7:30AM on the day of the absence (M.G.L. c.76, s.1A).**

When the office receives a call from a caregiver confirming that their student will not be in school, the student's absence will be marked as verified. This designation informs the school that the caregiver is aware of the absence; however, it does not excuse the absence as it relates to the attendance policy. When a student is absent without a note or phone call from a caregiver, the student will be considered truant.

### MINIMUM ATTENDANCE REQUIREMENTS

Attendance is taken each period of the day. **Students, regardless of a passing grade, will not receive credit for any class in which they exceed the minimum attendance requirements.** The absence limit for a student includes all unexcused absences and unexcused tardies (two unexcused tardies are equivalent to one unexcused absence). If a student enters a course after the first day of classes, the attendance requirement will be adjusted. The minimum attendance requirements are as follows:

| <u>Course Type</u>       | <u>Absence Limit</u>             |
|--------------------------|----------------------------------|
| Semester Course          | Nine (9) Unexcused Absences      |
| Full-Year Course         | Eighteen (18) Unexcused Absences |
| A/B Day Semester Course  | Five (5) Unexcused Absences      |
| A/B Day Full-Year Course | Nine (9) Unexcused Absences      |

If a student loses credit in a course for attendance reasons but has earned a passing grade, they will not be required to repeat the course. Loss of credit, however, may impact credit requirements for graduation.

### EXCUSED ABSENCES

Occasionally absence from school is unavoidable and legitimate. Absences that may be excused with proper documentation (and will not be counted toward the absence limits outlined under Minimum Attendance Requirements) include:

- Medical appointment as documented by physician on official letterhead
- Illness as documented by a physician on official letterhead to attest students inability to attend school  
**(NOTE: A note from a doctor documenting that they were contacted by a caregiver regarding an illness and/or absence from school does not constitute an excused absence.**
- Dismissal by the school nurse
- Religious observances documented by a note from a caregiver
- Court appointment as documented by an official court note
- Death in the family or attendance at a funeral as documented by a note from a caregiver
- College visitation as documented by official college note or correspondence
- School-sponsored activities (including suspension)

**Any documentation of excusable absences should be submitted to the main office immediately upon the student's return to school. Please do not wait until the end of the semester to turn in medical notes or documentation.**



### WAIVER OF ATTENDANCE REQUIREMENT

Students who have exceeded the minimum attendance requirement for one or more classes in a semester may request an attendance waiver. The attendance waiver process occurs twice per year (at the end of each semester). Dates for each waiver period will be announced through intercom and the daily bulletin.

Students must request a waiver in the main office. Office staff will issue students a waiver application along with a report of their class attendance. Students are expected to complete the application with their parents/guardians and return the waiver to the main office by the specified due date. Caregiver signatures are required.

Students who provide a completed attendance waiver application and documentation that excuses absences exceeding the minimum attendance requirement will have their class credit restored.

### TARDY GUIDELINES

#### **Tardy to School**

The warning bell sounds at 7:25AM. First period begins at 7:30AM. Students are considered tardy to school if they are not in their classroom when the first period bell rings. Students who are tardy must report directly to the main office upon arrival to sign in and receive a tardy slip. They may not enter class without a tardy slip. Students who drive to school and who are chronically late to school may lose their parking privileges.

Note: Students who are tardy to school are also considered tardy to their first period class. Two class tardies are equivalent to one absence. Arrival to class 30 minutes after class begins is considered an absence.

#### **Tardy to Class**

Classes start punctually. Students are considered tardy to class if they are not in their classroom when the bell rings. Two class tardies are equivalent to one absence. Arrival to class 30 minutes after class begins is considered an absence. Missing class due to tardiness does not extend deadlines. Students are responsible for turning in any work to a teacher that is due on the day they are tardy.

#### **Tardy Make-Ups**

Students are given the opportunity to make up tardies through arrangements with their classroom teachers. Suggested tardy make-ups are for 15 minutes after school. All tardies must be made up within two weeks from the date the student was late. After two weeks, the student loses the opportunity to make up the tardy. Students who are habitually tardy may lose the make-up privilege.

### DISMISSAL FROM SCHOOL

All students leaving school grounds for any reason during the school day may do so only with permission or proper authorization. Student dismissals will be granted with prior written notice from a caregiver. Students are not to be dismissed by their caregivers without first notifying the main office. When a dismissal is necessary, the following steps must be taken:

- A written request for dismissal must be brought to the main office at the start of the school day that includes the student's name, date and time of dismissal, reason for dismissal and a caregiver signature.
- The office staff will give the student a dismissal note to be released from class.
- The student must sign out in the main office before leaving the building.
- A student returning to school must sign back in at the main office and receive a pass back to class.
- Students who have completed the Rights of the 18-Year-Old paperwork must abide by this policy (see p. 17).

### NOTIFICATION

A recorded message will be delivered to the home phone number of any student who is absent or tardy without caregiver notification. The number of class absences is reported on progress reports and report cards. Continuing, the high school communicates via written correspondence from the associate principal when attendance appears to be an issue that may affect course credit (MGL, c. 76, s. 1A). Students who exceed the attendance policy or display chronic attendance issues may be required to meet with the associate principal. Students with chronic attendance issues may also be referred to the District Supervisor of Attendance.

### VACATION / TIME OUT OF SCHOOL

The Northampton School Committee establishes the specific dates for school to be in session prior to the beginning of the school year. Families are asked to make every effort to schedule vacations, camps, programs or other activities outside of school hours. Any student who will miss school due to a planned absence (e.g., family vacation) must inform the school in advance of the absence. Teachers are neither expected nor required to provide make-up work or special assignments prior to the extended absence. Both students and parents/guardians are reminded that, except in unusual or extenuating circumstances approved by administration, **such absences are not excused under the school's attendance policy. Students may face a loss of credit if these days contribute to absences exceeding the attendance limit.**

### HOSPITALIZATIONS

Students should notify their guidance counselors as soon as possible if a physician has determined they are physically unable to attend school. The Massachusetts regulation requiring educational services in the home or hospital is 603 CMR 28.03(3)(c) and reads as follows: Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue their educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Once the student's personal physician (for example, a pediatrician, internist, medical specialist or psychiatrist) determines that a student's medical condition will require either hospitalization or home care for not less than 14 school days, the physician must notify the school district responsible for the student in order to begin the home/hospital instruction process. The student's physician must complete a Department of Elementary and Secondary Education form 28R/3 (or equivalent signed statement) and submit it to the student's building principal or other appropriate program administrator. At a minimum the physician's signed notice must include information regarding:

- The date the student was admitted to a hospital or was confined to home;
- The medical reason(s) for the confinement;
- The expected duration of the confinement; and
- What medical needs of the student should be considered in planning the home or hospital education services.

Students with chronic illnesses who have *recurring home/hospital stays of less than 14 consecutive school days*, when such recurrences have added up to or are expected to add up to more than 14 school days in a school year, are also eligible for home or hospital educational services if they are requested and the medical need is documented by the physician.

Students hospitalized for medical or mental health reasons are expected to meet with their guidance counselor prior to returning to school to ensure an appropriate and successful return.

### SCHOOL OF CHOICE PROGRAM

Northampton Public Schools participates in the state run School of Choice Program. Each year the School Committee votes to participate and the administration determine the availability of seats per grade and school. The number of choice seats varies year to year based on the enrollment. Notification of seats will be posted on the district website in April. Applications are accepted January-April and the lottery takes place the first week in May. Seats can be filled through October 1st. By law, seats are filled on a random basis and no preference is given to current or former students, or children of city or school employees. Transportation is not provided to School Choice students. Those students awarded a seat through the lottery may attend through high school graduation without the need for reapplication so long as they are continuously enrolled. Additional information can be found on our website: [www.northampton-k12.us/school-choice](http://www.northampton-k12.us/school-choice) or by emailing the program coordinator at [jtowler@northampton-k12.us](mailto:jtowler@northampton-k12.us) or (413) 587-1328.

## GENERAL INFORMATION

### ASSEMBLIES

Courtesy to those participating in an assembly program is expected. No eating is allowed in the auditorium. While all students are strongly encouraged to attend mandatory assemblies, students may be exempt with prior administrative approval. Students are expected to attend their respective class assemblies. A student who does not attend an assembly will be marked absent, unless administrative approval is granted. Disruptive students will be asked to leave. Assemblies are not open to the public.

### CHECK-OUT POLICY

Before students transfer, withdraw, or graduate, they must return any textbooks, library books, or equipment and pay any outstanding fines. Graduating seniors may also be ineligible to attend senior activities, including, but not limited to, prom and graduation.

### CIRCULATING PETITIONS (School Committee Policy: JIJ)

Students may circulate a petition pertaining to school matters in school under the following conditions:

- A copy of the petition will be submitted to the principal with a reasonable time in advance of circulation.
- The petition will be free of obscenities, libelous statements, personal attacks, and within the bounds of reasonable conduct. If there is doubt concerning any of the above conditions, the principal will be advised by the Superintendent, who may employ the services of the City Solicitor for final determination.
- The circulation of the petition will in no way interfere with the operation of the school and its contents may not be discussed in any class situation unless specifically related to curricular subject matter currently under study. The petition may be circulated before the start of classes in the morning and after the last class in the afternoon.
- NO student may be coerced to sign a petition.

Adoption date: September 14, 2006

### COSTS, FEES and FINES

While every effort is made to incur the costs of educational and extracurricular activities to students, there are some opportunities that the school offers beyond the minimum requirements that cannot be provided without the financial assistance of students/families. When possible, reduced costs or waivers will be made available for students who qualify for free or reduced lunch. Anticipated costs, fees and fines are listed below:

- School Lunch – \$2.75, Reduced lunch \$0.40, Free lunch \$0.00, Milk \$0.50
- School Breakfast – \$1.25, Reduced cost \$0.30, Free \$0.00
- PSAT Registration Fee – \$15, Free/Reduced lunch fee \$0
- AP Exam Fee – \$94 per exam - Pursuant to School Committee Policy IKAAP, test fees will be subsidized for students with household income 200% or less of the annual United States Department of Health and Human Services (HHS) Poverty Guidelines.
- Athletic Fee – \$205, Reduced lunch fee \$35, Free lunch fee \$0
- Parking Fee - \$35
- Lost Elevator Key - \$15
- Graduation Cap and Gown – \$35, Free/Reduced lunch cost \$0
- Woodworking Costs– amount dependent on specific projects and associated materials
- Book Replacement Fee – amount dependent on cost of reimbursement for lost or damaged books/instructional materials
- Class Activities – amount determined by class officers and advisors, with the approval of the principal

### ELECTRONIC DEVICES

**The use of personal electronic devices is considered a privilege and not a right at Northampton High School.** The use of this type of technology requires respect and responsibility. It is important for students to learn how to appropriately use this technology within a variety of settings and situations. Northampton High School's primary focus is to provide a positive, safe and appropriate learning environment. It is in this spirit that we expect **ELECTRONIC DEVICES TO BE TURNED OFF AND PUT AWAY OUT OF SIGHT BEFORE ENTERING ALL CLASSROOMS. ELECTRONIC DEVICES ARE NOT TO BE USED DURING CLASS TIME, UNLESS EXPLICIT PERMISSION IS GIVEN BY THE CLASSROOM TEACHER.** Students may utilize these devices before and after school, during transition between classes and during lunch. All music players must be used with headphones. They are not to be played out loud in the hallway, classrooms or common spaces. Violating the electronic device policy may result in discipline.

Additionally, Northampton Public Schools discourages students from taking videos or pictures of other students while engaged in school activities or while on school property for any reason. Taking videos or pictures of other students may be prohibited by law. Further, taking any videos or pictures of students which violate the student's privacy rights is prohibited by the Code of Conduct and may be considered bullying prohibited by law and the Northampton Bullying Prevention Policy if it occurs during the school day, on school grounds or at school-related activities.

#### ELEVATOR USE

Students with valid injuries or medical issues may request to use the school elevator. Elevator keys are available in the nurse's office. Students are to use the elevator responsibly and return the key to the nurse's office by a designated return date. A fee of \$15 will be charged for lost elevator keys.

#### EMERGENCY DRILLS

Northampton High School has a comprehensive Safe Schools Plan, which outlines evacuation, fire, lockdown, and stay-in-place procedures. Staff reviews these procedures routinely to ensure the safety and wellbeing of all students. Multiple planned evacuation and fire drills are conducted each year. Directions for exiting the building are posted in each classroom. When a fire alarm sounds or a directive to evacuate is issued, all students must exit the building and move toward the designated assembly area. Students stay with their teachers until an announcement is made that it is safe to re-enter the building.

#### GENDER IDENTITY STATEMENT

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, defines "gender identity" to mean "a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose."

Every student has the right to be addressed by a name and pronoun that corresponds to their gender identity. Northampton Public Schools will respect student wishes to be referred by a name and pronoun based on an affirmed change in gender identity, regardless of the student's assigned sex at birth. A court-ordered name or gender change is not required, and the student need not change their official records.

The responsibility for determining a student's gender identity rests with the student or, in the case of young students not yet able to advocate for themselves, with the caregiver. As such, any student or caregiver, as appropriate, may inform a school staff member of their desire to be consistently recognized at school using their stated gender identity.

Students may choose to involve their parents/guardians in their transition process, but parental participation is not required. Cases where students have not disclosed their transgender status to their parents/guardians will be assessed on an individual basis. The paramount consideration in such situations shall be the health and safety of the student, while also ensuring that the student's gender identity is affirmed in a manner that maintains privacy and confidentiality.

School personnel will make every effort to engage the student and the caregiver, as appropriate, to develop a plan that addresses and supports the individual needs of the student with respect to their transition. Topics addressed in the plan may include, but are not limited to: confidentiality and privacy; disclosure to classmates and teachers; student safety; preferred name, pronouns and gender marker; student records; access to preferred activities and facilities; communication with parents/guardians; and written correspondence to the home.

All students are entitled to have access to facilities that are sanitary, safe, and adequate, so they can comfortably and fully engage in their school program and activities. Students in the Northampton Public Schools shall have access to restrooms, locker rooms, and changing facilities that correspond to their gender identity.

All students shall be permitted to participate in physical education classes, intramural sports, and interscholastic athletics in a manner consistent with their gender identity. The Massachusetts Interscholastic Athletic Association (MIAA) will rely on the gender determination made by the student's district; it will not make separate gender identity determinations.

Whenever students are separated by gender in classes, classroom activities, extra-curricular activities or are subject to otherwise lawful gender-specific rules, policies, or practices, students in the Northampton Public Schools shall be permitted to participate in such activities or conform to such rules, policies, or practices in a manner consistent with their gender identity. (see full Nondiscrimination on the Basis of Transgender and Gender Nonconforming Students Policy on p. 49)

## GUIDELINES FOR PROMS AND DANCES

School dances provide students an opportunity to have an enjoyable social experience in a safe setting. Students are encouraged to express themselves while maintaining the physical safety of all involved and that strictly adhere to all school policies. With this in mind, the following guidelines have been established:

- Pre-approval of outside guests is required by administration. The sponsoring student must submit an Activity Guest Request Form for administrative approval by the specified due date. No guest 21 years of age or older will be approved.
- Students must be in school on the day of a dance for a minimum of 3 classes.
- Students are to enter the dance immediately upon arrival. Students loitering in the parking lot or on school property after being asked to leave will be subject to police action.
- Students are unable to enter the dance after the designated time.
- Students who leave the dance are not permitted to re-enter, regardless of the location of the event.
- All school rules apply. Any violation of school rules may result in the student being denied entrance or dismissed from the dance and/or disciplinary action as defined by the Code of Conduct.
- Any student suspected of being under the influence of drugs or alcohol will be denied entrance or dismissed from the dance to a caregiver. It may also result in disciplinary action as defined by the Code of Conduct.
- A minimum of one police officer is required throughout the entire dance. The number of anticipated students will determine the number of chaperones.

## HALL PASSES

Students must have a pass to be in the halls during class time. Students without passes are subject to disciplinary action.

## LIBRARY

The school library is located on the first floor and is open each day from 7:30am to 2:00pm. The Media Specialist will post any additional hours outside the library. Students may use the library to fulfill a reference assignment with a class or to pursue independent reading or research. All regular library books are checked out for a period of two weeks. Books may be renewed unless other students are waiting to use the material. Magazines and reference books may be checked out overnight after school and must be returned before first period the following day. Students must pay for lost or damaged books. Anything taken from the library must be checked out at the desk. This also applies to materials that are to be used only for a class period.

## LUNCH PROGRAM

The cafeteria will be open to students for breakfast and lunch. Breakfast is offered in the cafeteria after 7:00AM for \$1.25. Students can bring a lunch from home (and supplement it with cafeteria purchases) or they can purchase the hot lunch for \$2.85. Milk is \$0.50. Free or reduced priced meals are available for families meeting certain criteria. Applications are available at the start of the school year. Reduced lunch is \$0.40. Reduced breakfast is \$0.30.

Students are expected to eat lunch in the school cafeteria. Students must stay in the cafeteria or the adjacent seating area outside for the duration of their lunch period. Students may not leave the area, loiter in the halls or bathrooms, or exit the building during lunch without prior permission. ONLY seniors are eligible to leave school during their assigned lunch periods with a lunch dismissal form signed by a caregiver. This form is available in the main office and must be signed and returned before any student leaves NHS for lunch. **Students are not permitted to have food delivered to the school.**

All students are responsible for cleaning up after themselves and conducting themselves in a proper manner. Trash should be disposed of in the barrels and respective recycling/composting bins. Because a large number of students are present at each lunch, students causing a disturbance may be subject to suspension of cafeteria privileges and/or disciplinary action.

## MILITARY RECRUITERS

On December 10, 2015, President Obama signed into law the *Every Student Succeeds Act (ESSA)*, which reauthorized the *Elementary and Secondary Education Act of 1965 (ESEA)*. Military recruiters are entitled, upon request, to receive the name, address, and telephone listing of high school students, unless the parent of such student (or a student who has reached 18 years of age) has submitted a written request to the school to opt out of the disclosure of such information, in which case the information may not be released without the parent's (or the student's) prior written consent.

**Please Note:** Parents/guardians (or students who have reached 18 years of age) may submit a written request to opt out of the disclosure of the student's name, address, and telephone listing, unless prior written consent has been provided. If you have any questions or concerns, please call 587-1344.

### NOTICE OF PUBLICATION

DESE regulations 603 CMR 23.07(4)(a) authorize the school to release for publication the following student information: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. **Please Note:** Notice of such possible publication is disseminated at the beginning of every school year providing eligible students or parents/guardians the opportunity to request that this information not be released without their prior consent.

### POSTERS

No poster or notice may be posted on school bulletin boards or walls without approval of the principal or associate principal. Posters may be placed on bulletin boards or tile walls but not on painted walls.

### RIGHTS OF THE 18-YEAR-OLD

The student who has reached the age of majority (18) has the right, provided by statute, to assume responsibility for their dealings with the school, unless a court has appointed guardianship to a parent or other adult. The student must sign a form obtained from the principal's office. The school will notify the caregiver of the student's decision to exercise these rights. Students assuming this responsibility should be aware that they are still bound by all school rules, including those relating to attendance and dismissal. Furthermore, the school will maintain contact with the student's caregiver.

### SECURITY OF PERSONAL AND SCHOOL PROPERTY

**Valuables** – All students are strongly discouraged from bringing excess money or valuable items to school and it is your responsibility to keep track of your possessions during the school day. The School Department is not responsible or liable for any damaged, lost or stolen personal property, including items that have been confiscated for unauthorized use. However, in the event that something is stolen, students should immediately report the theft to the office and fill out a "Lost or Stolen" form. Any student caught stealing will face disciplinary action as outlined in the Code of Conduct.

**Corridor Lockers** – Each student will be assigned a locker. Students will keep the same locker throughout their enrollment. They are for the individual use of students and are not to be shared. It is the obligation of each student to keep the locker neat, orderly, free of marks and secure at all times. If a locker does not function properly, the student should notify the main office. Because the locker is the property of the school and not the student, the administration has the right to open and examine the contents of a student's locker in order to maintain the safety and integrity of the school environment.

**Equipment Locker** – Physical education lockers are individually assigned. Students are responsible for providing their own locks to secure their assigned locker. Students are responsible for keeping their lockers locked at all times when not in use. Students must replace lost equipment at their own cost.

**Textbooks and School Property** – Students are responsible for any school equipment or school property that is loaned to them. At the close of each semester, students are to return all issued textbooks, supplies and materials to the issuing teachers. Students will be assessed a replacement cost for non-returned items and items returned with excessive wear or damage. If a lost book or item is found, the fine will be returned. Students who fail to return NHS property or pay owed dues will have their course schedules, report cards, final transcripts and diplomas withheld. Graduating seniors will also be ineligible to attend all senior activities, including, but not limited to, prom and graduation. Unfulfilled financial obligations will be carried over to the next school year.

### STUDENT DRESS

Responsibility for student attire rests with the students and their parents/guardians. We expect that students will dress appropriately to the setting. Student attire must assure the health and safety of themselves and others. Clothing that is considered inappropriate to the setting will result in a conference with student, caregiver and associate principal. In such cases, the student may be required to find suitable clothing within the building or by calling home. Footwear must be worn at all times. Violations may result in disciplinary action.

### STUDENT PUBLICATIONS (School Committee Policy: JICE)

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing or through any other medium or form of expression within limitations comparable to those imposed on all citizens, but specifically designed for children and youth in a school setting. The School Committee will encourage student publications, not only because they offer an educational activity through which students gain experience in reporting, writing, editing and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations or materials designed to disrupt the educational process will not be permitted. The superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution. Review of content prior to distribution is part of the educational process as this concerns student publications. A publisher (in this case, the school system) can determine what it will and will not publish.

### **Distribution of Student Publications**

Any student who desires to distribute a student publication that is not officially recognized as a school publication (as herein defined) should submit such student publication to the principal for review and approval prior to such distribution. Student publications that are not obscene, libelous or disruptive may be distributed on school property during school hours in areas designated by the principal. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication, or which causes substantial and material interference with normal school activities shall not be permitted.

Adoption date: September 14, 2006

## TRANSPORTATION INFORMATION

### **Bus Transportation**

Students utilizing Northampton Public School transportation are expected to follow school rules. To ensure the safety of students, administration may withdraw the privilege of bus transportation from any student whose conduct is such that it is distracting to the bus driver. In such cases, students may forfeit their right to ride and their fee. Students must carry their bus passes at all times. Students are responsible for the cost of a replacement bus pass is \$5.00 (see Transportation Policy on p. 62)

### **Student Parking**

Students with valid permits can park in the lower lot adjacent to the school. Parking is free and no permits are required for cars parking in the stadium parking lot. Seniors will be offered the opportunity to purchase parking permits first with any remaining permits offered to juniors. Any car that does not have a valid permit and is parked in the lot adjacent to the school may be towed. Staff parking is in the top 2 lots adjacent to the school. Any student vehicle parked in a staff parking space will be towed.

Cars should be parked in authorized spaces only. Students may not park in front of staircases, on curbs, or in snow banks. Dangerous driving on or about school grounds will not be tolerated. Students may not sit in cars or loiter in the parking lot during the school day. Any parking lot violations may result in the loss of parking privileges and/or disciplinary action.

Cars should be locked at all times, as the student parking lot is not secured. NHS is not responsible for any damages to vehicles or theft of personal items. Personal losses are the responsibility of the owner or driver of the car.

### **Student Transportation In Private Vehicles (School Committee Policy: EEAG)**

School buses will be used for the transportation of students participating in co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

- The activity has the approval of the principal and Superintendent of schools.
- The driver of the vehicle must be at least 21 years of age and possess a valid driver's license, with the following exception: Northampton High School students who are 18 years of age may drive other Northampton High School students, with the principal's approval and with signed parental permission for passengers and the driver.
- The owner of the vehicle being used to transport students must file evidence with the principal and Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
- The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Adoption date: March 13, 2003

Revised: June 9, 2005

## VISITOR PROCEDURES

All outside doors at Northampton High School are locked during the school day. To ensure the safety of our school community, all visitors must ring the buzzer outside of the main entrance to request entry. Visitors should be prepared to provide their names and valid identification and their reasons for visiting before gaining access to the building. They must check-in at the main office in order to receive a visitor's pass. Unauthorized visitors/trespassers will be asked to leave the property immediately. If individuals enter the building on non-school business and/or appear threatening in any way, the police and the Superintendent will be notified immediately and a trespass notice may be issued.

## ATHLETICS

The goal of the Northampton athletic program is to provide a competitive arena where student-athletes can display their talents, enhance their physical wellness and skills, and gain greater technical and tactical understanding of, and appreciation for, their chosen sport. We expect our student-athletes to display a competitive spirit, outstanding sportsmanship, and exemplary character throughout the year, on and off the field of play. The athletic program should be a positive component of the student-athlete's educational experience.

Participation in the athletic program is considered a privilege and requires student-athletes to commit time, energy, and loyalty, as well as accept coaches' decisions, training techniques, and expectations. Student-athletes should willingly assume all responsibilities and obligations that are inherent in and unique to the program. Student-athletes must understand and appreciate that they not only represent themselves, but also their teams, Northampton High School, and the greater Northampton community.

### ATHLETIC TEAMS

| <b>Fall</b>          | <b>Winter</b>        | <b>Spring</b>           |
|----------------------|----------------------|-------------------------|
| Cheerleading         | Basketball (B, G)    | Baseball                |
| Cross Country (B, G) | Diving (B, G)        | Lacrosse (B, G)         |
| Field Hockey         | Ice Hockey (B*, G**) | Softball                |
| Football             | Skiing (B, G)        | Tennis (B, G)           |
| Golf                 | Swimming (B, G)      | Track (B, G)            |
| Soccer (B, G)        | Track (B, G)         | Ultimate Frisbee (B, G) |
| Unified Basketball   | Wrestling            | Unified Track           |

|  |
|--|
| * Co-op offered by Longmeadow High School      ** Co-op offered by Easthampton High School |
|--|

### ATHLETIC ELIGIBILITY

A student must be eligible to participate in athletics at the start of the respective season in order to try out, practice, compete, or represent NHS in any way. This pertains to all areas of eligibility: academics, attendance, chemical health, and citizenship. Students may be able to join a team but are not guaranteed participation after eligibility is restored.

#### **Academic**

- A student may not, at any time, represent a school unless that student is taking courses that would provide credit equivalent to three one-credit courses per semester.
- A student must earn a passing grade in three one-credit classes during the last quarter preceding the contest (quarter grades, not semester grades, determine eligibility).
- To be eligible for a fall sport, a student must have:
  - earned a passing grade in three one-credit classes during the last quarter, AND
  - passed and received credit for the equivalent of six credits during the previous academic year.
- The academic eligibility of all students shall be considered only on the date report cards for that quarter are issued to the parents/guardians of all students.
- Incomplete grades may not be counted toward eligibility.
- A student who repeats a class in which that student has once received credit may not count that subject a second time for eligibility.
- A student may not count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued, failed, and the make-up grade has been recorded on the student's official transcript.



**Attendance**

Eligibility based on attendance is determined on a daily basis. Unless prior permission has been obtained from the athletic director and/or the principal, a student must be in school for three full class periods to be eligible to participate in athletics on any particular school day.

Student-athletes may not represent their school if they are on in-school or out-of-school disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension (MIAA Good Citizenship Rule).

**Conduct**

Student-athletes must comply with expectations outlined in the Code of Conduct and those in the Massachusetts Interscholastic Athletic Association (MIAA) Rules and Regulations.

**Physical**

All athletes must have a physical dated within 13 months after their last dated physical to remain eligible during the season. A registered physician, physician's assistant or nurse practitioner must perform physical examinations.

**Concussion Baseline Screening**

Upon enrolling at Northampton High School for the first time and every two years, student-athletes must take and pass this screening.

**Chemical Health Policy Contract**

Pursuant to the MIAA Chemical Health Policy, student-athletes and their caregiver must sign a contract agreeing to and verifying awareness of the MIAA Chemical Health Policy\*.

**MIAA CHEMICAL HEALTH POLICY\***

*When coaches first hear of any violations of the Chemical Health Policy, they are directed to contact the athletic director who will contact the caregiver with this information. Penalties will be assessed when confirmation of the violation has been received. Any violations that occur during school functions, including practices, games, and travel situations will be subjected to the NHS Code of Conduct.*

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

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

**Minimum Penalties**

First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and their attendance at the competition site is determined by the high school principal. Any fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. Any fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal, in collaboration with a chemical dependency or treatment program, must certify the student is attending or issue a certificate of completion. If the student does not complete the program, penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carryover for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. For example, a student who plays only football violates the rule in the winter and/or the spring of same academic year, he would serve the penalty[ies] during the fall season of the next academic year.

#### NORTHAMPTON ATHLETICS AND CONCUSSIONS

All Northampton athletes must take a baseline concussion screening prior to their first day of practice/tryout. This test is administered through the athletic office to juniors and any new athlete attending NHS.

#### **Concussion and Return to Play Protocol**

The Massachusetts Interscholastic Athletic Administration (MIAA) Board of Directors adopted the following policy concerning concussions that applies to all member schools: *“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”*

Any head injury can be a serious life threatening condition. It is important that the athlete and caregiver pay careful attention to the following symptoms:

- Headache
- Pressure in head
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy or groggy
- Confusion
- Concentration or memory problems
- Nausea or vomiting
- Balance problems or dizziness

If any of these symptoms occur during any phase of the recovery process, whether in school, practice, or at home, the coach, trainer, nurse, or health care provider needs to be notified. Athletes who have not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences from a second concussion injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return to sport or other high-risk activities when symptoms of concussion are present and recovery is ongoing. Don't Hide It! It is better to miss a few games than a whole season.

The following procedures will be followed in the event an athlete receives a head injury:

- The athlete will be removed from the contest or practice.
- The athletic trainer will conduct a Standardized Assessment of Concussion.
- If the athletic trainer is not available, the coach will notify the caregiver and recommend follow-up with the athlete's health care provider.
- The athletic trainer/coach will notify the caregiver and the Director of Athletics.
- The Director of Athletics will notify the school nurse.
- The school nurse will contact the athlete's teachers and guidance counselor.

## **Gradual Return to Play Protocol**

Any athlete exhibiting signs and/or symptoms of a concussion will follow the Gradual Return to Play Protocol.

Return to play will occur only after the following steps have been completed, in the order listed below:

- Caregiver reads and signs Concussion Information and the Gradual Return to Play Protocol.
- Post injury Impact® test is completed when athlete returns to school. Post injury Impact® test must be back to baseline before continuing with the Physical Post Concussion Tests. Caregiver will be notified, and athlete referred to their health care provider, if first post injury Impact® test is not back to baseline. Post injury Impact® test will continue every five (5) days until baseline is attained.
- Athletic trainer verifies that the Physical Post Injury Tests were administered and the athlete was asymptomatic. Athlete must finish Physical Post Injury Tests, even if their health care provider has cleared the athlete.
- Athlete may not participate in practice or play until written clearance by an appropriate health care professional: physician (MD, DO), physician assistant (PA), or nurse practitioner (NP) AND with completion of the Physical Post Injury Tests.
- Completed signature form returned to athletic trainer.
- Athlete reads and signs the Concussion Information.
- Athletic trainer notifies the coach and gives copies of completed form to Director of Athletics and school nurse.

## **Physical Post Concussion Tests**

The athlete will be given five physical post concussion tests, administered by a certified athletic trainer. Only one test is administered per day. The next test will be administered only when the previous test is passed. The tests will take a minimum of five days.

- Test 1: Low levels of physical activity to increase heart rate. This includes walking, light jogging, light stationary biking, and light weight lifting (low weight, moderate reps, no bench, no squats).
- Test 2: Moderate levels of physical activity with body/head movement to increase heart rate with movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, and moderate intensity weight lifting (reduced time and/or reduced weight from the athlete's typical routine).
- Test 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility with 3 planes of movement).
- Test 4: Sport specific practice.
- Test 5: Full contact in a controlled drill or practice.

## EXTRA-CURRICULAR ACTIVITIES

Northampton High School offers a wide variety of extra-curricular clubs and activities designed to meet the passions and interests of our student body. These include an array of dramatic presentations, musical productions, concerts, class-sponsored events and club activities. Throughout the school year, NHS also provides opportunities for students to participate in interscholastic athletics.

### EXTRA-CURRICULAR ACTIVITY GUIDELINES

#### **Conduct**

Students must comply with expectations outlined in the Code of Conduct

#### **Attendance**

Unless prior permission has been obtained from the athletic director and/or the principal, a student must be in school for three full class periods to be eligible to participate in an extra-curricular activity on any particular school day.

Students are not permitted to participate in any extra-curricular activity on a day that they are on in-school or out-of-school disciplinary suspension.

### CLUBS

A current list of clubs, including advisors and meeting times, is posted on the bulletin board in the main foyer of the high school. Club members also often advertise their meetings or special events by placing an announcement in the daily bulletin and posting administrator-approved posters or flyers around the school. Students interested in joining a club should attend a meeting. All clubs are open to all students.

The variety of clubs offered each school year is largely dependent on student interest. Pending available funding, students wishing to form a new club may submit an Activity Application Form to the principal for approval.

### ELECTIVE OFFICES OPEN TO STUDENTS

#### **Class Officers**

Each class will elect a President, Vice-President, Secretary, and Treasurer. These officers will work together to organize their respective classes, plan and conduct fundraisers for class activities and events, such as the pep rally, booster week, prom, graduation, and the High Meadows field trip.

#### **Student Union**

The purpose of this organization is to hear concerns of groups, clubs, sports, and students; function as a link between the students and the administration; assist in positive change within the school and the school community; advise and assist the administration and/or the greater community in accessing students and addressing student needs; increase awareness of student concerns and issues among the administration, school community, and greater community. The Student Union consists of sixteen elected members, four from each class. The sixteen elected members through voting process determine roles of President, Vice President, Secretary and Treasurer. Student Union also acts as the Advisory Council to the School Committee and elects one member to attend monthly School Committee meetings to advise on matters relating to students.

#### **Regional Student Advisory Council**

Each spring two students are elected by the student body to represent NHS at the Western Mass. Regional Office of the Massachusetts Department of Elementary and Secondary Education. The students elected to this office attend monthly meetings during school days. The RSAC advises the Board of Elementary and Secondary Education on matters relating to students.

## HEALTH SERVICES

The mission of the health services department of the Northampton Public Schools is to promote and protect the physical and emotional health of students and staff. The Health Services Department, through the school nurses, provides comprehensive health programs that advance the well-being, academic success, and life-long achievement of all students.

Each school in the Northampton Public Schools has a full time registered nurse. It is the responsibility of the caregiver to inform the school nurse of any health condition that may impact their child while at school. It is the responsibility of the school nurse, working with parents/guardians, teachers, and other staff, to develop individualized health care plans for any student who has a significant health care need.

The school physician is available to the school nurses for consultation.

### GUIDELINES FOR ILLNESS AND SCHOOL ATTENDANCE

- In the event of fever >100 degrees, vomiting/diarrhea, please keep your child home until 24 hours symptom free.
- For any diagnosis of infectious disease (such as strep throat or pink eye), please keep your child home until 24 hours on the appropriate antibiotic therapy.
- In most cases, your child should not attend school if taking a narcotic pain reliever for illness or injury.
- Please contact your school nurse and/or primary care provider if you have further question regarding whether your child should attend school.

### EMERGENCY FORMS

An emergency form is sent home the first week of school. It is vital that the form be completed properly and signed so that the child will be able to receive needed treatment. Emergency information must be accurate and up to date for student safety. Caregivers must keep the school nurse informed of any changes to the emergency form. Changes can include alternate emergency contact people, phone numbers, street addresses, medications, new allergies or medical conditions.

### HEALTH RECORDS

All students entering the school system must provide the school with immunization records, or copies, which meet the requirements of the Massachusetts Department of Public Health. Proof of a comprehensive physical examination within the past six months is required. It is the responsibility of the caregiver to provide current immunization records and a copy of the most recent physical exam. The health record is considered a temporary record and it is the practice of the Northampton Public Schools that if a student transfers to another school district, the paper record, and any pertinent electronic record, will be transferred directly to the receiving nurse. The original health record may also be given to the caregiver at the time of transfer. An electronic copy of the immunization record will be kept. Health records are maintained separately from student educational records and there is no access to the records by anyone other than the school nurse.

### HEALTH SCREENINGS

Regular state mandated screenings are conducted in the following grades:

- Hearing: K-3, 7, 9
- Vision: K-5, 7, 9
- Height and weight with BMI calculation: K, 4, 7, 9
- Postural: 5-9
- We also conduct the CRAFFT Screen (substance use screen): 9

If a referral is necessary, the school nurse will inform the caregiver in writing. It is the responsibility of the caregiver to schedule the appropriate referral and to provide follow-up information to the school nurse. Parents/guardians are encouraged to contact the school nurse for assistance. Parents/guardians may opt their children out of any screening with written notification to the school nurse.

### PHYSICAL EXAMINATIONS OF STUDENTS (School Committee Policy: JLCA)

The purpose of screening is to identify and take appropriate actions with respect to disabilities and medical conditions of school children as soon as possible. In addition, non-identifiable aggregate data from screenings may be used to support the health of students. It is the desire of the Northampton School Committee to enable all children to obtain the fullest benefit of their educational opportunities and to identify and take appropriate action with respect to contagious or communicable diseases among students. School screenings under this policy are intended to supplement, not supplant, oversight of care by the student's primary care provider.

Students will receive screenings according to the guidelines and schedules developed by the Massachusetts Department of

Public Health. Results of screenings will be reported to parents/guardians per state regulations. Parents and legal guardians shall be provided with an opportunity to request, in writing, that their child not participate in the program.

Regular physical examinations are also required according to the schedule developed by the Department of Public Health. The school nurse will review and keep copies of these forms. The results of these examinations may be the basis for determining what, if any, modifications in school activities are recommended.

Before participating in any form of practice, every candidate for a school athletic team (includes the cheerleading club) will present the signed consent of caregiver in order to participate and will present a copy of a recent (within the past 13 months) physical exam. It is the strong recommendation from the Department of Public Health that pre-sports physical examinations be conducted by the student's own health care provider. In case of injury or illness to a candidate already examined, the candidate shall be reexamined before resuming practice at the next formal meeting of the team. Documentation of fitness to resume activity must be presented to the appropriate school personnel.

The school physician will make a prompt examination of all children referred to them by the school nurse. Except in an emergency, the school physician will not prescribe for or treat any student. The school physician will examine school employees when, in the physician's opinion, the protection of the student's health may require it.

Adoption date: September 14, 2006

Revised: February 14, 2013

#### IMMUNIZATIONS OF STUDENTS (School Committee Policy: JLCB)

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present an immunization certificate or record that indicates they have been immunized according to the Massachusetts requirements for school entry. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization is contraindicated due to a medical condition; or, the student's caregiver provides a written statement that immunization is contrary to the religious beliefs of the caregiver or student.

Following the recommendations from the Massachusetts Department of Public Health, students who are not in compliance with the immunization requirements for school entry, will be excluded from school until the appropriate documentation is received.

Adoption date: September 14, 2006

#### ADMINISTERING MEDICINES TO STUDENTS (See full School Committee Policy JLCD on p. 41)

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under a request with instructions for dispensing medication (a physician's order) from the student's physician and a written, signed, and dated request from the caregiver. Whenever possible, medication should be scheduled for out-of-school hours. Medication is defined as both prescription medications and "over-the-counter" medications. It is recognized that over-the-counter medications include a wide array of substances from common cold medications to herbal remedies, homeopathic treatment, and nutritional supplements.

#### STUDENT HEALTH SERVICES – ILLNESS OR INJURY (School Committee Policy: JLC)

Activities may include identification of student health needs, development of health care plans, health screenings, communicable disease prevention, surveillance, and control, emergency care of the ill and injured, health counseling, health and safety education, liaison with parents/guardians and health care providers, and the maintenance of a healthful school environment.

The District recognizes that parents/guardians have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services to the school nurses and administrators.

#### **Procedures for Emergency at School**

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents/guardians shall supply information indicating the name, address, and contact phone numbers for family,

friends, or neighbors to be contacted in case the caregiver is not available; and any allergies or health care problems the student may have.

### **Student Illness or Injury**

In case of significant illness or injury, the caregiver will be contacted and asked to provide transportation home or to further medical care.

Transportation of an ill or injured student is not normally to be provided by the school. If the caregiver cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District

Adoption date: September 14, 2006

### MEDICAL INSURANCE COVERAGE

The School Department does not carry insurance that covers the medical expenses of students. The School Department does offer a voluntary medical coverage plan that parents may purchase on their own to assist with medical expenses for their students. Information on this coverage is available on the district's website. All questions, payments, and claims should be addressed directly to the insurance company listed on the website. Purchase of this coverage is not intended to comply with state or federal requirements to carry health insurance, but is an option to provide for additional coverage should you wish to purchase such.

### CONDOM AVAILABILITY

It is the policy of the Northampton School District to provide condoms free of charge to students at Northampton High School. Condoms are available in the nurse's office.

### SCENT-REDUCED ENVIRONMENT

To protect those individuals with fragrance sensitivities, Northampton Public Schools is asking for voluntary cooperation towards a scent-reduced environment. Staff, students and visitors are strongly encouraged to avoid or reduce the use of fragranced products, and to replace them with unscented alternatives. Additionally, staff is asked to avoid using products (e.g. air fresheners or potpourris) that give off chemical based scents in their work areas.

## CODE OF CONDUCT

Northampton High School prides itself on maintaining an atmosphere in which all members of the community are treated with dignity and respect. The school has established high expectations for student behavior in order to provide all students with a safe and secure learning environment.

The Code of Conduct is intended to cover disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

### **Responsibilities of Students**

Each student shall adopt the code for good school citizenship as follows:

- Take pride in learning and building a diverse community
- Attend school regularly and adhere to school and community rules
- Respect all members of the community, including students, staff and faculty
- Respect the property of others
- Show consideration for the feelings, opinions and abilities of others
- Accept responsibility for one's own actions
- Develop habits of honesty, truthfulness and kindness
- Demonstrate tolerance in a diverse community of learners

### **Responsibilities of the School**

The School Committee, administration and staff pledge their full support to maintain an atmosphere of academic freedom in which a student may develop intellectual integrity and personal self-sufficiency. In extending certain rights to students, it must be assumed that students will accept the responsibilities inherent in these rights. The Committee, administration and staff will use their authority with justice and respect toward all students.

### **Violations and Penalties**

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a penalty for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in the interpretation of rules and the imposition of consequences. In determining the severity of the penalty or suspension, particular attention will be paid to the context of an infraction and the individual needs of the students involved. Relevant factors may include, but are not limited to:

- the student's age;
- the student's disability, if applicable;
- the student's previous disciplinary record;
- the severity of the disruption of the educational process;
- the degree of danger to self, others, and the school in general;
- the student's willingness to be honest and accountable for their actions;
- the student's level of remorse and willingness to repair any damage caused by their behavior;
- whether alternative consequences are appropriate to re-engage the student in learning.

Upon consideration of such factors, the administration will issue a fair and appropriate response. Responses may include, but are not limited to: verbal warnings and student conferences; conferences with teachers; caregiver conferences; meetings with a school counselor; suspensions from extra-curricular and after-school activities; teacher detentions; office detentions; in-school suspensions; out-of-school suspensions; community service; restitution; and police involvement.

Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, collaborative problem solving, and positive behavioral interventions and supports.

Students and families should expect that all weapons, or items perceived as weapons by administration, banned substances and related paraphernalia (including cigarettes, lighters, e-cigarettes, and e-liquid) will be confiscated and discarded or turned over to the police, as appropriate. The school will not return any contraband to students or families.



## LIST OF INFRACTIONS

The list of infractions presented in the Code of Conduct is not to be considered all-inclusive. The administration reserves the authority to discipline for other violations not listed. As such, students who engage in behavior that is contrary to the mission and values of Northampton High School, whether or not specifically listed in the Code of Conduct, subject themselves to disciplinary action.

### ***SECTION A: WEAPONS/VIOLENCE***

- **Arson, Bomb Threats, and False Fire Alarms**
- **Assault/Battery:** Instigation or provocation of a physical altercation
- **Dangerous Behavior:** Behavior that might endanger persons or property including threats of physical violence, disrupting the atmosphere of the classroom or the school, horseplay or physical aggression (behavior not done in a malicious manner)
- **Hazing:** Organizing or participating in hazing (see Hazing Policy on p. 47)
- **Obtaining Money, Material Goods or Favors by Threat of Harm**
- **Physical Violence towards School Staff:** Physical violence and/or threat of physical violence directed toward any member of the school staff (mgl, c. 71, s. 37h) (see Student Expulsion on p. 34)
- **Physical Violence towards Students:** Including but not limited to, hitting, punching, pushing, slapping, shoving, grabbing, kicking, choking, hair pulling, biting, throwing things, restraining, or pinning
- **Vandalism:** Defacing or damaging school or personal property
- **Weapons:** Possession of, use of, or threat to use a dangerous weapon, such as a gun, knife or other articles which may be determined to be dangerous (mgl, c. 71, s. 37h) (see Student Expulsion on p. 34)

### ***SECTION B: SUBSTANCES***

- **Distribution of Drugs:** Sale, distribution, or intent to distribute drugs on school property or at a school-sponsored event (mgl, c. 71, s. 37h) (see Student Expulsion on p. 34)
- **Possession of Drugs:** Possession of drugs or drug paraphernalia on school property or at a school-sponsored event. Being under the influence of drugs constitutes possession (mgl, c. 71, s. 37h) (see Student Expulsion on p. 34)
- **Distribution of Alcohol:** Sale, distribution, or intent to distribute alcohol on school property or at a school-sponsored event
- **Possession of Alcohol:** Possession of alcohol on school property or at a school-sponsored event. Being under the influence of alcohol constitutes possession
- **Sale of Tobacco:** Sale of tobacco products on school property or at school-sponsored events
- **Smoking:** Smoking or using a tobacco product on school property or at school-sponsored event is prohibited. The use of e-cigarettes is prohibited wherever smoking is prohibited.

Smoking: the lighting of a cigar, cigarette, pipe, or other tobacco product or possessing a lighted cigar, cigarette, pipe, or other tobacco or non-tobacco product designed to be combusted and inhaled.

E-cigarette: any electronic device composed of a mouthpiece, heating element, battery and/or electronic circuits that provides a vapor or liquid nicotine to the user, or relies on vaporization of solid nicotine or any liquid. This term includes devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name.

### ***SECTION C: HARASSMENT/DISCRIMINATION***

- **Bullying:** Bullying/harassment directed toward any member of the school community and/or retaliation towards any school member involved in any aspect of a bullying/harassment complaint or investigation (see Bullying/Harassment Policy on p. 44)
- **Nondiscrimination Policy Violation** (see Nondiscrimination Policy on p. 48)
- **Sexual Harassment:** Sexual harassment (verbal or physical) directed toward any member of the school community (see Sexual Harassment Policy on p. 57)

#### ***SECTION D: COMPUTER VIOLATIONS/PLAGIARISM***

- **Acceptable Use Policy Violation** (see Acceptable Use Policy on p. 39)
- **Forgery:** Forgery of a document that is used for any school-related activity
- **Honesty and Academic Integrity Violation** (see description on p. 7)
- **Inappropriate Use of Technology:** Inappropriate use of computers, network, and the Internet, including but not limited to: accessing pornography, purchasing or attempting to purchase alcohol, tobacco products, other drugs or illegal substances, drug paraphernalia or weapons; using a proxy bypass to bypass a website

#### ***SECTION E: OTHER VIOLATIONS***

- **Class Cut**
- **Defiance of any Staff Member**
- **Electronic Device Policy Violation** (see description on p. 14)
- **Excessive Tardiness**
- **Failure to Operate a Motor Vehicle Safely:** Failure to operate a motor vehicle in a safe, reasonable manner on school property or in the vicinity of school (see Student Parking on p. 18)
- **Failure to Serve Office Detention**
- **Failure to Serve Teacher Detention:** Classroom teachers may require students to remain after school up to the length of one class period with 24-hour notice.
- **Failure to Sign-In / Sign-Out of the Building**
- **Gambling**
- **Inappropriate Classroom Behavior**
- **Leaving School Building:** Leaving school during the school day without permission or proper authorization
- **Obscene, Abusive, Demeaning or Profane Language, Gestures, Actions or Symbols**
- **Profanity Directed at Staff Member**
- **Refusal to Identify Oneself to a Staff Member**
- **Riding Skateboards on School Property**
- **Safety/Security Protocol Violation**
- **Theft:** Theft or possession of school/personal property
- **Truancy**
- **Verbal Confrontation**

#### ***SECTION F: BUS TRANSPORTATION***

(see Transportation Policy on p. 62)

##### **Student Conduct on School Buses (School Committee Policy: JICC)**

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride on buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Adoption date: September 14, 2006

### INTERROGATIONS BY POLICE

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogation by law enforcement officials.

- When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the student's caregiver of the situation.
- If custody and/or arrest are involved, the principal will request that the law enforcement officials observe all procedural safeguards, as prescribed by law.

### MEMORANDUM OF UNDERSTANDING

The Northampton Public Schools, the Northampton Police Department, and the Northwestern District Attorney's Office will coordinate their efforts and share information in order to intervene and prevent violence involving students of the Northampton Public Schools, to prevent the use, abuse and distribution of alcohol and other controlled substances involving students of the Northampton Public Schools and to promote a safe and nurturing environment in the school community.

The participating agencies will work effectively and cooperatively to respond to and address, for everyone's protection, incidents of school delinquency, criminal behavior and other activity detrimental to the welfare and safety of the school community. This cooperative response will focus on incidents that take place on school grounds, within school property, at school-sponsored events, and at other locations in which students of the Northampton Public Schools are involved.

### PROCEDURES FOR STUDENT SUSPECTED UNDER THE INFLUENCE

- Teachers and other school staff are obligated to report any suspicion of substance use to an administrator as soon as possible. If administration is not available, the school nurse or adjustment counselor should be notified immediately. Staff should stay with the student until a designated staff member removes the student from the class. The student should not be sent to the office.
- Administration will evaluate the student and consult with the school nurse when applicable. The school nurse will make an assessment of the student, which may include vital signs, medical history, coordination, and reaction of pupils. The administrator will conduct a search of the student's belongings, locker, and general person. Parents/guardians will be notified of the search after it has been conducted.
- If a student is found to be unfit for instruction, the parents/guardians will be contacted and asked to pick up the child. The parents/guardians will be informed of the findings of administration and the school nurse. Appropriate recommendations and referrals will be made based on the findings and the student's individual situation. The procedures outlined in the Code of Conduct will be followed and enforced.
- If the student is found to be fit for instruction, the student will return to class with an explanation of the responsibilities of school personnel toward students and their welfare. The caregiver will be notified of the school's action.

### SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is a police officer who is assigned to work on site at Northampton High School. This officer serves as a direct liaison between the school and Northampton Police Department for the purpose of promoting partnerships. In addition to providing a presence to promote a safe and orderly environment, the SRO is also available to provide mentoring and counseling to assist with the educational mission.

### SEARCHES BY STAFF

It is the policy of the Northampton Public Schools to subject a student to a search of their person and/or personal possession (e.g. clothing, gym bag, purse, backpack, motor vehicle), if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state or local law, or by the provisions of the Code of Conduct in the Student-Parent Handbook (e.g. alcohol, drugs, illegal substances or weapons, or any other object which may result in physical injury or harm to students on the school grounds or the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched, as provided by law. Such searches may be conducted in school, on school property or at any school-sponsored event. In the absence of an administrator, faculty, staff, advisors and coaches are delegated to this authority. A student's refusal to cooperate with the search of their person and/or personal possession upon request will be considered insubordination and will result in disciplinary action, up to suspension from school.

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

### **Students Identified As Having Special Needs**

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws requires that additional provisions be made for students who have been found by an IEP team to have special needs and whose program is described in an Individualized Educational Plan (IEP). Students with special needs may be suspended for up to ten (10) days under current state and federal laws and may also be suspended in excess of ten (10) days as fully outlined under M.G.L., Ch. 71B, and the Individuals with Disabilities Education Act, the IDEA. The due process procedures, in addition, will reflect all state and federal laws as they come into effect.
2. The IDEA allows school personnel to remove a student with disabilities to an interim alternative educational setting for up to 45 school days, if that student has brought a weapon to school or a school function or on school grounds, possesses or uses illegal drugs (including prescription drugs which are not prescribed for the student) or sells or solicits the sale of a controlled substance or what the student says is a controlled substance, while at school or a school function or on school grounds, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP Team.
3. The IDEA also allows school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) days in a school year, such that a substantial change in placement is occurring or will occur, relevant members of the IEP Team will meet to conduct a manifestation determination.
5. The Principal (or designee) will notify the building-based Educational Team Leader (ETL) of the offense leading to the pending suspension of a special needs student and a record will be kept of such notices.

### **Students Identified As Having A Disability And Provided With Section 504 Plans**

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.

## STUDENT DISCIPLINE REGULATIONS 603 CMR 53.00

Procedural requirements applicable to the suspension of a student for a disciplinary offense *other than*: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the school staff; and d) a felony charge or felony delinquency complaint or conviction, as provided in M.G.L. c. 71, §§37H or 37H ½.

### **Definitions**

Expulsion – removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, §§37H or 37H½.

In-School Suspension – removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, is not considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, such suspension will be considered a long-term suspension.

Long-Term Suspension – removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A long-term suspension may be served in school. Except for M.G.L. c. 71, §§37H and 37H ½ offenses, no student will be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year.

Short-Term Suspension – removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

Suspension – short-term suspension and long-term suspension unless otherwise stated.

Parent – a student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Principal – the instructional leader of a public school or for purposes of school disciplinary matters.

Superintendent – the chief executive officer employed by a school committee to administer a school system or designee appointed for purposes of conducting a student disciplinary hearing.

Written Notice – refers to notification made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent; notification to be provided in English and in the primary language spoken in the student's home if other than English.

Oral Notice – reasonable efforts to provide oral notice to parents refers to two documented attempts at contact in the manner specified by the parent for emergency notification.

#### **Alternatives To Suspension Under Section 37H ¾**

A principal will exercise discretion in deciding the consequences for a student who has committed a disciplinary offense; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

#### **Notice of Suspension and Hearing under Section 37H ¾**

Except for emergencies provided in 603 CMR 53.07 and in-school suspension authorized by 53.10, a principal will not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, along with an opportunity for a hearing on the charge and an opportunity for the parent to participate in the hearing.

The principal will provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English. The notice will include:

1. The disciplinary offense;
2. The basis for the charge;
3. The potential consequences, including the potential length of the student's suspension;
4. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, and for the parent to attend the hearing;
5. The date, time, and location of the hearing;
6. The right to an interpreter, if needed;
7. If the student may be placed on long-term suspension following the hearing:
  - a. the rights set forth in 603 CMR 53.08 (3)(b); and
  - b. the right to appeal the principal's decision to the superintendent.

#### **Emergency Removal under Section 37H ¾**

A student may be temporarily removed from school when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal will immediately notify the superintendent in writing and describe the danger presented by the student. The temporary removal will not exceed two (2) school days following the day of the emergency removal. During the emergency removal period, the principal will:

1. Make immediate efforts to orally notify the student and the student's parent of the emergency removal, the reason for the removal, and other matters set forth in 603 CMR 53.06(2);
2. Provide written notice to the student and parent;
3. Provide the student an opportunity for a hearing with the principal, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless the principal, student, and parent otherwise agree to an extension of time;
4. Render a decision orally on the date of the hearing and in writing no later than the following school day.

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.

### **Principal's Hearing under Section 37H ¾**

Because the rights of the student are different under short and long-term suspensions, the principal must determine the extent of the rights to be afforded the student at a disciplinary hearing based on anticipated consequences for the offense.

#### Principal Hearing – Short-Term Suspension

The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident, provide the student an opportunity to dispute the charges, explain the circumstances surrounding the alleged incident and present mitigating information, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. Parents are permitted to participate in the hearing.

The principal shall notify the student and parent in writing 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.

#### Principal Hearing – Long-Term Suspension

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

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

1. Prior to the hearing, the opportunity to review the student's record and the documents on which the principal may rely in making a determination;
2. To be represented by counsel or a lay person at their own expense;
3. To produce witnesses and to present the student's explanation of the incident, but the student may not be compelled to do so;
4. To cross-examine witnesses presented by the school district;
5. To request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. The principal will advise all parties if an audio recording is requested.

The principal will send the written determination to the student and parent. If the principal decides to impose a long-term suspension, the written determination will:

1. Identify the disciplinary offense, the date of the hearing, and the participants at the hearing;
2. Record 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. Notify the student of their opportunity to receive services to make academic progress during the suspension;
5. Inform the student of the right to appeal the principal's decision to the superintendent. Notice will include the following information:
  - a. the appeals process requires the student or parent to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days;
  - b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

### **Superintendent's Hearing under Section 37H ¾**

A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the suspension to the superintendent. The student or parent must file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days. If the appeal is not timely filed, the superintendent may deny the appeal or allow it to go forward.

Hearings by the superintendent will occur within three (3) school days of the request, unless the student or parent requests an extension of up to seven (7) additional calendar days. The superintendent will make a good faith effort to include the parent in the hearing and will send written notice to the parent of the date, time, and location of the hearing.

The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense, and if so, the appropriate consequence. The superintendent will advise all parties that a hearing will be audio-recorded and a copy will be provided to the student or parent upon request. The student will have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).

The superintendent will issue a written decision within five (5) calendar days of the hearing. 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 will not impose a suspension greater than that imposed by the principal. The decision of the superintendent is the final decision.

#### **In-School Suspension under Section 37H ¾**

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

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

The principal will notify the parent orally on the day of the in-school suspension decision. The principal will also invite the parent to a meeting to discuss the student's academic performance and behavior as well as strategies for student engagement and responses to the behavior. The meeting will be scheduled on the day of the suspension if possible, and if not, soon thereafter.

The principal will send written notice on the day of the in-school suspension 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, if a meeting has not already occurred.

#### **Exclusion from Extracurricular Activities and School-Sponsored Events**

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to M.G.L. c. 71, § 37H ¾ or 603 CMR 53.00.

#### **Education Services and Academic Progress under Sections 37H, 37H½, and 37H ¾**

Any student who is serving an in-school suspension, short-term suspension, or long-term suspension will have the opportunity to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. The notice will 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.

### STUDENT EXPULSION

#### **Massachusetts General Laws, Chapter 71, Section 37H**

- 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, using 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 their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The Department of Elementary and Secondary Education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department of Elementary and Secondary Education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- g) Under the regulations promulgated by the Department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**Massachusetts General Laws, Chapter 71, Section 37H1/2**

- (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 their 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 their 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 their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their 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 their 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 their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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



## SPECIAL EDUCATION AND SECTION 504

### CHILD FIND / REFERRAL PROCESS FOR SPECIAL EDUCATION AND SECTION 504

The Individuals with Disabilities Education Act (IDEA) includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child.

The Northampton Public Schools is committed to ensuring that every effort is extended to support our students in achieving their potential. When students experience difficulty (including, but not limited to: learning, emotional or social development, medical or health related issues or behavioral difficulties), the following measures exist to provide assistance and, if appropriate, guide the referral process for special education and Section 504:

1. **District Curriculum Accommodation Plan (DCAP)**

The purpose of the DCAP is to assist administrators and educators in planning and providing a general education program to accommodate students' diverse learning needs. The plan is designed to assist the regular classroom teachers' in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education program including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning.

2. **Student Support Team (SST)**

The SST is school-based and uses a collaborative problem-solving approach. The SST ensures that the needs of students who are experiencing difficulty in school are identified and that a variety of solutions and interventions are implemented.

If the SST determines that all appropriate regular education interventions have been exhausted and that the student continues to experience difficulty in academic, behavioral or social-emotional areas, then the SST will refer the student to be assessed in order to determine qualification for special education services.

IDEA requires that no instructional support program or any other intervention limit the right of a caregiver to refer their child for a special education evaluation. When a caregiver referral has been received and the SST has not discussed the student, it is the responsibility of the building liaison or ETL to encourage the caregiver to allow the district to pursue this level of intervention. The caregivers' right to refer, however, should not be impeded.

3. **Initial Referral for Special Education**

A student may be referred for an evaluation by a parent, a caregiver, a physician, or the school-based SST.

When a student is referred for an evaluation to determine eligibility for special education, the school district shall send written notice to the child's caregiver within five days of receipt of the referral. The notice shall seek the consent of the caregiver for the evaluation to occur, and provide the caregiver with the opportunity to express any concerns or provide information on the student's skill or abilities. Notice of the parent's/guardian's rights will also be included. No assessments may begin until informed parental consent is received.

Upon receipt of the parent's/guardian's signed consent, the ETL will distribute the details of the evaluation to Team members along with the due dates for assessment completion. The special education eligibility Team meeting and, if eligible, the Individualized Education Plan (IEP) development meeting shall occur within forty-five school working days from the date written parental consent is received. Students who are determined to have a specified type of disability and who, because of one or more of those conditions, need specially designed instruction, may be found eligible for special education.

4. **Referral for Section 504**

Section 504 of the Rehabilitation Act of 1973 is a general education and curriculum response. It protects all disabled students, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Students disabled under Section 504 may need services, accommodations or auxiliary aids and devices in order to access the regular education program, but do not need specially designed instruction.

A student may be referred for an evaluation by a parent, caregiver, a physician, or the school-based SST. The type of disability believed to be present and the type of services the student may need determines what is required for the Section 504 evaluation. The evaluation must be sufficient to accurately and completely assess the nature and extent of the disability and what the district needs to do in order to provide a Free and Appropriate Public Education (FAPE). If formal testing is requested, the school shall seek written parental consent for the evaluation to occur.

A Team will then review the nature of the impairment, whether it substantially limits a major life function, how it affects the student's education and their participation in school activities, and whether accommodations and services are needed. If the student is determined to be disabled under Section 504, the district must develop and implement a plan for the delivery of FAPE, including all needed services, accommodations and auxiliary aids and devices.

#### NONDISCRIMINATION ON THE BASIS OF DISABILITY (School Committee Policy: ACE)

The Northampton Public Schools are committed to insuring that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district, or be subject to discrimination because the district's facilities are inaccessible or unusable by individuals with disabilities. The Northampton Public Schools will adhere to the regulations set forth in Title II of the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504). The district will set procedures in compliance with these regulations to include prompt and equitable resolution of complaints.

ADA and Section 504 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Both Acts define a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such an impairment.
3. Is regarded as having an impairment.

In order to fulfill its obligations under ADA and 504, the Northampton Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The district shall make reasonable modifications in policies or procedures, as necessary, to avoid discrimination, and to include accommodations in the manner of communication and in the use of auxiliary aids and services.

The Northampton Public Schools will have procedures to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records.

The procedural safeguards will include the right to a hearing with an impartial hearing officer.

#### Notice:

The Northampton Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of ADA and Section 504, and its applicability to the services, programs, or other activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by these Acts.

The Northampton Public Schools shall designate at least one employee to coordinate efforts to comply with and carry out its responsibilities under ADA and 504, including any investigation of complaints. The district shall make available to all interested individuals, the name, office address, and telephone number of the employee(s) so designated.

Adoption date: March 13, 2003  
Amended: August 12, 2004

CAREGIVER/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT  
(SECTION 504 OF THE REHABILITATION ACT OF 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in and receive benefits from the public education programs without discrimination because of their disabling condition(s).
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations, and/or receive auxiliary aids/devices, or related services as to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
7. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
8. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program and placement.
9. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
10. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate or misleading. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to appeal.
11. File a local grievance and have your grievance heard at various levels of the grievance procedure.
12. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement in the event that the grievance procedure had led to a decision with which you disagree. You and the student may take part in the hearing and have an attorney represent you. Hearing request must be made to Dr. John Provost, Superintendent, Northampton Public Schools.

The person in the Northampton Public School District who is responsible for assuring that the district complies with Section 504 is Dr. Pam Plumer, Director of Student Services.

**All programs, activities and employment opportunities of the Northampton Public Schools are offered without regard to age, race, color, sex, religion, national origin, sexual orientation, gender identity and disability.**

## **ACCEPTABLE USE POLICY FOR STAFF AND STUDENTS (School Committee Policy: IJNDB)**

The School Committee recognizes that knowledgeable use of computer technologies and the Internet are necessary skills in every aspect of modern day society. By providing Intranet and Internet access to staff and students, we promote educational excellence in the schools and facilitate resource sharing and communication, so that staff and students may access these systems to pursue intellectual activities, seek vast, diverse, and unique resources, access libraries, and engage in learning activities within a global community.

The intent of this policy is to frame the use of these networks only for purposes consistent with our educational mission. All school computers are to be used in a responsible, efficient, ethical, and legal manner. This policy applies to all Bring Your Own Devices (BYOD). The codes of conduct of the schools apply to Internet activities, and this Acceptable Use Policy should therefore be considered an extension of the staff and students' codes of conduct and district policies. In order to provide a proper message to the community, staff-posted content on publicly accessible websites includes, but is not limited to, material that supports the curriculum and instruction, general information that supports student safety, growth, and learning, or public information of interest to others. We expect that such content shall be responsibly developed and professionally delivered, and correct for the target audience. Moreover, in order to maintain the safety of the Northampton Public School's students, use of student work, pictures of students, or any other information that would allow for the identification of any student is forbidden without the express written permission of the parent or guardian of any student concerned. Student work may be published only as it relates to a class project, course, or other school-related activity.

Individuals who log on to the Internet at school are responsible for all activities while using their account. Therefore, users should not share passwords and should change their passwords frequently. Users should also exercise caution when revealing personal information. To ensure personal safety and the safety of others, users should not publish their home address, phone number, or any other confidential information over the Internet. If students experience any concerns over communications they have received from others over the Internet, they should seek assistance from staff or parents/guardians immediately.

In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (Public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access. Users will be restricted from accessing visual depictions of subject matter that is obscene, pornographic, or harmful to minors. Users should furthermore be aware that filtering software will not block ALL inappropriate websites (e.g. new sites that have not yet been Northampton School Committee - Acceptable Use Policy for Staff and Students added to the filter lists). Members of the school community shall report all inappropriate sites not blocked by the filters to a technology administrator for appropriate action. Filtering software may be disabled for users 18 and over by a technology administrator for legitimate research purposes.

Our schools have software and systems in place that monitor and record all Internet usage. The District will intermittently monitor Internet network traffic and other usage of electronic resources, for instance, by tracking destination URLs of individual users. Users should have no expectation of privacy when browsing the web, sending or receiving email, or using other electronic school resources. The District does provide email accounts for the purpose of school-related communication.

### **Our Users**

Recognizing that collaboration is essential to education, the District may provide our users (staff/students/volunteers) with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Access to district network systems is a privilege, not a right. Unethical or illegal use of school computers, or use for other than legitimate educational use, will be cause for disciplinary action, including, but not limited to, revocation of network access privileges, suspension and/or referral to the police or other appropriate authorities.

Examples of such inappropriate uses include unauthorized access into school accounts or private files, destruction of others' files, harassment of students or staff, introduction of computer viruses, unauthorized downloading of programs or content, commercial use of school networks, violation of copyright laws, use of inappropriate language, and transmissions of or searches for obscene material. Should vandalism occur, the individual responsible may be held accountable for the cost of damages, repairs, or necessary replacement. Additionally, the rules and regulations set forth in the Student Handbook may also be applied.

Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies Northampton School Committee - Acceptable Use Policy for Staff and Students of the Northampton Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Northampton Public Schools.

Additionally, the Northampton Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Northampton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Adoption date: November 2001  
Amended: May 12, 2005  
February 14, 2013

NPS BRING YOUR OWN DEVICE (BYOD) AGREEMENT FOR STAFF/STUDENTS

I choose to participate in the Northampton Public Schools (NPS) Bring Your Own Device (BYOD) initiative and understand that it is my option to bring my own personal device to an NPS school. By signing this agreement, I confirm my understanding of, and agreement to the following:

1. A 'device' is understood here to mean a computer, tablet, or similar computing device, *not* a wireless access point, cell phone as a mobile hot spot, router, or other networking device.
2. If my device is damaged or stolen while on NPS property, I will not hold NPS liable for the replacement or repair of my device. The District recommends that I purchase personal insurance to cover my equipment.
3. In order for my device to be compatible with the NPS BYOD initiative, some configuration may be necessary.
4. My device must be virus free and its virus scanning software (Microsoft Security Essentials for a Windows system or Intego for a Mac system are recommended), and must be kept up to date.
5. I understand that if my device causes any problems or creates any network disruptions, I will be asked to cease using it and will disconnect it from the network immediately.
6. I have read, understand, and will follow the NPS Acceptable Use Policy and the NPS Social Networking guidelines while using my personal technology tools in the district. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action.
7. I understand that the NPS technical staff is *not* responsible for configuring or supporting my personal device, beyond network settings.
8. The NPS networks will only provide Internet access. I understand that my Internet access will still be filtered by the applicable NPS content filter when I am connected.
9. I understand that access to NPS printers or internal network services from my device may not be supported.
10. These terms of use are subject to revision by the District.

**List of Devices:** \_\_\_\_\_

**User:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ADMINISTERING MEDICATION TO STUDENTS (School Committee Policy JLCD)

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under a request with instructions for dispensing medication (a physician's order) from the student's physician and a written, signed, and dated request from the caregiver (see below for exceptions). Whenever possible, medication should be scheduled for out-of-school hours. Medication is defined as both prescription medications and "over-the-counter" medications. It is recognized that over-the-counter medications include a wide array of substances from common cold medications to herbal remedies, homeopathic treatment, and nutritional supplements.

### Exceptions

- *Prescription medications requiring administration for 10 school days or fewer.*  
The pharmacy-labeled container may be used in lieu of a licensed prescriber's order; however, if the nurse has a question, he/she may request a licensed prescriber's order.
- *Emergency medications.*  
The district may, in conjunction with the School Physician and the Director of Health Services, stock nasal naloxone (Narcan) and trained medical personnel may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting under a standing order from the school physician.  
The district may, in conjunction with the School Physician and the Director of Health Services, stock epinephrine (EpiPen, EpiPen Jr.) and trained medical personnel may administer epinephrine to individuals experiencing life threatening anaphylaxis in a school setting under a standing order from the school physician.
- *Stock over the counter products.*  
A short list of products for use in the health offices under a standing order from the school physician are available for administration by trained medical personnel with written parental consent, obtained on an annual basis.

### Storage

Prescription medication must be in a pharmacy or manufacturer-labeled container, preferably labeled with the student's name, a current date, the specific dose, and administration directions. Non-prescription medication must be presented in the original container. All medicines must be kept in the nurse's office (see below for exceptions related to self-administration). Medication must be hand-delivered to the nurse by a caregiver. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons, provided that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school. No more than a 30-day supply of medication for a student shall be stored in school. Access to stored and locked prescription medication shall be limited to persons authorized to administer prescription medications.

### Self-Administration

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications, providing they meet the conditions and guidelines set forth in 105 CMR 210.006:

- Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers.
- Students with life-threatening allergies may possess and self-administer epinephrine auto-injectors.
- Students with cystic fibrosis may possess and self-administer prescription enzyme supplements.
- Students with diabetes may possess and self-administer glucose monitoring tests and insulin delivery systems.

Other exceptions may be made on a case-by-case basis in consultation with the school nurse, prescriber, student and parent, and within the bounds of 105 CMR 210.006.

### Documentation

All students receiving medication in school must have an individualized medication administration plan completed by the school nurse, in collaboration with the caregiver and the student (when appropriate), and documentation in an electronic medication log which is part of the student's electronic health record. The District shall establish a system for the documentation of medication administration errors.

**Delegation** of medication to unlicensed school personnel on field trips and short-term school events:

- Upon registration with the state Department of Public Health, the school nurse may delegate prescription medication administration (those medications not requiring a pre-administration skilled nursing assessment) to a trained and responsible adult staff member.
- Written consent from the parent or guardian for the named responsible staff member to administer the medication shall be obtained.

- Written consent from the parent or guardian for the delegation shall include emergency phone numbers, emergency transportation information and conditions under which medication should be administered.
- The school nurse shall instruct the individual on how to administer the medication to the student.
- The school nurse, in consultation with the Director of Health Services and the School Physician, shall have final decision-making authority with respect to delegation administration of medication to unlicensed personnel.
- The district shall, through the Director of Health Services, register with the Department of Public Health and train lay personnel in the use of epinephrine auto-injectors for use ONLY with a student with a diagnosed life-threatening allergy who has a physician's order and parental consent for EpiPen/EpiPen Jr.

#### **Special Circumstances**

- In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the caregiver and licensed prescriber shall be notified immediately by the school nurse.
- The first dose of any new medication must be administered at home with the caregiver observing the student for any adverse effects. Under no circumstances will the first dose of any medication be given at school.
- Medication given on a daily basis as part of a student's educational program, which is covered by M.G.L. Chapter 94C the Controlled Substances Act, must be dispensed only by an R.N. or L.P.N.
- Narcotics will not be administered in the school setting; additionally, it is the recommendation of the Director of Health Services that any student requiring narcotic medication should be cared for at home until he/she no longer requires narcotics for pain control. Exceptions may be made on a case-by-case basis for certain medical conditions by appeal to the Director of Health Services and in consultation with the School Physician.

Possession and distribution of prescription and over-the-counter medicine not used in a prescribed manner, or not adhering to this Administering Medication to Students policy, is a violation of the school's code of conduct. Expired, unused or discontinued medication shall be returned to the caregiver and documented as such. Any medications left on school property after the end of the school year will be destroyed and documented by the school nurse.

Adoption date: September 14, 2006  
 Revised: August 10, 2017

## **BUILDINGS AND GROUNDS SECURITY (School Committee Policy: ECA)**

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Protective devices designed to be used as safeguards against illegal activity and vandalism may be installed when appropriate to the individual situation.

Any audio or video recording used for surveillance purposes in school buildings, school buses and vans, and/or on school property shall be the sole property of the district. All video and audio recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of any such recordings will be made only as permissible pursuant to applicable law. Recordings may be viewed by school supervisory or administrative personnel and may be used by the school district as evidence in any disciplinary action.

Covert audio recordings of telephone calls or other conversations are not permitted by the District. An announcement will be made on incoming telephone calls that “this call/ conversation may be recorded” so that the person being recorded has an opportunity not to engage in the call or conversation before a recording is made. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings, as well as outside of and inside of buses and vans, notifying students, staff and the general public of the district’s use of audio/video surveillance. Students and staff will receive additional notification, as appropriate, regarding the use of such equipment in the schools, school buses and vans, and/or on school grounds. Such notification may include, but is not limited to, student handbooks.

The Superintendent of Schools or the Superintendent’s designee is directed to develop appropriate regulations to implement this policy and to inform the School Committee of such regulations. In addition, the Superintendent will inform the School Committee of any installation of surveillance equipment.

Audio/video recordings taken on buses and vans will be maintained on a hard drive on the buses that will be continually overwritten with new data replacing old data. Video recordings of school premises will be maintained on a hard drive at the school that will be continually overwritten with new data replacing old data. Audio recordings of telephone calls will be immediately destroyed unless an employee, believing the call contains evidence of potential illegal activity, activates the recording capability, in which case the audio recording will be maintained indefinitely.

Adoption date: February 10, 2005      Revised: October 13, 2016

### TRESPASS POLICY

The Trespassing Policy is designed to ensure a learning environment free from disruption and to protect the safety and welfare of the school community. The administration of the Northampton Public Schools has the authority to issue a Notice of Trespass in accord with M.G.L. c. 266 sec. 120. The principal or associate principal of each school may issue No Trespassing Orders.

The Northampton Public Schools has the authority to issue No Trespassing Orders to individuals who are not members of our school community and to students who are on out-of-school suspension. Students who have in-school suspension are not permitted on school grounds after 2:10 without administrative approval. The notice is issued to ensure a safe, secure, and healthy educational environment.

Types of violations include, but are not limited to, the following:

- Threats of any kind to a member of the school community
- Disturbing classes
- Illegal actions such as, but not limited to, stealing, dealing drugs, etc.
- Visitors not signing in at the Main Office
- Violating school policies as outlined in the Code of Conduct

Exclusion is effective from the date of the notice. Administration may issue notice for a period of time or a specific function on or off school grounds. The notice shall apply to all school functions and school activities where the Northampton Public Schools have lawful control of the premises. Activities conducted off school premises are under the lawful control of the Northampton Public Schools and are included within the prohibition of the No Trespassing Order. Examples include: events or classes at other locations, home athletic games, graduation ceremonies, proms/dances, theater and musical performances and field trips. An appeal or review of the notice may be made in writing to the principal, or designee who issued the notice.

### RESTRAINING ORDERS

It is the plaintiff’s responsibility to inform the administration that a restraining order is in place. A copy of this restraining order must be given to the administration as soon as possible. Violation of the order may result in school and possible criminal consequences.



## BULLYING AND HARASSMENT (School Committee Policy: ACAC)

### Guiding Principle:

The Northampton School Committee believes that preventing bullying and/or harassment is critical for creating and maintaining a safe, secure and positive school climate and culture, which in turn supports academic achievement, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community.

### Goals:

The Northampton School district will not tolerate bullying or harassment of/by any student, teacher, administrator, staff member, caregiver or community partner participating in any sanctioned school activity.

### This policy will:

- comply with state law
- clearly define what constitutes actions of bullying and/or harassment
- reinforce the district's commitment to respond to bullying and harassing behaviors
- through the development of a prevention and intervention plan and procedures, clarify the response of the district to reports of such behaviors
- clarify the extent to which the administrators of the Northampton Public Schools are directed to apply disciplinary actions, as specified in the following Northampton School Committee policies and school district procedures: Student Rights and Responsibilities, Code of Conduct, Student Discipline, and the School Safety Plan

### Definitions:

Aggressor is a member of the school community who engages in bullying, cyber-bullying, or retaliation towards another member of the school community.

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

1. causes physical or emotional harm to the target or damage to the target's property;
2. places the target in reasonable fear of harm to the student or of damage to the students property;
3. creates a hostile environment at school for the target;
4. infringes on the rights of the target at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying 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 cyber-bullying.

Cyber-harassment is defined as any willful and repeated harm inflicted through, but not limited to, Web pages, social networking sites, email, instant messaging or text messaging using computers, cell phones and other electronic devices which is motivated by the target individual or individuals membership in a protected group, whether real or perceived.

Harassment is defined as unwelcome, intentional, unprovoked discriminatory behavior toward an individual or individuals, motivated by membership (real or perceived) in a protected category including: race, color, religion, ethnicity/natural origin, disability, gender, gender identity, sexual orientation and age. Harassment includes **cyber-harassment** (see definition above).

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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 by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Policy, or for taking action consistent with the policy.

School Community Member is defined as any student, district or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

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.

Sexual harassment is defined in Massachusetts as: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities (**quid pro quo** sexual harassment); or,
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment (**hostile environment** sexual harassment).

Sexual harassment may occur student-to-student, adult-to-student, student-to-adult, adult-to-adult, male-to-female, female-to-male, female-to-female, and/or male-to-male.

Target is a school community member against whom bullying, cyber-bullying, or retaliation has been perpetrated.

#### **Policy Scope:**

Any form of bullying, harassment, cyber-bullying, and/or cyber-harassment is prohibited, whether in the classroom, on school premises, immediately adjacent to school premises, traveling to or from school, or at school-sponsored events, whether or not held on school premises.

"Traveling to or from school" includes on a school bus or other school related vehicle, at official school bus stops, and walking to or from school within a reasonable time before or after school hours.

Bullying or harassment, including cyber-bullying and/or cyber-harassment, that is not conducted at locations noted above are covered by this policy if the incident results, or could result, in a substantial disruption of the school learning environment for one or more individuals and/or the orderly day-to-day operations of the school.

#### **Reporting and Investigations:**

Each member of the school community is responsible for reporting any observations of bullying or harassment, or credible information that such an act has taken place.

Reports of bullying or harassment incidents, including cyber-bullying and/or cyber-harassment, occurring outside the scope (see above) of the school/district will be investigated to determine if the incident(s) resulted in a potential or actual disruption of the school learning environment for one or more individuals and/or the orderly day-to-day operations of the school.

Parent(s)/guardian(s) of both targets and alleged perpetrators of bullying or harassment incidents, including cyber-bullying and/or cyber-harassment, will be notified of such incidents within a timeframe that will be set per the district's procedures. Results of investigations of incidents will be communicated to parent(s)/guardian(s) of both targets and alleged perpetrators within a timeframe that will be set per the district's procedures, and also within the restrictions of the Federal Education Rights and Privacy Act. If additional time is required to conduct the investigation, this will be communicated to the parent(s)/guardian(s) and no more than two such extensions shall be permitted under this policy.

#### **District Procedures:**

The Superintendent, and/or designee, will define the guidelines and procedures to implement this policy in the district's "Bullying and Harassment Prevention and Intervention Plan and Procedures". The written plan and procedures developed by the Superintendent, and/or designee, to enforce this policy shall comply with applicable laws, including without limitation the Federal Education Rights and Privacy Act, as amended.

The plan shall provide for schools, at each level, appropriate procedures for reporting and investigating incidents of bullying and/or harassment. Specific staff positions responsible for receiving and following up on reports will be identified in these procedures. The procedures will include a standard reporting form that may be used by any school community member for all incidents and types of bullying and/or harassment. The purpose of the reporting form is to trigger an investigation, which protects the safety of the target, bystanders, and/or concerned family/community members.

The plan will also specify procedures, in conjunction with the district's memorandum of understanding with the Northampton Police Department and Northwestern District Attorney's office, for notifying local law enforcement where criminal charges may be pursued against the perpetrator.

Within the requirements of FERPA, the guidelines and procedures to implement the Bullying and Harassment Policy shall include a specific amount of time within which parents will be informed of a complaint and a specific amount of time for investigations to be completed.

Additionally, the plan will include procedures for communicating with caregivers, including dissemination of prevention information; a professional development plan for all staff; and instruction for students at all school levels in social-emotional learning and violence prevention.

### **Consequences:**

Consequences and appropriate remedial action for students who commit acts of bullying and/or harassment may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the schools' Codes of Conduct.

Retaliation or threats of retaliation in any form designed to intimidate the target of bullying and/or harassment, those who are witnesses to such behavior or those who are investigating such behavior will be subject to discipline as outlined in each school's student Code of Conduct and the Staff Handbook [to be developed].

Acts of bullying or harassment allegedly committed by adult members (including teachers, administrators, staff members, other school personnel, parents/guardians, community partners, or other visitors to the school) of the school community will be reported to school administrators and/or the Superintendent's office, for investigation and consequences, in accordance with applicable procedures, including appropriate legal actions.

Retaliation or threats of retaliation by adult members (including teachers, administrators, staff members, other school personnel, parents/guardians, community partners, or other visitors to the school) of the NPS community in any form designed to intimidate the victim of bullying or harassment, those who are witnesses or those investigating an incident of bullying or harassment, will be subject to additional consequences, in accordance with appropriate procedures.

### **Oversight and Accountability:**

The "Bullying Prevention and Intervention Plan" will be reviewed and revised by the district administrative team every two years and such revisions will subsequently be presented to the School Committee.

The Superintendent, and/or designee, will report on the total number of complaints, investigations, verified acts and any trends of bullying, harassment, cyberbullying and/or cyber-harassment district-wide at least annually to the School Committee.

### **Other Legal Remedies:**

Any school community member may also pursue legal remedies or other avenues of recourse, including, but not limited to, filing a complaint with:

- 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](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700.
- The Massachusetts Commission Against Discrimination (MCAD)
- U.S. Department of Health & Human Services, the Office for Civil Rights (OCR)

Adoption Date: July 8, 2010

Revised: May 14, 2015

## HAZING (School Committee Policy: JICFA-E)

The Northampton Public Schools will not tolerate hazing in any form. The Superintendent will ensure that the district will adhere to the Massachusetts General Laws, as cited:

### CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

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

Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

### CH. 269, S.18. DUTY TO REPORT HAZING

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

### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

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

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

Adoption date: September 14, 2006

Revised: January 2005

## **NONDISCRIMINATION POLICY (School Committee Policy: AC)**

The Northampton Public Schools are committed to promoting multi-cultural understanding, appreciation and harmony, to ensuring that no student is denied access to any educational program or other activity of the Northampton Public Schools for reason of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, economic status, or ethnic background, and to compliance with all applicable state and federal law, including state and federal civil rights and anti-discrimination laws relating to the employment practices, the educational programs and all other activities of the Northampton Public Schools. The Northampton Public Schools shall comply with all such law, all applicable federal and state law pertaining to individuals with disabilities.

Students and staff of the Northampton Public Schools shall not, at any time, do or say anything that would, in any way, tend to cast aspersion on the race, color, sex, gender identity, religion, national origin, sexual orientation, economic status or ethnic background of any individual or group or otherwise engage in racist or other discriminatory behavior.

This commitment to the community is affirmed in the following statements of School Committee intent to:

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

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

Adoption Date: March 13, 2003

Revised: November 12, 2015

## NONDISCRIMINATION ON THE BASIS OF TRANSGENDER AND GENDER NONCONFORMING STUDENTS (School Committee Policy: ACB)

### GUIDING PRINCIPLE

The Northampton Public Schools are committed to providing an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender expression and to guaranteeing that every student shall have equal access to the District's educational programs and activities.

### GOALS

This policy is not intended to anticipate every possible situation that may occur with respect to students who are transgender or gender nonconforming. Consequently, the needs of each student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the students who are transgender or gender nonconforming while maximizing the students' social integration and minimizing stigmatization of the students. Similarly, for employees who are transgender or gender nonconforming, the goal is to ensure a safe and supportive work environment.

### DEFINITIONS

Understanding the terminology associated with gender identity is important to providing a safe and supportive school environment for students whose rights are protected under the law. The following terms are not intended to label students but are defined to assist in understanding the guidance presented. Although these are commonly used terms, students may prefer other terms to describe their gender identity, appearance, or behavior.

- Cisgender: the term to describe a person whose gender identity corresponds to their assigned sex at birth.
- Gender Expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- Gender Identity: as defined in part at G.L. c. 4, § 7, is a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.
- Gender Marker: the designation on school and other records that indicates a person's gender.
- Gender Nonconforming: a term used to describe people whose gender expression differs from stereotypic expectations. The terms gender variant or gender atypical are also used.
- Gender Transition: refers to the process in which transgender individuals begin asserting the sex that corresponds to their gender identity instead of the sex they were assigned at birth.
- Genderqueer: a term used by some people who experience their gender identity and/or gender expression as falling outside the categories of man and woman. They may define their gender as falling somewhere in between man and woman, or they may define it as wholly different from these terms.
- Intersex: a term used for people who are born with a reproductive or sexual anatomy and/or chromosome pattern that does not seem to fit typical definitions of male or female.
- Preferred Name: the name with which a student identifies and prefers others to use.
- Sexual Orientation: describes an individual's enduring physical, romantic and/or emotional attraction to another person based on the gender of the other person.
- Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

## PRIVACY AND CONFIDENTIALITY

The Northampton Public Schools will take reasonable steps to protect students' privacy related to their gender, transgender or gender nonconforming status, including their birth name or sex assigned at birth to the extent permissible by law.

Information about a student's assigned birth sex, name change for gender identity purposes, gender transition, medical or mental health treatment related to gender identity, or any other information of a similar nature, regardless of its form, is part of the individual's student record, is confidential, and must be kept private and secure, except in limited circumstances. One circumstance is when authorized school personnel require the information to provide administrative, teaching, counseling, or other services to the student in the performance of their official duties. Authorized school personnel could include individuals such as the principal, school nurse, classroom teachers, or guidance or adjustment counselor.

Transgender and gender nonconforming students may decide to discuss and express their gender identity openly and may decide when, with whom, and how much to share private information. A student who is 14 years of age or older, or who has entered the ninth grade, may consent to disclosure of information from his or her student record. If a student is under 14 and is not yet in the ninth grade, the student's parent (alone) has the authority to decide on disclosures and other student record matters.

## STUDENT TRANSITIONS

The Northampton Public Schools accept a student's assertion of their gender identity when there is consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.

The responsibility for determining a student's gender identity rests with the student and/or with the caregiver in the case of young students not yet able to advocate for themselves. As such, any student or caregiver may inform a school staff member of the student's desire to be consistently recognized at school using their stated gender identity.

Students may choose to involve their parents/guardians in their transition process, but parental participation is not required. Cases where students have not disclosed their transgender status to their parents/guardians will be assessed on an individual basis. The School District may be required to disclose to a minor's parents the student's transition, gender identity or gender non-conforming status in some instances, such as a request for student records that contain such information. The paramount consideration in such situations shall be the health and safety of the student, while also ensuring that the student's gender identity is affirmed in a manner that maintains privacy and confidentiality.

School personnel will make every effort to engage the student and the caregiver, as appropriate, to develop a plan that addresses and supports the individual needs of the student with respect to their transition.

## NAMES AND PRONOUNS

Every student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. Northampton Public Schools will respect student wishes to be referred to by a name and pronoun based on an affirmed change in gender identity, regardless of the student's assigned sex at birth. A court-ordered name or gender change is not required, and the student need not change their official records. Under Title IX, a school must treat students consistent with their gender identity even if their education records or identification documents indicate a different sex.

## STUDENT RECORDS

The Northampton Public Schools will respond to requests to amend information related to a student's transgender status consistent with its general practices for amending other students' records. Upon request by the student and/or by the caregiver, the school will amend a student's education records to reflect the student's preferred name, pronoun and gender marker. When possible, the chosen name will be included in the District's student information system. Please note that the name in the database is part of an official educational record and is therefore covered by FERPA, meaning that if parents/guardians request access to see their student's records, they will have access to the student's preferred name.

The Northampton Public Schools will also respond to requests from transgender students who transition after having completed high school, to amend school records or a diploma or transcript that include the student's birth name and gender. When requested, and when satisfied with the gender identity information provided, the school will amend the student's record, including reissuing a high school diploma or transcript, to reflect the student's current name and gender.

The District shall maintain a permanent student record that includes a student's legal name and legal gender, but such records shall be kept confidential.

### **Student Health Records**

School nurses and other licensed health professionals need accurate and reliable information to ensure that the student receives appropriate care to enable them to coordinate care with other health care providers. A school nurse should use the transgender student's preferred name and identified gender except when necessary to ensure the health and safety of the student.

### ACCESS TO GENDER-SEGREGATED ACTIVITIES AND AREAS

Title IX's implementing regulations permit a school to provide sex-segregated restrooms, locker rooms, shower facilities, housing, and athletic teams, as well as single-sex classes under certain circumstances. When a school provides sex-segregated activities and facilities, transgender students must be allowed to participate in such activities and access such facilities consistent with their gender identity.

### **Restrooms, Locker Rooms, and Changing Facilities**

All students are entitled to have access to facilities that are sanitary, safe, and adequate, so they can comfortably and fully engage in their school program and activities. Students in the Northampton Public Schools shall have access to restrooms, locker rooms, and changing facilities that correspond to their gender identity.

In any gender-segregated facility, any student who is uncomfortable using a shared facility shall be provided with a safe and non-stigmatizing alternative. To the extent possible, given existing school facilities, schools will designate single stall and/or all gender restrooms that are accessible to students regardless of gender. However, under no circumstances will a student be required to use gender neutral facilities because they are transgender or gender nonconforming.

### **Physical Education Classes and Intramural and Interscholastic Athletics**

All students shall be permitted to participate in physical education classes, intramural sports, and interscholastic athletics in a manner consistent with their gender identity. The Massachusetts Interscholastic Athletic Association (MIAA) will rely on the gender determination made by the student's district; it will not make separate gender identity determinations.

### **Housing and Overnight Accommodations**

No students will be denied the right to participate in an overnight school trip because of their transgender status. The Northampton Public Schools allow students to access overnight accommodations during school trips that are consistent with their gender identities. Any student who has a need or desire for increased privacy shall be provided with a reasonable accommodation. Transgender students shall not be required to stay in single-occupancy accommodations or to disclose personal information when not required of other students.

### **Dress Codes**

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or expression within the constraints of the dress codes adopted for all students at their schools.

### **Other Gender-Based Activities, Rules, Policies, and Practices**

Whenever students are separated by gender in classes, classroom activities, extra-curricular activities or are subject to otherwise lawful gender-specific rules, policies, or practices, students in the Northampton Public Schools shall be permitted to participate in such activities or conform to such rules, policies, or practices in a manner consistent with their gender identity.

### SAFE AND NONDISCRIMINATORY ENVIRONMENT

Complaints alleging discrimination or harassment based on a person's actual or perceived transgender identity or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Adoption date: August 10, 2017



## PHYSICAL RESTRAINT AND BEHAVIOR SUPPORT

The Northampton School Committee is committed to maintaining a safe, secure and orderly school climate, which supports academic achievement while respecting the rights of the individuals comprising the school community. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. At times, physical restraint of a student may be necessary to protect that student or other individuals.

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical 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. Physical restraint shall only be used when needed to protect a student and/or a member of the Northampton Public Schools community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

This policy shall be reviewed annually and provided to Northampton Public Schools staff and made available to the parents/guardians of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Northampton Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

### I. Methods for Preventing Student Violence, Self-Injurious Behavior, and Suicide

- A. Individual Crisis Planning/Crisis Intervention Plans: When students present as in crisis or aggressive, their case will be discussed with the Student Study Team (SST) to determine a plan of action and who will carry that out. This plan may include, but is not limited to, a functional behavior assessment, clinical assessment, a behavior intervention plan, safety plan, and/or support from related service providers.
- B. De-Escalation Techniques: Verbal or non-verbal de-escalation strategies are used when a student is showing signs of agitation, anxiety, and defiance. These behaviors may include shutting down, pacing, work refusal, inappropriate verbalizations, and destroying academic materials. The de-escalation response is to offer assistance, a break, space and quiet time to calm down, setting clear limits, or providing other positive choices to the current behavior.

### II. Methods for Engaging Parents/Guardians

Any caregiver with concerns about the use of physical restraint at any school within the Northampton Public Schools may request a meeting with the building Principal or the Superintendent to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure described below.

### III. Alternatives to Physical Restraint and Methods of Physical Restraint

#### A. Alternatives

Physical restraint shall not be used unless the following, less intrusive behavior interventions and supports have been unsuccessful or deemed inappropriate by school staff:

1. Verbal redirection
2. Verbal directive to cease behavior
3. Opportunity for a break
4. De-escalation techniques
5. Loss of earned tokens/rewards/privileges
6. Opportunity for time-out

#### B. Methods of Physical Restraint

Physical restraint shall not be used as a means of discipline or punishment; if the student cannot be safely restrained due to medical contraindications which have been documented by a licensed physician and provided to the District; as a response to property destruction, disruption, refusal to comply with rules or staff directives, or verbal threats when those actions do not constitute a threat of assault or imminent, serious, physical harm. Physical restraint shall not be used as a standard response for any individual student. Physical restraint is an emergency procedure of last resort.

The following forms of physical restraint shall only be administered by trained personnel, using only the amount of force necessary to protect the student or other member(s) of the school community from assault or imminent, serious, physical harm. The staff member(s) administering physical restraint shall use the safest method available and appropriate to the situation. Staff shall continuously monitor the physical status of the student during restraint, and the student shall be immediately released from the physical restraint if the student expresses or demonstrates significant physical distress.

#### IV. Grievance Procedures

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

- A. The complaint must be submitted in writing or electronic record to the Director of Student Services.
- B. The Director of Student Services will meet with the complainant within ten (10) school days of receipt of the complaint.
- C. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Director of Student Services and the Department of Elementary and Secondary Education.
- D. A written report will be developed by the Director of Student Services and provided to the complainant.

## SAFE SCHOOLS REGULATION (School Committee Policy: EB-2)

**PURPOSE:** It is the purpose of the Northampton Public Schools to provide schools which are safe at all times for students, staff members, parents/guardians, and community, within the context of an environment that promotes learning, tolerance, acceptance and respect for all students. A Safe Schools Plan should be reviewed in conjunction with this regulation, to which it is a companion.

- I. **CENTRAL ADMINISTRATION:** The Superintendent of Schools shall establish and maintain regulations and practices that promote school safety and shall regularly assess the effectiveness of these regulations and practices. The Superintendent shall inform the School Committee of the safety needs of the schools and shall work with the Committee to obtain and provide the resources needed to maintain a safe environment. Finally the Superintendent shall encourage and promote a student-centered environment that fosters learning and a sense of safety and belonging for all students. The Superintendent and staff of the central office shall observe these guidelines in accomplishing the purpose of this regulation:
  - A. The Superintendent shall direct each principal to develop and maintain plans for the safe operation of their school, consistent with the directives and guidelines of this regulation and other pertinent regulations, to regularly assess the adequacy of safety practices, and to conduct practice drills.
  - B. The Superintendent shall conduct a district-wide assessment of school safety at least once every three years, involving building principals, central office staff, representatives of the Northampton Police and Fire Departments, and other safety professionals as deemed appropriate. The results of this assessment shall be communicated to the assessment team and to the School Committee.
  - C. The Superintendent shall annually schedule a discussion with District Council regarding district-wide school safety matters. In addition to school administrators, representatives of Northampton Police and Fire Departments, and other professionals, as deemed appropriate, will provide guidance on matters of school safety.
  - D. There should be, within the district and in each school, systems of communication and information management that support safety and access to information in time of crisis.
  - E. Each school should provide such staff training as is necessary to promote safety and violence prevention/intervention and to help staff identify the early warning signs of violent behavior.
  - F. The Northampton Public Schools shall cooperate with the Northampton Police and Fire Departments in organizing joint programs that improve instruction and behavior for the students of the Northampton Public Schools.
  
- II. **SCHOOL ADMINISTRATION:** The principal of each school shall establish and maintain within the school an environment that promotes learning and a sense of safety and belonging for all students. The principal should work closely with staff, parents/guardians, public safety officials, and the public at large to provide a sense of caring community. Guidelines that promote learning and a sense of security and belonging for all students are as follows:
  - A. **BUILDING SECURITY**
    1. Each school shall keep locked all external entrances that do not need to remain open for efficient operation of the school or for temperature control.
    2. Each school shall maintain current school maps, building keys, phone numbers of essential staff, flashlights, and other items requested by safety officials.
  - B. **VISITORS**
    1. All visitors must report first to the main office, where they shall be required to sign in and obtain a Visitor's badge, which they shall wear throughout their time within the building.
    2. Staff members may question any visitor in the building to assure that he or she has checked in to the main office, or because of suspicious activity. If a visitor refuses to check into the main office or to explain their presence or activity, the principal or vice-principal should be called, and police may be called if it is deemed necessary.
    3. No unauthorized person will be permitted access to any classroom. If a teacher does not know the visitor or has suspicions about their activities, the teacher may refuse access to the classroom. If a visitor refuses to accept direction or behaves in an inappropriate fashion, the principal or vice-principal should be summoned.
    4. If a visitor is unruly or refuses to accept direction, the main office or the nearest classroom should be called and adult assistance requested, and the Northampton Police Department summoned.
  - C. **STAFF TRAINING**
    1. Each principal shall institute and train staff in procedures to assure the proper referral for services of students in distress or exhibiting multiple warning signs of violence. These procedures should include the encouragement of students to report threats to responsible school authorities.
    2. Principals should use school district and city resources to educate and provide assistance for students, staff, and parents/guardians.

3. Principals should annually provide training to staff on the early warning signs of violence and procedures for handling violence or responding to crisis.

#### D. CRISIS INTERVENTION

1. Each school shall maintain a crisis intervention plan that uses a Crisis Intervention/Response Team to plan for local action and to serve as a resource in time of crisis.
2. In the face of a crisis beyond the ability of the school staff to manage, the Northampton Police Department shall be called immediately, dialing 9-911 (from a school phone). Central Dispatch shall be briefed on the nature of the emergency, and the school staff should follow any advice/direction offered by Central Dispatch.
3. Any staff member who has evidence of an imminent threat to the safety of students or staff may call 9-911 (from a school phone) without authorization if they deem it essential to safety. (If a staff member has a cellular phone dial 911.) The principal shall be notified as soon as possible following the call.
4. The school safety plan should include the possibility of a school lock-down upon the use of a predetermined code word.
  - a. In a school lock-down, upon the announcement over the public address system, all teachers and staff members shall call all students from hallways and shall lock all doors, keeping students in safe locations within rooms until otherwise notified.
  - b. Custodial staff shall lock all external doors, according to pre-determined assignments.
  - c. No one other than known school personnel or public safety personnel shall be allowed in or out of the building during a school lock-down.
  - d. The Northampton Police Department and the Superintendent of Schools shall be notified immediately in the event of a school lock-down.
  - e. Each school shall conduct a school lock-down drill at least twice a year.
5. It may be necessary to evacuate the school during a school lock-down. Since the conditions leading to a lock-down may vary, administrative staff must work closely with public safety personnel in each situation to assure that the evacuation is conducted safely in the light of the then current threat. In all cases, school staff must be ready to exercise independent judgment if the nature of the immediate threat makes it necessary to deviate from established procedures.
  - a. The fire alarm system will NOT be used to order an evacuation during a school lock-down, because the system may not be under the control of responsible authorities and could be used to manipulate students and compromise their safety.
  - b. Before evacuating students and staff, the school's parking lot, driveways and street should be checked.
  - c. Following an evacuation, students should gather with their teachers in the safe area designated during the evacuation announcement. Classroom teachers shall record the names of all students present and shall compare that list with the list of students present for the day. A list of missing students shall be provided immediately to the nearest administrator or public safety officer. Staff members who do not have classroom responsibility will be assigned to locate the teacher of each class to obtain the list of persons who are missing.
  - d. The principal and public safety personnel shall confer and decide on next steps to take and shall so inform staff and students.
6. In the event that an elementary school needs to be evacuated, each elementary school principal will determine, in advance, as part of the Safe School Plan, an alternative site to bring students while parent(s)/guardian(s) are telephoned, or to hold until regular dismissal time when buses will take children home. Elementary school children will not be sent home during the school day unless parent(s)/guardian(s) are notified and pick their children up.
7. In the event of a school lock-down and/or evacuation (other than a drill), the Superintendent of Schools will be notified immediately and will designate and publicize the location of an Information Officer.
8. The Superintendent of Schools shall coordinate further action with police, fire or other emergency personnel.
9. Each school shall conduct drills at least bi-annually to test its procedures for school lock-down and school evacuation.
10. Each principal should assure that these safety procedures are provided to all substitute staff.
11. Each school, at least annually, shall bring to the attention of all students their responsibility in maintaining a safe environment.

III. SCHOOL STAFF: All staff members should remain aware at all times of their obligation to maintain a safe environment and should be alert to intrusions by people or events which endanger health or safety. Staff members should place the highest priority on maintaining a safe environment and should be guided by the following principles in doing so:

- A. In maintaining safety for the many, first and foremost, the intent should be to get help for a child at risk early. The early warning signs of possible trouble should not be used as a rationale to stigmatize children, only to obtain help for them.
  - B. Staff should be alert to the personal demeanor of students, including their psychological or emotional state and their behavior. Principals or resource personnel should be notified if it appears that a student is undergoing a time of particular stress or is acting out in any unusual manner.
  - C. Staff should promote an environment in which every student is free from the fear of harassment for any reason. Behavior that infringes on the rights of others should be the occasion for counseling, the involvement of parents/guardians, and disciplinary action if needed.
  - D. Staff should regularly encourage all students to approach trusted staff members to seek help and guidance in times of personal need, as well as to obtain assistance for friends or peers.
- IV. STUDENTS: Students are the principal reason for maintaining safe schools, so that they may learn and grow. Students also have a role to play in creating a safe school environment.
- A. Students have the obligation to be familiar with the Student Handbook for their school and to maintain and observe the Code of Conduct, particularly with regard to the rights of others.
  - B. Students should refrain from behavior that is harassing or prejudicial to others, since it is such small acts of violence that lay the groundwork for larger acts of violence.
  - C. Students must responsibly report to school authorities signs of potentially unsafe behavior on the part of others, in or out of school.
  - D. Students should be alert to the presence on school grounds of students or outsiders who pose an immediate threat to safety, and should immediately inform a school staff member.
  - E. Students should follow emergency procedures or the directions of school or public safety personnel carefully, calmly, and in an orderly manner.

Approved by the Northampton School Committee on October 14, 1999

Adoption date: March 13, 2003

Revised: 2004

## SEXUAL HARASSMENT POLICY (School Committee Policy: ACAB)

It is the goal of the Northampton Public Schools (NPS) to promote a learning and working environment that is free of sexual harassment. Sexual harassment of employees or students occurring in the work or learning environment or in other settings in which employees and students find themselves in connection with their employment or school sponsored activities will not be tolerated by the NPS. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing a learning and working environment free from sexual harassment, the conduct described in this policy will not be tolerated and a procedure has been provided by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the NPS take allegations of sexual harassment seriously, there will be a prompt response to complaints of sexual harassment and where it is determined that such conduct constituting sexual harassment has occurred, prompt action will be taken to eliminate the conduct and impose such corrective action as necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the goals of promoting a learning and working environment that is free from sexual harassment, the policy is not designed or intended to limit the authority to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or learning environment that is hostile, offensive, intimidating, or humiliating to male or female workers/students may also constitute sexual harassment.

While it is not possible to list all additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not
- Unwanted sexual flirting
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comment on an individual’s sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Stalking
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiring into one’s sexual experiences
- Discussion of one’s sexual activities

All students/employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the NPS.

Sexual harassment may involve behavior that is student-to-student, student-to-staff, staff-to-student, and staff-to-staff.

## COMPLAINTS OF SEXUAL HARASSMENT

If any of the employees or students of NPS believes that they have been subjected to sexual harassment, the individual has the right to file a complaint with the NPS. This may be done in writing or orally. All staff may report allegations of sexual harassment against them to the building principal or the direct supervisor or to the sexual harassment coordinator.

Any other person alleging sexual harassment may contact the sexual harassment coordinator. All reports of sexual harassment will be reviewed by the sexual harassment coordinator and referred as follows: Reports alleging sexual harassment by staff will be referred to the superintendent. All other reports will be referred to the principal of the school where the alleged harassment occurred. If at any time during an investigation a complaint concerning any abuse of a child is substantiated, then as mandated reporters the school department will file a 51-A with the Department of Children and Families.

If you would like to file a complaint, you may do so by contacting our Sexual Harassment Coordinator:

Karen Jarvis-Vance, Director of Health Safety & Equity

Northampton Public Schools  
380 Elm Street  
Northampton, MA 01060  
Telephone: (413) 587-1364  
Email: [kjarvisvance@northampton-k12.us](mailto:kjarvisvance@northampton-k12.us)

This person is also available to discuss any concerns you may have and to provide information to you about the NPS policy on sexual harassment and the complaint process.

## SEXUAL HARASSMENT INVESTIGATION

When a complaint is received, the allegation will be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation has been completed, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct, will be informed of the results of that investigation.

The building principals and the superintendent will refer complaints of sexual harassment to the sexual harassment coordinator for investigation.

## DISCIPLINARY ACTION

If it is determined that conduct constituting sexual harassment has occurred, prompt action will be taken to eliminate the offending conduct. If it is determined a student or an employee has committed that conduct constituting sexual harassment, such action as is appropriate under the circumstances will be taken. Such action may range from counseling to termination of employment or suspension/expulsion, and may include other forms of disciplinary action. The consequences for students are outlined in the Code of Conduct. The Northampton Public Schools will take whatever action is appropriate to preserve a learning/work environment free from sexual harassment from outside vendors and visitors.

## STATE AND FEDERAL REMEDIES

In addition to the above, if anyone believes that they have been subjected to sexual harassment, they may file a formal complaint with either or both of the government agencies set forth below. Using the NPS complaint process does not prohibit anyone from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-300 days, MCAD-300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)  
One Congress Street, 10<sup>th</sup> floor, Boston, MA 02114, (617) 565-3200
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office: One Ashburton Place, Room 601, Boston, MA 021008, (617) 994-6000  
Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145

Adoption date: May 12, 2005

## STUDENT RECORDS

### A. GENERAL PROVISIONS

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student. It consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny their custodial parent(s)/non-custodial parent(s) access to their student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial caregiver, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is gifted an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical schools, and colleges.

An eligible student and caregiver have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

### B. DIRECTORY INFORMATION NOTICE

The Northampton School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. Such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.



Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

C. RIGHTS OF CERTAIN DIVORCED OR SEPARATED PARENTS

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access the child's record unless:

1. The parent has been denied legal custody or has been ordered supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge that prohibits the distribution of student records to the parent.

The District shall place in the students record any documents indicating that a non-custodial parent's access to the students record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request the principal and/or designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

D. AMENDING YOUR/YOUR CHILD'S RECORD

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information that was inserted into the record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - a) If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the students record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or designee to make the objections known.
  - b) The principal or designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons - for the decision. If the decision is in favor of the parent, the principal or designee shall promptly take such steps as may be necessary to put the decision into effect.
  - c) If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
  - d) If the Superintendents decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendents decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

E. NOTICE ON TRANSFER TO OTHER SCHOOLS

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. DESTRUCTION OF RECORDS

1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the caregiver want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this notice in the handbook, will be provided to the student or the caregiver of such destruction.
2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the caregiver or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the caregiver want those records, they must request in writing, prior to the last day of school, that the documents be provided to them, rather than be destroyed. No additional notice, other than this notice in the handbook, will be provided to the student or the caregiver of such destruction.
3. The temporary part of a student record will be destroyed seven (7) years after a student graduates, transfers or withdraws from school. The temporary record consists of all information in the student record, which is not contained in the transcript. This information clearly shall be of importance to the education process. Such information may include relevant family background, standardized test results, class rank (when applicable), sponsored extracurricular activities, and evaluations by teachers, counselors and other school staff. You have the right to receive the information in whole or in part.
4. The transcript part of a student record must be maintained by the Superintendent of Schools for sixty (60) years following graduation, transfer or withdrawal from school. The transcript contains administrative records that constitute minimum information necessary to reflect a student's education progress and to operate the education system.

COMPLAINT PROCEDURE

In addition to the appeal procedure above, a caregiver/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the Federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

## TRANSPORTATION POLICY (School Committee Policy: EEA)

### DISTRICT RESPONSIBILITIES AND POLICIES

The Northampton School Committee has two main responsibilities in regards to school transportation:

- The enforcement of school attendance laws.
- The safety of children.

The Northampton School Committee has determined that the school Principal has the same duties and responsibilities toward the children on the buses as toward the same children in a classroom situation. The Principal has the responsibility of advising and assisting the bus drivers in the maintenance of proper student behavior. Complaints from any source must be verified, and implemented by remedies deemed necessary. If the infractions are such that the parents should be involved these situations should be reported to the Superintendent of Schools.

Through the establishment and implementation of the following policy the School Committee intends to meet the district's responsibility to provide school transportation in a safe, equitable and effective manner.

#### A. Eligibility

State law mandates elementary students grades Kindergarten through 6th who live more than 2.0 miles from the school are eligible for free transportation. Students who are enrolled in the Open Enrollment Program are not eligible for transportation. The Northampton School Committee reserves the right to charge students a transportation fee in compliance with Massachusetts State Law.

The following students must purchase a pass if they wish to ride a bus:

1. Kindergarten through 5th grade students who live 1.5 or more but less than 2 miles from their schools.
2. Sixth grade students who live 1.5 miles or more, but less than 2.0 miles from school.
3. Secondary students in grades 7 through 12 who live 1.5 miles or more from school.

#### B. Policies Governing Bus Passes:

1. The School Committee will set the annual bus fee schedule.
2. Payments are non-refundable.
3. Transportation accommodations will be made for families moving into Northampton during the school year.
4. Only personal checks, money orders, cashiers checks and VISA/MasterCard (when available) will be accepted for payment. No cash will be accepted. All checks must be made out to "Northampton Public Schools." There is a \$25.00 charge for returned checks.
5. Students who qualify for free or reduced lunch will receive a free pass for the bus if they live 1.5 miles or more (grades K – 12) from their district school in compliance with Massachusetts State Law.
6. Students must show their pass each time they get on the bus. If they cannot produce their pass they will not be allowed to board the bus.
7. There is a \$5.00 charge for a replacement pass.
8. Bus passes are not transferable and can only be used by the student that it was issued to.
9. Students who are enrolled in the intra-city School Choice Program are not eligible to participate in the bus user program.

#### Exceptions to mileage regulations and fees may be granted for:

- A special education student with an Individual Education Plan (I.E.P.) in place that specifies that transportation is needed.
- A student who has a documented medical excuse that meets the Americans with Disabilities Act (ADA) criteria that has been reviewed by the Director of Health Services and the Director of Pupil Services. These determinations are made through the Pupil Services Department and are reviewed periodically.
- Students who live less than 1.5 miles from their districted school, may be allowed to purchase a bus pass provided that there is space available on the bus, after all eligible students have been accommodated and that additional space will be made available on a first come, first served basis and with the provision that the additional student(s) will not require an added bus stop or alter the existing bus route, because of the tight time schedules for bus routes.

A parent or guardian who has concerns about his/her child's "eligibility" for transportation should discuss the situation with the Transportation Supervisor at 587-1331 x2.

## **VISITORS AND OBSERVATIONS OF EDUCATIONAL PROGRAMS (School Committee Policy: IHBA)**

The School Committee encourages parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. While the School Committee encourages the involvement of parents/guardians and community members in the education of students, we have a duty to protect the safety and confidentiality of our students, as well as to ensure that the integrity of the educational process is not unnecessarily disrupted.

The following guidelines for visitors and observations of educational programs should be followed:

1. Evaluators hired by the caregiver are to observe on behalf of the caregiver. Therefore, the caregiver may not simultaneously observe the student or program.
2. All evaluators will provide objective data as part of the evaluation regarding the student or program upon which educational decisions can be based and not evaluate the teacher, their performance as a teacher or their contractual duties.
3. All evaluators will have a release form signed by a caregiver to perform the observation.
4. Parents/guardians who would like to visit/observe or any potential observer must complete and submit an "Observation Request Form" at least five (5) school days in advance of any requested date for observation, except in exigent circumstances. So we can best respond to each request, this form will ask visitors/observers to note the purpose of their visit/observation and whom or what they wish to visit or observe.
5. The length of the visits, the frequency, the number of observation periods and the number of observations will be determined on an individual basis at the discretion of the building principal/Director of Pupil Services depending on the nature of the individual program being visited. The start and end time of the observation periods and a schedule of observation periods will be stated in advance. Multiple appointments may be made to observe a variety of classes/periods/therapy sessions. Due to the possible distraction caused by any visitor's presence, we will encourage only one visitor/observer per visit.
6. The visitor/observer will be informed that they are not to interfere with the educational environment of the classroom. If their presence presents a problem, they will be asked to leave. This is particularly important, since the presence of parents/visitors can influence both the performance of their child(ren) and those of others.
7. The principal/Director of Pupil Services will have the sole discretion to approve observations and to determine the number, times, and dates of observations. Every effort will be made to accommodate the preferences of the observer as indicated on the "Observation Request Form". Under ordinary circumstances, observations are strongly discouraged during the first two weeks of school in September, and January, during MCAS administration and parent/teacher conference weeks and during the month of June. After the form is submitted to the main office of the building in which the observation is sought, a representative of the principal will call the visitor/observer within 3-5 days to schedule the visit and will send the observer written confirmation.
8. Visitors/observers will be punctual on the date of the scheduled visits/observations. Visitors/observers should arrive at the main office fifteen (15) minutes prior to the scheduled observation to sign in and otherwise comply with visitor/observation procedures as set forth in the attached "Visitor/Observer Procedures." Late arrivals may have to reschedule their visit or wait until the following period to enter a classroom.
9. Visitors are asked to limit the materials they bring with them. Video recorders, tape recorders and cell phones are not allowed. Food, drinks, books, catalogues, test reports, laptops, and other materials are discouraged, but a notepad is expected. Visitors/observers should not speak to staff or students during the observation or otherwise disrupt the class or therapy in anyway.
10. In advance of an observation, a visitor/observer may request a conference with appropriate staff members. Such conferences may be limited by the availability of the particular staff member and shall be arranged at the discretion of the building principal. A designated staff member will be assigned to accompany visitors throughout their observations and during such staff conferences.
11. All visitors will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials, which may be part of students' records, from plain view. In the event that removal is not possible the visitor may be asked to sign a non-disclosure agreement.
12. A school administrator, or designee, also may observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.
13. If a written report is completed, by either the visitor/observer or the school administrator, the report will be made available to parents/guardians and school personnel at least 5 days prior to any meeting/conference, or TEAM meeting to be held. Such report will also be placed in the student's file.

Adoption Date: December 12, 2009

## FACT SHEET: INFORMATION ON THE RIGHTS OF ALL CHILDREN TO ENROLL IN SCHOOL

All children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage, or maintain policies that have the effect of prohibiting or discouraging, children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law.

Below are some examples of acceptable enrollment policies, such as requesting proof of residency in the school district, as well as policies that may not be used by schools to deny enrollment to your child.

### **Proof of Residency in the School District**

- School officials may request proof that you live within the boundaries of the school district. School districts typically accept a variety of documents for this purpose, such as copies of phone and water bills, lease agreements, affidavits, or other documents. A school district's requirements to establish residency must be applied the same way for all children.
- A school district may not ask about your or your child's citizenship or immigration status to establish residency within the district, nor may a school district deny a homeless child (including a homeless child who is undocumented) enrollment because he or she cannot provide the required documents to establish residency.
- While a school district may choose to include a parent's state-issued identification or driver's license among the documents that can be used to establish residency, a school district may not require such documentation to establish residency or for other purposes where such a requirement would unlawfully bar a student whose parents are undocumented from enrolling in school.

### **Proof of Age**

- School officials may request documentation to show that a student falls within the school district's minimum and maximum age requirements. School districts typically accept a variety of documents for this purpose, such as a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a birth certificate; or previously verified school records.
- Although a school district might request documents such as those listed above to verify your child's age, a school district may not prevent or discourage your child from enrolling in or attending school because he or she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate.

### **Social Security Numbers**

- Some school districts request a student's social security number during enrollment to use as a student identification number. If a school district requests a student's social security number, it must: (1) inform you and your child that providing it is voluntary and that refusing to provide it will not bar your child from enrolling in or attending school, and (2) explain for what purpose the number will be used.
- A school district may not prevent your child from enrolling in or attending school if you choose not to provide your child's social security number.
- A school district may not require you to provide your own social security number in order for your child to enroll in or attend school.

### **Race or Ethnicity Data**

- School districts have some Federal and state obligations to report race and ethnicity data about the students in their schools. A school district may request that you provide your child's race or ethnicity for this purpose.
- A school district may not bar your child from enrolling if you choose not to provide your child's race or ethnicity.

If you want to learn more about your rights and the rights of your child when enrolling in public school, or if you believe that a school district is violating Federal law, you may contact the following government agencies:

#### Department of Justice, Civil Rights Division, Educational Opportunities Section

Telephone: (877) 292-3804 (toll-free) / Fax: (202) 514-8337 / Email: [education@usdoj.gov](mailto:education@usdoj.gov)

#### Department of Education, Office for Civil Rights

Telephone: (800) 421-3481 (toll-free) / Email: [ocr@ed.gov](mailto:ocr@ed.gov)

You may fill out a complaint form online with the Department of Education at [www.ed.gov/ocr/complaintintro](http://www.ed.gov/ocr/complaintintro)

#### Department of Education, Office of the General Counsel

Telephone: (202) 401-6000 / Fax: (202) 205-2689

## NHS TEACHER TELEPHONE DIRECTORY

Dial 587-1344, then dial extension number

|                               |      |                             |      |
|-------------------------------|------|-----------------------------|------|
| Adams, Beth.....              | 3204 | Lavallee, Jessica .....     | 3308 |
| Anderson, R. James .....      | 3222 | Leary, Lisa .....           | 3322 |
| Armstrong, Patricia.....      | 3126 | Locke, Ester.....           | 3220 |
| Baldwin, Mark .....           | 3128 | Lockwood, Marianne .....    | 3113 |
| Bernhard, Michele .....       | 3316 | Mahar, Scott .....          | 3118 |
| Boyd, Dylan .....             | 3211 | Mahoney, Tim .....          | 3212 |
| Brester, Clayton .....        | 3200 | Martindell, Louise .....    | 3320 |
| Brown, Heather.....           | 3306 | Mead, Carl .....            | 3300 |
| Canuel-Browne, Donna .....    | 3226 | Melnik, Robert.....         | 1354 |
| Chastek, Eli .....            | 3206 | Mollison, Lee.....          | 3126 |
| Coady, Norman.....            | 3190 | van Over, Danielle.....     | 3202 |
| Crago, Susan .....            | 3305 | Moylan, Dan .....           | 3215 |
| Derby, Salem .....            | 3017 | Parent, Ryan .....          | 3100 |
| Dollard, Catherine.....       | 3224 | Podel, Jenny.....           | 3201 |
| Eldredge, Stephen.....        | 3020 | Power-Greene, Melissa ..... | 3330 |
| Figueroa-Starr, Sasha.....    | 3110 | Roman, Gino .....           | 3014 |
| Flahive, Beau .....           | 3129 | Ryan, Mary Ellen .....      | 3112 |
| Fontaine, Kate .....          | 3117 | Samolewicz, Melanie .....   | 3312 |
| Gordon, Randy.....            | 3216 | Sawicki, Sean .....         | 3209 |
| Harp, Reynaud .....           | 3115 | Schardl, Anisa .....        | 3208 |
| Haskins Rogers, Melinda ..... | 3207 | Selfridge, John.....        | 3314 |
| Heaney, Matthew .....         | 3203 | Skelley, Elizabeth.....     | 3330 |
| Howell, Thomas John.....      | 3108 | Stavely Hale, Rachel .....  | 3210 |
| Isler, Jamison .....          | 3303 | Stone, Edward .....         | TBD  |
| Jones, Brant.....             | 3218 | Strauss, Suzanne.....       | 3304 |
| Keefe, Allison .....          | 3205 | Sullivan, Susan .....       | 3207 |
| Kielbasa, Sandra .....        | 3104 | Todhunter, Kate.....        | 3122 |
| Kinsman, Paul.....            | 3121 | Whalen, Jeromie.....        | 3016 |
| Knapp, Jonathan .....         | 3302 | Woodruff, Courtney .....    | 3102 |
| Krause-Lloyd, Sara .....      | 3337 | TBD Special Education.....  | 3012 |
| Langer, Jocelyn.....          | 3106 | TBD Computer Science .....  | 3214 |