

Algonquin Regional High School

Serving the Communities of Northborough and Southborough

HANDBOOK FOR STUDENTS AND PARENTS

2021-2022

**79 Bartlett Street
Northborough, Massachusetts 01532
508-351-7010
Student and Parent Handbook
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Dear Students,

Welcome to the 2021-2022 school year! Returning to school from the summer is exciting after an *ordinary* school year. This past year was anything but ordinary, of course. I am confident that school this year will look and feel more and more like the way things were before the pandemic. This return is exciting and serves for us all, I think, as a reminder of just how much we enjoy our school.

Algonquin Regional High School has a long-standing commitment to excellence. To that end, the faculty and staff work hard to create a broad range of opportunities for students to explore their interests, discover their potential, and achieve their goals. As a community, we encourage each other to challenge ourselves, work hard, and try new things without fear of making a mistake.

While we work on our personal goals, we share a responsibility to provide a supportive, respectful climate for all members of our community. This handbook will, I hope, be a helpful guide for you as you navigate your four years at Algonquin Regional High School. It articulates Algonquin Regional High School's core beliefs, policies, and procedures. It provides an introduction to the many resources available to you and to your rights and responsibilities as an Algonquin Regional High School student. Please familiarize yourself with the contents of the handbook, share it with your parents, and refer to it throughout the year.

Please feel free to speak with me, Mrs. Carmignani, Mr. McDonald, and Mr. McGowan throughout the year as questions or issues arise. We look forward to supporting you in your endeavors. My best wishes to each of you for an exciting and rewarding school year!

Sincerely,

A handwritten signature in black ink that reads "Sean Bevan". The signature is written in a cursive style with a large, stylized 'S' and 'B'.

Sean Bevan
Principal

I. SCHOOL INFORMATION/GENERAL GUIDELINES

A. SCHOOL INFORMATION

SCHOOL HOURS

In Session

Monday – Friday 8:00^{am}-2:30^{pm}

Main, Gold, Maroon Offices 7:30^{am}-3:00^{pm}

School Vacation Hours

Main Office ONLY 8:00^{am}-2:00^{pm}

The Main Office is located in the Rotunda entrance and is the location of the Principal's office. The Gold Office is located in the back entrance of the school and is the location of Assistant Principals for the Classes of 2021 and 2022. The Maroon Office is located in the Maroon (Upper) Lot Entrance and is the location of the Assistant Principal for the Classes of 2023 and 2024.

B. TELEPHONE NUMBERS

Main telephone number 508-351-7010

FAX 508-393-9226

To reach anyone in the school, call the main telephone number, and then access the appropriate extension or follow the messaging system's instructions.

“If you know the extension of the person you are trying to reach, you can touch tone it at any time.

Press 0 at any time to reach the office

To leave a message regarding student attendance, press 3

For a listing of extension numbers, press *”

The following extensions will get you to the designated office:

- Gold Office 1026/1008 FAX 508-393-9376
- Maroon Office 1010/1011
- Athletic Office 1022 FAX 508-351-7005
- Guidance 1017
- Library 1038
- Nurse 1234/1233 FAX 508-393-2129
- Instructional Support Services 1051 FAX 508-393-5587

PRINCIPAL, ASSISTANT PRINCIPALS, AND DEPARTMENT CHAIRS

NAME TITLE EXTENSION 7

ADMINISTRATION

Sean Bevan Principal 1003 Cathleen Carmignani Assistant Principal 1014 Andrew McGowan
Assistant Principal – Class of 2023 and Class of 2025 1009 Timothy McDonald Assistant Principal –
Class of 2022 and Class of 2024 1007 Michael Mocerino Athletic Director 1021 Kate Clark
Assistant Director of Student Support Services 1050 **DEPARTMENT CHAIRS**

Mary Beth Pappas Applied Arts & Technology 1040 Jane Betar English 1177 Amy Collins Fine &
Performing Arts 1031 Lisa Connery Guidance 1052 Brian Mawson Health & Physical Education
1032 Elizabeth Dore Mathematics 1230 Lorraine Zanini Science 1150 Brittany Burns Social Studies
1154 Nicole Demember World Languages 1171

The office phone is a business phone and may be used by students with the permission of the secretary. Parents and guardians are welcome to call the Gold or Maroon School Office if they need to leave a message for their child during the school day.

C. CENTRAL OFFICE ADMINISTRATION

The Central Office Administration [Superintendent’s Office] is located at 53 Parkerville Road,

Southborough, 01772. It is the administrative offices for Northborough K-8, Southborough K-8, and Algonquin [9-12]. The telephone number for Central Office is 508-486-5115.

Gregory Martineau, Superintendent Ext. 71251 Stephanie Reinhorn, Assistant Superintendent Ext.

71241 8

Keith Lavoie, Assistant Superintendent of Operations Ext. 71216 Rebecca Pellegrino, Director of Finance Ext. 71232 Marie Alan, Director of Student Support Services Ext. 71221 Erica Edstrom, Asst. Director of Student Support Services Ext. 71221 Deborah Lemieux, Asst. Director of Student Support Services Ext. 71221 Rhoda Webb, Director of English Language Education Ext. 71242 Mary Ellen Duggan, District Wellness Coordinator Ext. 71254 Julie Doyle, Director of Instructional Technology and Digital Learning Ext. 71263 Heather Richards, Director of Human Resources Ext. 71227

D. REGIONAL SCHOOL COMMITTEE

The Regional School Committee is the primary governing body of ARHS. Members are elected in equal numbers from Northborough and Southborough. Voters from both towns vote for their town's members *and* members of the other town.

REGIONAL SCHOOL COMMITTEE MEMBERS

Joan G. Frank - Chairperson

Sean O'Shea - Vice Chairperson

Karen Ares- Secretary

Paul C. Butka

Christopher D. Covino

Paul H. Desmond

Kathleen A. Harragan Polutchko

Kathleen M. Howland

Cathy A. Kea

Daniel L. Kolenda

E. CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Algonquin Regional High School is a community committed to providing a safe, supportive, and challenging learning environment which fosters critical and creative thinking. We believe respect, responsibility, and collaboration are essential to individual growth and academic achievement.

Academic Expectations

Students at Algonquin Regional High School will:

1. Speak effectively for a variety of audiences
2. Write effectively for a variety of audiences
3. Analyze, interpret and evaluate data and information
4. Read critically
5. Use technology constructively
6. Demonstrate innovation and creativity

Social Expectations

Students at Algonquin Regional High School will:

1. Take responsibility for their actions
2. Actively participate in the school community
3. Collaborate to achieve common goals

Civic Expectations

Students at Algonquin Regional High School will:

1. Recognize and respect different perspectives and viewpoints
2. Recognize that they contribute to their local, national, and global communities

F. BELL SCHEDULE

The daily bell schedule is posted on the Algonquin website. Students and parents/guardians can access that for the latest schedule.

2021-2022 STUDENT CALENDAR

<i>REVISED</i>		NORTHBOROUGH PUBLIC SCHOOLS SOUTHBOROUGH PUBLIC SCHOOLS ALGONQUIN REGIONAL HIGH SCHOOL						<i>REVISED</i>						
2021 STUDENT CALENDAR 2022														
2021 August		2021 September		2021 October		2021 November		2021 December		2022 January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6						1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	11	12	6	7	8
16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24	20	21	22	23*	24
30	31	27	28	29	24	25	26	27	28	29	30	27	28	29
0 days		19 days		20 days		18 days		17 days		20 days				
2022 February		2022 March		2022 April		2022 May		2022 June						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4		1	2	3	4	5	6		1	2
7	8	9	10	11	7	8	9	10	11	12	13	6	7	8
14	15	16	17	18	14	15	16	17	18	16	17	18	19	20
21	22	23	24	25	21	22	23	24	25	23	24	25	26	27
28					28	29	30	31		30	31	27	28	29
15 days		22 days		15 days		21 days		13 days						
August 30	Professional Development					December 24-December 31	Winter Vacation							
August 31	Professional Development					January 17	Martin Luther King Day							
September 1	Students' First Day					February 21-25	February Vacation							
September 6	Labor Day					March 21	Professional Development							
September 7	Rosh Hashanah					April 15	Good Friday							
September 16	Yom Kippur					April 18-22	April Vacation							
October 11	Columbus Day					May 30	Memorial Day							
November 1	Professional Development					June 5	ARHS Graduation							
November 11	Veterans Day					June 19	Juneteenth Day (Observed June 20)							
November 25, 26	Thanksgiving Recess													
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #cccccc; margin-right: 5px;"></div> Teachers are engaged in professional development. </div>														
<p>*November 24, December 23, and the last day of school are half-days for students. # Schools close upon the conclusion of 180 school days.</p>														
<p>0 Makeup Days - Last Day June 17, 2022 1 Makeup Day - Last Day June 21, 2022 2 Makeup Days - Last Day June 22, 2022 3 Makeup Days - Last Day June 23, 2022 4 Makeup Days - Last Day June 24, 2022 5 Makeup Days - Last Day June 27, 2022</p>														

Approved: NSBRU/12/16/2020

H. ADMINISTRATION'S OPEN DOOR POLICY

The Principal's office is always open to all Algonquin students, as are the Assistant Principals' offices. Class officers, Steering Committee members, Student Council members, and all interested students are encouraged to convene periodically to discuss school matters of mutual concern and interest with the

administration. Students in groups/clubs should see their advisor first, the appropriate student activity liaison, assigned Assistant Principal and finally School Principal with an issue/concern.

I. CLOSING OF SCHOOL/DELAYED OPENING

When school closings or delayed openings need to be announced, the Public Schools of Northborough and Southborough will make use of several different communication tools for notifying students and their families: our website, One Call Now, and local television stations.

The Web Site of the Public Schools of Northborough and Southborough – Cancellations and early dismissals will be posted first on the front page of the district website, <http://www.nsboro.k12.ma.us>. This will be the earliest notification of school closings, posted at the very top of the front page.

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Email and Phone Notification via One Call Now – Through **One Call Now**, a message will be sent out to all households of school-attending students. These calls will be sent out no later than 5:30^{am} for high school households and 6:00^{am} for elementary and middle school households. Cancellation phone announcements made prior to schools opening in the morning will be made to households only. Early closing phone call announcements made during the school day will be made to all phone numbers or email addresses on file for a student, including home, work and cell phone numbers.

When schools must close early due to emergency conditions, the announcement will be posted on the district web site, sent to local media stations for announcement, and sent directly to you by phone, email, or text through **One Call Now**. Because many parents/guardians work, this **One Call Now** message will be sent to all home, work and cell phone listings found in the contact information you have given to your child's school.

When schools close early, students will be bused from their school to their regular afternoon after-school destination, unless you have given your child's school office different instructions specifically for early closings.

How does **One Call Now** work? As an example, at 5:00^{am} on a snowy school morning the Superintendent makes the decision to cancel school. He makes one call to **One Call Now** and within minutes every household of attending children in our districts will receive a phone message and email announcing schools are closed for the day. It's that immediate! Another example: snow is quickly accumulating in the middle of the school day and the Superintendent determines students must be sent home early. With one call to **One Call Now** each parent/guardian of a school-attending child will receive phone calls and emails at all home, work and cell phone numbers on file. In this way families can make arrangements for students' safe arrival at home or daycare.

Announcements via Local Television Stations – We will continue to post cancellation announcements through local media, as we traditionally have done in the past. Have a favorite morning news show you tune in to as you wake up on a snowy morning? You can continue to follow announcements of school closings on TV.

We encourage you to use a combination of the web, phone, and television to ensure that you are aware of weather-related closings in a timely manner.

“NO-SCHOOL” announcements are given on the following stations:

TV Stations – WBZ – Channel 4; WCVB – Channel 5 and WHDH – Channel 7

Delayed Opening – When Algonquin has a delayed opening (1-hour or 2-hour), students will follow the Delayed Opening Schedule.

J. WEBSITE INFORMATION

The ARHS main website address is <https://www.nsboro.k12.ma.us/Domain/10>. Here you will find the Algonquin home page which has links to Contact information, General School Information, Academics, Athletics, Families, Teachers, Community and the Calendar.

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K. HOTLINE NUMBERS FOR HIGH SCHOOL STUDENTS

SUICIDE PREVENTION HOTLINES

Psychiatric Emergency Service (Framingham) 508-872-3333 Samaritans (Boston) 617-536-2460
Crisis Text Line Text “HOME” to 741-741

RAPE CRISIS

Worcester 800-870-5905 Framingham 800-593-1125

DOMESTIC VIOLENCE

Daybreak (Worcester) (you may call collect) 508-755-9030 Women’s Protective Services (Framingham) 800-593-1125

HEALTH SERVICES

AIDS Project Worcester 508-755-3773 Health Awareness Services of (Framingham) 508-935-2960 (Pregnancy Testing, HIV Testing, Counseling)
Mass Eating Disorder Association 617-558-1881

SUBSTANCE ABUSE HELP

Al-Anon and Family Counseling 508-366-0556/888-425-2666 Alcohol & Drug Hotline (24 hours/day) 888-363-6983 AdCare 800-252-6465 Genesis Counseling Service 508-620-2992 Secon (Drug Testing) 508-831-0703

GAY & LESBIAN SUPPORT

SWAGLY (Worcester Alliance of Gay and Lesbian Youth) 508-755-3773 ext. 42
BAGLY (Boston Alliance of Gay and Lesbian Youth) 617-227-4313 WAGLY (West Sub. Alliance of Gay and Lesbian Youth) 508-875-2122

COUNSELING

NYFS (Northborough Youth and Family Services) 508-393-5020 SYFS (Southborough Youth and Family Services) 508-481-5676 Advocates (Marlboro) 508-485-9300

POISON CONTROL

Mass Poison 800-222-1222

POLICE DEPARTMENT

Northborough 508-393-1515 Southborough 508-485-2121

YOUTH & FAMILY SERVICES

Northborough 508-393-5020 Southborough 508-481-5676

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L. HEALTH SERVICES

1. OVERVIEW

It is our goal to promote the students' physical, emotional, and social well-being through a coordinated school health program. This includes providing a healthy environment, school nurse services, nutritious school meals, health education, and opportunities for physical activities. It is the intent of this policy to encourage students to become independent and self-directed learners by taking initiatives to manage their own health and nutritional needs as developmentally appropriate. Furthermore, it is our expectation that specific actions or guidelines will take into account the health and well-being of all students. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced health risks for all students. In order to assist children to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the Northborough-Southborough Regional School Committee that guidelines reflect student development as children advance from the primary grades through secondary school. To ensure that policy and procedures reflect this goal, the district wellness committee made up of administrators, faculty, staff and community partners will make recommendations to the School Committee for any amendments of said policy.

2. HEALTH INFORMATION

A registered school nurse is available during school hours (7:20^{am}-1:50^{pm}).

Please notify the nurse of any significant medical conditions, including medication taken at home. It is very important to inform the nurse of any changes or updates in your child's medical history or changes in medication.

3. IMMUNIZATION AND PHYSICAL EXAM

Proof of up-to-date immunizations is required by state law before entrance into Northborough-Southborough Public School district and entrance to grade seven, with exceptions under the McKinney Vento Homeless Assistance Act as noted in this Handbook under "Homeless Students." A copy of a recent physical exam is required before entrance into kindergarten, fourth grade, seventh grade and tenth grade, and for all new students.

A copy of a recent physical exam within the past 13 months is required to participate in interscholastic sports at the middle school and high school. A current physical is required to try out for any sport.

4. ILLNESS AND INJURY

Students who become ill while at school should access the health office for an assessment. The nurse will evaluate the student and contact the parent/guardian to discuss the proper disposition. If your

child contacts you directly for dismissal from school for an illness/health reasons, and they have not yet been seen at the health office, please direct your child to the health office for an evaluation. A health office visit is required prior to dismissal for the dismissal to be excused.

In case of serious illness, injury, or emergency during the school day, all attempts will be made to contact parent/guardian first. Then, emergency contacts will be called. It is imperative that the phone numbers and emergency information, including electronic mail addresses for each student be kept

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up-to-date. Please inform the office of any changes in phone numbers or other pertinent information as soon as possible.

5. MEDICATION AT SCHOOL

Under Massachusetts law, a licensed nurse must have a medication order from a licensed prescriber in order to administer any medication, whether it is a prescription drug or an over-the-counter medication. The following policy applies in the Northborough-Southborough Public School District.

- A. School policy prohibits students from carrying medications of any kind on their person or having them in their possession without prior approval of the school nurse.
- B. No medication will be administered in school without a written order from a licensed prescriber. This written order must be signed and dated for a closed period of time and include instructions for dispensing.
- C. In addition, a written dated request signed by a parent/guardian must be submitted to the nurse concerning the dispensing of medication.
- D. Prescribed medications, over-the-counter medications, and inhalers to be administered under the conditions stated above must be brought to the nurse by the parent or guardian in the original properly labeled container.
- E. For short-term prescription medication, those requiring administration for ten (10) school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a written order from a licensed prescriber.
- F. Each school calendar year requires a new written order from the licensed prescriber and written parent/guardian request for the dispensing of the medication. Written parent/guardian consent forms and licensed prescriber order forms may be obtained from the school nurse.

Students found in possession of prescription or over-the-counter medications in violation of this policy shall be subject to disciplinary actions including but not limited to suspension or expulsion from school.

6. HEALTH SCREENINGS

Massachusetts mandates the following screenings be completed:

Screening Brief Intervention and Referral to Treatment (SBIRT) – Grade 10

Vision – Grades K-5, 7 and 10

Hearing – Grades K-3, 7 and 10

Postural screenings – Grades 5-9

BMI (Body Mass Index) – Grades 1, 4, 7 and 10

When vision, hearing and postural screenings are complete, the parent/legal guardian will be notified if a referral is necessary.

The parent/legal guardian may request in writing that a student be excused from screening. A separate request is required for each screening.

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7. KEEPING YOUR CHILD HOME FROM SCHOOL

Student Daily Self-monitoring Checklist

Prior to sending your child to school each day, you must complete the following checklist. If you answer YES to any of these statements, please do not send your child to school and contact the school nurse.

Symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Close Contact

- A household member or close contact (within 6 feet for >15 min, cumulatively over 24 hours) to anyone with a known diagnosis of COVID-19 in the past 14 days.

Travel

Travel greater than 24 hours outside of Massachusetts in the past 10 days that included any of these higher risk situations:

- International travel
- Travel by plane, bus, train
- Travel by car with individuals from outside your household.
- Travel to amusement parks or other densely populated venues.
- Travel that includes unmasked activities with people from outside of your household

Please do not send your child to school and contact the school nurse if your child is ill, has been exposed to someone who has tested positive for COVID-19 in the past 14 days, you have administered fever reducing

medication in the past 12 hours and/or your child recently travelled outside of Massachusetts and included any of the above higher risk situations.

Please contact the nurse if you need to update your child's emergency contacts, or if you have any

questions. Other symptoms that may require your child to stay home:

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Rash – A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergent). If your child has an unusual rash or it is associated with a fever - contact your doctor. Keep your child home until you have discussed the rash with your doctor. Conjunctivitis (pink eye) – The signs and symptoms of conjunctivitis are when the white part of the eye is red; eyes are itchy and produce a yellow or green crusty discharge. If suspected, contact your physician before coming to school. Your child may attend school 24 hours after treatment starts. Chicken Pox – Please contact the school nurse.

In order to keep everyone healthy and ready to learn it is important that your child stay home if they are not feeling well.

8. ALLERGIC REACTION AND EPI-PEN USE PROTOCOL

a) CHILDREN WITH KNOWN ALLERGIES

- 1 Each child with a known potentially life-threatening allergy must provide the school with an individual adrenalin/EPIPEN kit and related physician orders.
- 2 Parent/guardian of such children are required to submit a “Parent/Guardian Authorization for Dispensing Medications Form” authorizing trained school officials to administer the adrenalin/EPIPEN to their child in case of a severe allergic reaction. This statement shall also release the school officials from any liability associated with the administration of the medication.
- 3 If adrenalin/EPIPEN injection is administered to a student, the student will subsequently be transported to the nearest hospital via ambulance and his/her parent/guardian will be notified of the transport.

b) INITIAL ALLERGIC REACTION

- 4 If a child develops generalized hives or a large area of swelling in the area of a bee sting (greater than the size of a quarter), or if a child begins to develop a cluster of hives (whether or not the reason is readily apparent), the child shall be administered diphenhydramine hydrochloride/Benadryl (12.5 mg/5ml) according to the following weight-adjusted dosage table:
 - a. 30-40 lbs. = 1.5 teaspoons
 - b. 40-70 lbs. = 2 teaspoons
 - c. 70-100 lbs. = 3 teaspoons
 - d. Over 100 lbs = 4 teaspoons or 50 milligrams in capsule form
- 5 If diphenhydramine hydrochloride is administered to a child, his/her parents or guardians will be notified.

6 a. The child will remain under observation.

M. SCHOOL COUNCIL

The Algonquin School Council is an advisory board mandated by the State of Massachusetts to act as council to the School Principal with regard to the following:

- Adopting educational goals for the school
- Identifying the educational needs of students
- Formulating a school improvement plan

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- Reviewing the school's annual budget

The primary document that controls the Council's area of concern is the School Improvement Plan, which must be reviewed and approved each year by the Regional School Committee. School Council membership consists of teachers, students, parents, and community representatives from current school groups, including, but not limited to, Student Council, Faculty Senate and APTO.

School Council meets, at a minimum, once per quarter to accomplish its advisory tasks. Current School Council members are as follows:

Principal: Sean Bevan

Teachers: Brittany Burns

David Breglio

Students: TBD

Parents: Ed Wiser

Greg Manousos

Jacqueline Baines

Leslie Rutan

Nancy Federici

Addition of other School Council members is pending.

N. EMERGENCY PROCEDURES

1. FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the alarm sounds, students should follow the directions of the teacher in charge.

2. SAFE SCHOOL READINESS

The Public Schools of Northborough and Southborough appreciate the importance of providing a safe, supportive school climate for all students. All of our schools have programs and activities that support individual growth and academic achievement in a positive learning environment. A critical aspect of school safety is preparedness. Our District continues to partner with our towns and participates in emergency management trainings and workshops offered at the Department of Elementary and Secondary Education, Federal, State and local levels. Our protocols and practices continue to reflect current, best practices which are based on research and recommendations from safety officials at multi-levels. Our plans and safety strategies are reviewed each year by our districts' school safety teams. The sensitivity of safety security measures dictates the extent to which we can share information. A high degree of importance is placed on developing school safety plans that are age appropriate.

Please remember that if you are visiting our schools you must identify yourself whenever you are requesting access to our school facilities. All visitors are required to sign-in at the Main Office immediately upon entering the building. All staff members, visitors and guests are required to wear identification badges whenever they are traveling about the campuses.

Building entry points for students each day are the Main, Maroon and Gold Office entries. Visitors must enter via the Main Office entry.

3. EMERGENCY SITUATION GUIDELINES (STAY PUT)

To Report A Situation:

If a student is aware of a general **"Stay Put Situation"** they should immediately contact the first available staff member and remain in that location and remain under the supervision of that staff

member.

To Respond To A Building Alarm Announcement:

If students hear an announcement indicating a “**Stay Put Situation**” exists and they are: In the classroom, then they should follow the instructions of the staff member present. In the hallways, then they should immediately proceed to the nearest classroom or office and follow the instructions of the staff member present.

II. ACADEMICS

This section is a brief overview of academics at Algonquin. Please refer to the current Program of Studies for more in-depth details.

H. ALTERNATIVE PLANS

An Alternative Plan provides a process through which students are sometimes able to fulfill course requirements through means other than regular participation in a specific course. An Alternative Plan is a last resort, one that is applied only in exceptional instances. It is very important that students and parents understand these provisions. Before an Alternative Plan is considered, the student requesting that plan must answer three questions:

- What alternative plan is being requested?
- Why is this proposed plan important?

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- What procedures and measurement criteria will ensure that the student will meet the criteria of the course for which an alternative plan is being requested?

To answer question 3, the student must refer to the curriculum of the course for which he or she is requesting an Alternative Plan (see current year Program of Studies). The proposal must include both *content* and *skills*. To ensure emphasis of appropriate sections of the course curriculum, the student must also confer with the appropriate department head for assistance.

Proposals should be submitted through the student’s Guidance Counselor. Final approval rests with the Principal within the framework of School Committee policy.

I. CLASS RANK

Grades and computation of **grade point average (GPA)** is based on the following chart beginning with the Class of 2022.

Letter Grade	% Equivalent AP Honors	CP
A+	97-100 5.0 4.5	4.0
A	93-96 4.8 4.3	3.8
A-	90-92 4.5 4.0	3.5

B+	87-89 4.3 3.8	3.3
B	83-86 4.0 3.5	3.0
B-	80-82 3.8 3.3	2.8
C+	77-79 3.5 3.0	2.5
C	73-76 3.3 2.8	2.3
C-	70-72 3.0 2.5	2.0
D+	67-69 2.8 2.3	1.8
D	63-66 2.5 2.0	1.5
D-	60-62 2.3 1.8	1.3
F	0-59 0.0 0.0	0.0

J. CLASS STANDING

Students must earn a minimum number of credits to be in good standing in their class.

- For Grade 10 a student must have earned 25 credits
- For Grade 11 a student must have earned 55 credits
- For Grade 12 a student must have earned 80 credits

Students who are members of the above classes yet have less than the minimum credits will be placed on academic probation. While no restrictions are associated with academic probation, parent/guardian will be notified by the administration in writing and the student will be required to sign a statement acknowledging this situation.

If this condition exists, the parent/guardian and student will be requested to meet with the guidance counselor to review the situation. Students affected by this policy will not be required to repeat courses previously passed.

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In the event that a student's performance drops significantly in any class, the teacher will confer with the student to consider appropriate action, communicate directly with the student's parent/guardian, and notify the student's counselor.

K. COURSE LEVELS

Courses are organized on the basis of three achievement levels: College Preparatory; Honors; and Advanced Placement. Each of these levels meets the requirements for post-secondary education placement. All courses are designed to challenge students to achieve at their highest possible level.

College Preparatory (CP) courses are college and post-secondary preparatory classes. These are taken by a majority of four-year college bound students, and require well-developed reading, writing, verbal, conceptual, and mathematical and study abilities, as well as substantial outside preparation and assignments. **Honors (H)** courses include material presented at an accelerated and more intensive pace

than the College Preparatory courses. They require advanced reading, writing, verbal, conceptual, and mathematical and study abilities, as well as extensive outside preparation. **Advanced Placement (AP)** courses are curriculums designed to give students college level courses and exams while still in high school. The curriculum for these courses is standardized and challenges students to the highest degree.

L. COURSE REQUIREMENTS FOR GRADUATION

The following credits must be earned in the designated areas in order to receive a diploma:

English * 20.0 credits
Social Studies * 15.0 credits
Mathematics
** 15.0 credits
Computer Essentials 2.5 credits
Science * 15.0 credits
Applied Arts and Technology
<u>or Fine and Performing Arts</u> 2.5 credits
Economics * 2.5 credits
Health and Fitness * 10 credits
Electives
** 27.5 credits
TOTAL 110.0 credits

* These fields of study require students to take specific courses for graduation. Details of these courses are described in Parts II and III of the Program of Studies. ** The Massachusetts Board of Higher Education requires that college freshmen seeking admission to a Massachusetts State University take a minimum of four years of math in high school. Students must be enrolled in a math course during their senior year to be eligible for admission to a state college or university.

Courses that meet daily for one semester are valued at 2.5 credits. The total number of credits required for graduation continues to be 110. However, this number is only a minimum. All Massachusetts high 21 school students are required to be in *structured learning time* for 990 hours per 180-day school year. This requirement means that *all students must be in direct instruction or directed studies each period of every day.*

M. COURSE WAIVERS

Course waivers are not available for graduation requirements established by law or by listing in the school's Program of Studies.

N. FIELD TRIPS

Students participating in a school-sponsored trip must turn in parent/guardian permission forms to the

teacher. It is expected that student behavior on a field trip will be exemplary. Students are responsible for completing all of the work missed as a result of the trip. Students may be prohibited from attending field trips when there are outstanding school discipline issues that would affect participation in the field trip. Students who are tardy to school on the day of the field trip may be prohibited from attending. It is the responsibility of the student to speak with their teachers at least 2 school days prior to the field trip to let them know about the field trip and to make arrangements for completing missed assignments. The policy for being allowed twice the amount of time for make-up due to absence does NOT apply to school-sponsored out-of-class events. All school rules shall be in effect during school sponsored trips, events and/or activities.

O. GRADE POINT AVERAGE

A grade point average aggregates the grades a student has received into a single average. All courses will be counted as part of the GPA. GPA Option: One non-required course per semester may be, upon the student's request, exempted from counting in the GPA. This must be declared at the time of course selection.

P. GUIDANCE

Guidance is a vital part of the Algonquin educational process which first helps individual students discover their needs and abilities and then assists them in designing a specific plan of action to help them realize their full potential. This function is viewed as a shared responsibility between the guidance counselor, the student and the parent/guardian. The Guidance Department is open Monday-Friday during School hours.. To make an appointment please call the main number and extension 1017.

1. GUIDANCE COUNSELOR'S GOALS

- To develop guidance services that meet the needs of all students
- To help students appraise their capabilities, achievements and interests
- To provide support for parent/guardian in developing the skills necessary to help their children with educational and career choices

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- To help students, parent/guardian, administrators and teachers deal with the problems within school that may limit the student's ability to take advantage of the school's educational opportunities
- To assist students in strengthening their self-awareness
- To provide students and parent/guardian with information and resources for long and short-term planning.
- To identify a student's personal problems and suggest the use of in-school services and/or community agencies

2. GUIDANCE SERVICES

- Program Planning - assist with course selection, evaluation of course schedule and implementation of long-range planning
- Self Assessment - assist students in using the numerous tools available to determine ability, achievement and interests
- Decision-making - help students evaluate and problem-solve
- Career Planning - help students develop a viable plan for their future through the resources both in and outside of school
- Communication - reach out to parent/guardian and the community to keep them informed of the services of the school and the needs, abilities and accomplishments of the students
- Intervention - identify students in need of services and coordinate available resources through the assistance of the Student Assistance Team and/or Instructional Support Team.

3. COURSE SCHEDULING

- Many hours go into discussions with students in reviewing their program and assisting them in making good decisions about their future. Counselors encourage every student and parent/guardian to read the Program of Studies, evaluate the teacher recommendations, and then decide on their program. Every choice should involve good decision-making, taking into consideration achievement, motivation, ability, and interest and future goals. This process is as follows:
 - Teachers make individual course recommendations
 - The Program of Studies is available online at the school website
 - Course selection sheets are reviewed and signed by parent/guardian
 - Individual guidance appointments are available to students to review his/her course selections
 - Courses are scheduled into the master schedule
 - Course conflicts are resolved
 - Final Schedules are distributed to all students

4. CAREER RESOURCE CENTER

The Career Resource Center is a vital part of the Guidance Department. It serves not only the needs of the student body, but also those of the citizens that reside in the communities of Northborough and Southborough.

The services available in the Resource Center include:

- Internet access for on-line research and applications
 - Naviance, an internet college planning and advising program for students and parents/guardians
 - College and career representative visits providing information and/or opportunities
- Weekly, monthly and quarterly newsletters to students and parent/guardian

Some of the materials located in the Career Resource Center include:

- College catalogs, view books and applications
- College DVDs
- A wide variety of handbooks and directories of trade, technical and vocational schools
- Information from colleges with specialized student support services
- Occupational information on over 1,550 careers detailing required skills, training, wage projections and employment trends
- Catalog of volunteer opportunities and job postings for students

- Information on summer programs and foreign exchange opportunities
- A substantial library of written materials which include books and articles on the college planning process, college majors, financial aid, careers, etc.
- Information to help with resume writing, college interviewing and college essay writing
- Scholarship information

5. ALTERNATIVE EDUCATION SERVICES

Algonquin Regional High School offers several alternative educational programs. These include in-class modification of instruction, student help sessions, peer tutoring, early intervention procedures, team meetings, testing and assessment, and regular counseling. Special education services and/or disability-related accommodations are also available to eligible students. Your counselor or the District's Student Support Services office can provide more information.

6. INSTRUCTIONAL SUPPORT SERVICES

The primary purpose of the Instructional Support Unit is to help students strengthen their readiness and ability to learn within the context of the Algonquin Program of Studies. Helping students develop strong study skills, effective work habits, an awareness of one's unique learning style, and clear plans for the future are among the primary objectives of the integrated departments which make up the Instructional Support Unit. To achieve these objectives, the staff members in this unit also help students improve their personal well-being by addressing a wide variety of issues important to students.

7. SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Northborough-Southborough School District is committed to providing quality education to all students regardless of their strengths or weaknesses. Respect for the diversity and dignity of individuals and groups is one of the District's essential core values. Inclusive education means that all students are entitled to the opportunities and responsibilities that are available in each of our schools. The District takes pride in including all students in meaningful instruction within neighboring classrooms and ensuring that every child feels part of his/her school community.

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special education classroom. Parent/Guardian or teachers may refer students they are concerned about to the Office of

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Student Support Services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent/guardian. Upon receipt of the parent/guardian consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a

disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .” Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

Individuals who have complaints regarding the District’s compliance with Section 504 can bring suit in federal district court against the District or persons in their individual capacity. Parents and employees can also file complaints with the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02118. In regard to concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians can file a hearing request with the Massachusetts Bureau of Special Education Appeals at 14 Summer Street, 4th Floor, Malden, MA 02148. Employees can also file a complaint with the Equal Employment Opportunity Commission located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

If you would like more information about special education services at Algonquin, please see your guidance counselor or contact the Northborough-Southborough Public Schools’ Office of Student Support Services.

8. SCHOOL ASSISTANCE TEAM (SAT)

The School Assistance Team (SAT) recognizes that the well-being of the individual student and the student body are directly related to academic success, physical and mental health, and achievement of future potential. The SAT was designed to aid school personnel in identifying and assisting high school level students who are experiencing problems which are affecting academics or behavior at school.

The SAT will utilize a systematic process and work to identify and refer students within the school system who are exhibiting “at risk” behaviors. SAT members meet weekly to review referrals and make appropriate recommendations for services. Interventions for identified students include involvement with building based support services which can offer in-school counseling, support groups and/or referral to outside social service agencies. All information regarding a student’s involvement is confidential and maintained in the best interest of the student.

Warning Signs of “at risk” behavior: Team Members

- Poor school behavior ● Administrators
- Excessive absences ● Guidance Counselors
- Sleeping in class ● School Nurse
- Discipline referrals ● School Psychologist
- Altered appearance ● Adjustment Counselors ● Change in personality ● Assistant Special Education Director ● Change in mood/emotions
- Inconsistent behavior
- Change in friends

- Suspicion of substance use/abuse

Q. HOMEWORK

In high school, there is a great variety of course offerings, which encompass many different teaching styles, and levels of instruction. The effect of homework on a student's grade is both direct, penalty points for assignments not done; and indirect, poor performance on a quiz or test because of failure to do reading or complete practice work. Please refer to the course expectation sheets, which are distributed in each class during the first week of school, for explicit information.

The Algonquin faculty recognizes vacations and long weekends as a time to focus on family, friends, and fun. This downtime allows for faculty and students alike to recharge and relax. To provide the structure for this "stress-break," Algonquin will continue to follow the homework practices:

- 1. Homework is not to be assigned during Thanksgiving, December, February, or April vacation -- with the exception of AP work over April vacation.*
- 2. Due dates are to be set for at least two school days after we return from the above-listed breaks.*
- 3. Considerable time should be given for assignments due the week after one of the above-listed breaks.*
- 4. New assignments should not be made public on CANVAS during breaks.*

R. HONOR ROLL

The Honor Roll is published at the end of each quarter. It consists of three lists, the Principal's List, the Honors List, and the Commended List.

- Principal's List: No grade lower than A-
- Honors List: No grade lower than B
- Commended List: No grade below B

Only courses which are valued at 2.5 credits or more per semester are counted towards the Honor Roll. You must carry at least four of these subjects to qualify. An incomplete in *any* course will prevent you from being included on any of the above lists.

S. HUMAN SEXUALITY CURRICULUM

At the beginning of each school year, parent/guardian of students in our schools are notified in writing of the courses and curriculum we offer that involve human sexual education or human sexuality issues, as well as the right of parent/guardian to exempt their children from that portion of the curriculum. The Principal is responsible for sending the notice. Parent/guardian of students enrolling in school after the start of the school year are given the written notice at the time of enrollment. If the planned 26 curriculum changes during the school year, parents/guardians are notified, as practicable, of this fact in a timely manner before implementation of the change.

T. INDEPENDENT STUDY

Independent Studies enable students to pursue an area of interest beyond the regular curriculum. Independent Studies also provide a creative approach to learning in an existing content area, to allow students' educational goals to be achieved. Teachers act as mentor-coach, while students are expected to self-manage their work through the program.

Independent Study is available as an option based on the following requirements: ● It is contained within the regularly scheduled student school year under the direction of a teacher.

- It is a program that has the same rigorous course of study and standards as a core subject.
- It is assigned a grade and credit.
- It is individually or team designed.
- An independent study contract must be completed and approved prior to any implementation.

U. MAKE UP WORK

It is the responsibility of the student to contact each teacher and clarify any information regarding any arrangements for making up work due to an unanticipated absence from school or class. This should be done on the day the student returns to school. Typically, the amount of time for a student to make up work will be twice the duration of the absence: however, there are a number of situations that need clarification:

- If a student is tardy to school or is dismissed from school, work due to the teachers of missed classes should be turned in to those teachers on that day. This is particularly important when long-term assignments or major assignments are involved.
- If a student is absent on the due day of a long-term assignment then the assignment should be turned in on the next day they return.
- If a student is absent on the date of a major test or assessment then the student should be prepared to take the test or complete that assignment on the next day they return. ● These expectations can still be true even if the absence has been for two (2) or three (3) days, particularly if the beginning of the absence coincides with the due date of a long-term assignment or major test or assignment.

Our teachers are accommodating in responding to make-up work needs but at the same time students need to be mindful of their responsibilities. For extended illnesses, the guidance counselor for your student should be contacted and a more comprehensive plan for scheduling make-up work will need to be developed. See additional information under “Attendance” for unexcused absence policies.

V. MCAS

Students are required to attain a minimum score on the grade 10 English Language Arts, Mathematics, and Science MCAS tests in order to receive a diploma. All 10th grade students are required to participate in ELA and Math MCAS and all 9th grade students are required to participate in Science MCAS.

W. MIDTERM/FINAL ASSESSMENTS

[Approved by the Northborough-Southborough Regional School Committee]

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OVERVIEW

In accordance with the NEASC (New England Association of Schools and Colleges) Standards for Assessment of student learning, ARHS believes “assessment is an integral part of the teaching and learning process.” Final assessments serve as a culminating experience for the learner and as preparation for life beyond high school. Final assessments are vital in measuring and communicating student progress and assisting faculty and administration with instructional improvement.

Final Assessments include, but are not limited to, projects, portfolios, exams, papers, or presentations. SEMESTER AND FULL YEAR COURSES

Weight

A final assessment will be worth 10% of the course average.

Format

The format of the final assessments will be created by each department and will share common elements for multi-section courses.

Content

Content of the final assessment is based on specific material taught within a course, and grading is scored using clearly communicated criteria.

SCHEDULE FOR SEMESTER COURSE ASSESSMENTS

Examinations

A final examination schedule will be developed for the end of the first semester. This schedule will allow for 90-minute assessment blocks. Semester examinations for second semester courses will occur during the yearlong examination blocks, but time requirements should be consistent with the first semester examinations.

Other Forms of Assessment

Projects, portfolios, papers or presentations can be scheduled or assigned due dates prior to or during the examinations schedule.

Make-up

This is at the discretion of the teacher and the circumstances necessitating the make-up.

SCHEDULE FOR FULL YEAR COURSE ASSESSMENTS

Examinations

A final examination schedule will be developed for the end of the school year. This schedule will allow for 120- minute assessment blocks and students will not be required to take any more than two final examinations in one day.

Other Forms of Assessment

Projects, portfolios, papers or presentations that are designated as final assessments can be scheduled or assigned due dates prior to/or during the examination schedule.

MAKE-UP AND ALTERNATIVE TESTING REQUESTS

If a student is requesting to take his/her assessment at a time other than the scheduled assessment block or is requesting an alternative due date for another form of assessment, then the student needs to submit the request in writing and forward this request to the Principal's Office.

- **If a request has been approved, the student should pick up a packet of forms in the Principal's Office. It is then his/her responsibility to give the teacher(s) for the course(s) involved a sheet, make arrangements, and take the detached bottom section home.**
- **Teachers have the option of scheduling the student's exam or due date either prior to departure or after the dismissal of school for the year. If a teacher decides to have the student take the exam in the summer, the teacher will give the exam to guidance. If a specific date is not determined in advance, a parent/guardian should call the school to schedule a day and time during the summer. All exams must be taken as soon as possible, but no later than the last week in July. Alternative due dates and assessment materials arrangements need to be made with the teacher but, again, no later than the last week in July.**
- **For those assessments received in the summer, an incomplete will be given for the final grade. This will be changed when the assessment is corrected and recorded, but a corrected report card will not be issued until the start of the next school year.**

EXEMPTIONS

Any senior who maintains an A- or better (90 or above) in a full-year or semester course will be considered exempt from the final exam for that course. Any student enrolled in a course designated AP and who takes the AP exam will be exempt from the final examination in that course. The final average for the course will be determined using the average of the two term grades for a semester course or four term grades for a full-year course, eliminating the final exam grade. This policy applies to exams only. Final projects, reports, or other assessment activities do not qualify for exemption.

MID-TERM ASSESSMENTS

Mid-term assessments for full year courses are required, and will be graded separately. Mid-term and final grades will be worth 10% each, for a total of 20%. Final exams for semester courses will be

calculated from grades for the two terms, and a final worth 10%. Semester and final exam will not be open campus. The exam schedule will be comprised of Flexible Learning Blocks (FLB) and exam periods. All students must attend their FLB's and scheduled exam periods, with senior class exemptions as described above, being the only exception.

X. PROGRESS REPORTS

Progress report grades are provided by 3^{pm} on the day to be released on Canvas and are updated by educators. Additional communication with parent/guardian is initiated by teachers at any time they believe it would be beneficial. However, monitoring student progress is a student/teacher/parent/guardian responsibility. In addition to teacher efforts, parents/guardians are advised to contact teachers in cases of concern. Parent/Guardian should refer to the school calendar for progress report dates.

Y. SCHOOL EQUIPMENT AND TEXTBOOKS

Students may be issued textbooks and other school equipment during the school year. These items are the property of Algonquin and it is the responsibility of the student to keep them from being defaced/damaged in any way. Textbooks and Library Books are numbered and recorded in our inventory program by the teacher who issues them and a student must return the same texts to the teacher. All texts defaced or lost must be paid for by the student by the end of the school year to prevent any delays in scheduling for the following year. Other school property is labeled and recorded by school personnel (i.e., sports equipment is tracked by Athletic Office). Lost or damaged School property must be reimbursed by the student.

Z. STUDENT SCHOOL OBLIGATIONS

Students are responsible for all monetary/disciplinary action obligations during their years at the school, including, but not limited to: lost/damaged textbooks/Library books or school equipment, class dues, activity fees, outstanding detention days, parking permit fees, etc. Notices are sent out regularly of outstanding obligations. Any senior with outstanding school obligations will not be allowed to participate in the graduation ceremony or receive their high school diploma. Any junior with outstanding school obligations will not be able to purchase Prom tickets.

III. BEHAVIORAL EXPECTATIONS/CODE OF CONDUCT AND DISCIPLINE PROCEDURES

H. STUDENT RIGHTS AND RESPONSIBILITIES

- Students have the right to a quality education and the responsibility to take advantage of the learning opportunities available.
- Students have the right to expect that their freedom of expression shall not be unduly restrained, provided that such right shall not cause any disruption or disorder within the school, and the responsibility to respect the freedom of expression of others. [citation: Mass. Gen. Laws Ann. C.71, §82]
- Students have the right to participate in matters that affect their school, and the responsibility to exercise this right in a way that respects the rights of others.
- Students have the right to fair and equitable treatment under school rules and procedures, and have the responsibility to support and obey established rules and procedures.

- Students have the right to be secure in their person and property and have the responsibility to do all possible to assure this right for others.
- Students have the right to fundamental civil rights and the responsibility to follow all lawful directives of school personnel.
- Students are responsible for being in school on time every day. Students must also be where they are supposed to be at the time they are supposed to be there.
- Students are responsible for respecting everyone and everything in and around the Algonquin community.
- Students are responsible for representing T-Hawk Nation in school and abroad in a way that aligns with our mission and vision.
- Students are responsible for the safety of themselves and others around them.

I. CIVIL RIGHTS OF STUDENTS

Students are to be treated by both other students and the staff so that they are free from discrimination based on race, national origin, ethnicity, religion, sex, sexual orientation, homelessness, gender identity and/or disability. Such discrimination may include verbal or physical attacks on students directed at their racial, ethnic or religious background, their physical or mental disability, gender and various forms of sexual harassment. Such behavior will not be tolerated and appropriate action will be taken.

Inquiries regarding compliance with Title VI, Title IX, Chapter 622, Section 504 and the Americans with Disabilities Act may be directed to the Assistant Superintendent, or directly to the United States Department of Education, Region 1-Office of Civil Rights, 5 Post Office Square, Boston, Massachusetts 02109.

See also: the District's Civil Rights Nondiscrimination Policy, available at: [A-180 Civil Rights Nondiscrimination Policy Final](#); and the District's Title IX Sexual Harassment Policy, available at: [A-190 Title IX Sexual Harassment Policy Final](#).

J. DIVERSITY

Algonquin Regional High School embraces diversity within the school community, reflecting the core value of respect for diversity and the dignity of the individual. Diversity is included in many sections of the school's curriculum and celebrated through various functions. Because of the importance of diversity, the school condemns and prohibits messages of intolerance based on race, gender, ethnicity, national origin, religion, disability, gender identity and/or sexual orientation. M.G.L. c.76, § 5.

K. ENGLISH LANGUAGE LEARNERS

The District complies with Title VI of the Civil Rights Act of 1964 (Title VI); the Equal Educational Opportunities Act (EEOA); the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA); M.G.L. c. 71A; and 603 CMR 14.00, which afford legal protections to English Learners (ELs) and the parent/guardian of EL students. This includes, but is not limited to: following appropriate procedures to identify students who may be English Learners (ELs) and Former English Learners (FELS); providing sufficient language and academic supports to enable ELs to become

English proficient and meet academic standards in a timely manner; addressing any language barriers that would prevent ELs from meaningful participation in their education; and ensuring meaningful communication with Limited English Proficient parent/guardian. For additional information, please contact: the Office of Student Support Services or the Principal's Office.

E. HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who choose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them. If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records.
4. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch Program.

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—
Children and youths who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; ● Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing,

bus or train stations, or similar settings; and

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- Migratory children who qualify as homeless because they are living in circumstances described above.

Additional information is available at: <http://www.doe.mass.edu/sfs/mv/>.

The District's Homeless Liaison is: Mary Ellen Duggan, District Nurse Leader

F. ATTENDANCE

1. OVERVIEW

Massachusetts General Law, Chapter 76, Sections 1, 1A, 1B, 2 define the requirements, procedures, and penalties concerning a student's daily attendance in school. Students are required by statute to be in attendance daily, with absences not to exceed seven (7) full days or fourteen (14) half days per six (6)-month period. Excessive absences may result in loss of credit and/or change in course level. Excessive absences may also result in referrals by the school to child welfare agencies and/or the Juvenile Court. The primary responsibility for student attendance and punctuality rests with the student and his or her parent/guardian. The school works in partnership with parent/guardian to ensure that students attend school on a regular basis. Our attendance policy has been developed to ensure compliance with the law, to instill in our students an understanding of the importance of being on time and in school, and to clarify the reporting responsibilities of parents and guardians.

2. GUIDELINES FOR STUDENT ABSENCES, DISMISSALS AND TARDINESS

Excessive Absences or Tardiness

Excessive absence is absences greater than seven (7) full days or fourteen (14) half days in a six month period (M.G.L. c. 76 § 1). Seniors will lose Senior Privileges for excessive tardiness and absences.

Procedures for Reporting Absence or Tardiness

An absence or tardiness resulting from properly reported illness, medical appointment, religious observance, or urgent cause will ordinarily be excused. The student must provide documentation by the medical provider upon returning to school on provider letterhead, containing student name, appointment date and time and signature of the medical provider

College visits that result in lost learning time at Algonquin are limited to three (3) days per year for seniors. The student must provide documentation from the college admissions office for any time after the three (3) days.

PROCEDURES FOR REPORTING ABSENCE OR TARDINESS

If a student is not present when attendance is taken, he/she will be considered to be absent from school. Parent/guardian is required to contact the school if their child will be absent.

For Class of 2024 and 2025, call 508-351-7010, press 3, press 1 (to leave message), or press 2 to speak with attendance secretary.

For Class of 2022 and 2023, call 508-351-7010, press 3, press 3 (to leave message), or press 4 to 33 speak with attendance secretary.

The recording system will record your message 24 hours a day.

Please state the following:

Student's name and grade

Date of absence or tardiness

Reason for absence or tardiness

Name of the caller, and telephone number at which the caller can be reached

If we do not receive a telephone call, we will assume you are unaware of your child's absence. The attendance secretary will make every effort to contact a parent/guardian based on the information in our school register.

Parent/Guardian will be contacted if we have not received notification from a parent/guardian of the reason for a student's absence within three (3) days of the absence. If we are unable to reach you by phone, the student is required to provide the attendance office with a note by the third day following his or her return to school or the student's absence will be considered unexcused and disciplinary actions may be given to student.

PROCEDURE TO BE FOLLOWED UPON ARRIVING LATE AT SCHOOL

Students who arrive to class between 8:00^{am} and 8:05^{am} will be marked tardy (unexcused) by their teacher.

Students who do not arrive to class by 8:05^{am} must report immediately to either the Maroon or Gold office upon arrival. Students are required to get an Admittance Slip before entering class. Students are not to go to their lockers first. After receiving an Admittance Slip, students have the regular passing time to report to class. Failure to do so will result in disciplinary action. If a student arrives to school after 11:15, the student will be considered absent for the day.

DISCIPLINARY ACTIONS OF EXCESSIVE/UNEXCUSED ABSENCE OR TARDINESS

The following disciplinary actions will be issued to students with excessive unexcused tardies:

- 3 Unexcused Tardies in one quarter = 1 detention
- 5 Unexcused Tardies in one quarter = 2 detentions and, if a senior, loss of senior privileges for 20 days
- 8 Unexcused Tardies in one quarter = 1 day In School Suspension

No opportunity to obtain credit for work missed due to an unexcused absence from class or unexcused tardiness to class will be provided. In particular, any quiz, test, or other classroom exercise missed will be given a score of zero. Assignments handed in late due to unexcused absence or unexcused tardiness may be penalized in grading, according to the practice of the teacher. Please refer to the educator's course expectations regarding missed work and unexcused tardy/absences for assignment credit.

Algonquin does not have approved “skip days.” Days out of school without consent are unexcused absences and will be subject to the appropriate disciplinary actions.

Procedure for Early Dismissal

Early dismissal notes must be turned into the Gold or Maroon school office before 8:30 a.m. Students must pick up dismissal slips from the appropriate office prior to the period from which they will be dismissed. Students are also required to sign out upon leaving school.

If for any reason a student needs to be dismissed early from school, all arrangements must be made prior to the dismissal. Students are required to present to the appropriate attendance secretary a note from a parent/guardian stating the following:

- Student’s name
- Time and date of dismissal
- Reason for dismissal
- Telephone number at which the parent or guardian can be reached

When the Early Dismissal is for a medical appointment, the student must provide documentation by the medical provider upon returning to school on provider letterhead, containing student name, appointment date and time and signature of the medical provider.

Any student dismissed for illness or any other unforeseen emergency, or any student presenting a dismissal note after 9:00^{am}, must be dismissed by the nurse or Assistant Principal. Students who leave the building without permission are subject to disciplinary actions.

In emergency situations, should it become necessary to dismiss your student, you must contact the Assistant Principal's attendance office. The telephone number for the Classes of 2022 and 2025 is 508-351-7010, extension 1026; for the Classes of 2023 and 2024 - 508-351-7010, extension 1010. No voicemail messages authorizing dismissals are accepted.

3. VACATIONS AND/OR EXTENDED ABSENCES

Vacations/Extended Absences

These rules are for family vacations and /or extended absences. Examples include but are not limited to: Family Vacations, College Visitations, Conferences, Theater Performances, and Sports Camps.

Student must submit a note from parent/guardian to the appropriate Assistant Principal at least one week prior to departure, stating the time period involved. Although signed off by Administration, per Massachusetts law, these absences are “unexcused.”

Note will be attached to the Vacation / Extended Absences Form and your child should have his/her teachers sign off. Students may pick up these forms at the appropriate Assistant Principal’s Office.

Remember that the responsibility to make up work rests with the student. Because of the variety of types of work you do in class, it is not always possible to give students their assignments in advance. If you have any problems about due dates or assignments, please contact the teacher directly for

clarification.

4. Pupil Absence Notification Program

When a student has missed two (2) or more periods for five (5) school days in the school year or has missed five (5) or more school days in the school year due to tardiness or unexcused absences, the parent/guardian will be notified and provided with the opportunity to meet with the Principal or Principal's designee to develop an action plan to address the student's school attendance.

Within five (5) school days of a student's 10th consecutive absence, the parent/guardian and student shall be notified in writing by the Principal or Principal's designee of the student's and parent/guardian's opportunity to participate in a meeting to discuss the student's attendance, the importance of earning a high school diploma, and alternative educational options that may be available to the student. Said notice and meeting conducted shall be consistent with the requirements of M.G.L. c. 76, § 1B.

5. PERMANENT WITHDRAWAL

The District complies with the requirements of M.G.L. c. 76 § 18, in regards to permanent withdrawal of a student from high school.

G. GUIDELINES FOR STUDENT BEHAVIOR

1. ACADEMIC INTEGRITY

VIOLATIONS AND DEFINITIONS

It is expected that all student work presented to teachers or others represents the individual academic work of that student. Students who present the work of others as their own or are involved in complicity with another to present work which is not their own is considered an act of academic dishonesty. Additionally, students who present original work which received a grade in a previous class, but are using it in another class for a grade without prior teacher approval is considered an act of academic dishonesty.

Students caught in an act of academic dishonesty before the act has been completed are also in violation of this policy and will be referred to the appropriate Administrator.

Cheating is any activity in which a student deliberately misrepresents his or her actual academic achievement.

Plagiarism is a form of academic dishonesty where a student intentionally takes and/or uses as his or her own work another's published or unpublished thoughts, ideas or writings. Verbatim repetition or paraphrasing, without acknowledgement, of another person's writing work, or research is also plagiarism.

Misrepresentation includes any fabrication or false presentation of data, quotations, sources or other information.

Aiding or Abetting includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.

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Engaging in any form of coercing another student to engage in any of the behaviors listed above is also an act of dishonesty.

DISCIPLINARY ACTIONS

In any actionable case of academic dishonesty, the following disciplinary actions may occur, depending on prior and current offenses:

A "0" for the assignment in question;

Notification of the student's parent/guardian;

Notification of the student's guidance counselors.

Detention, In-school or out-of-school suspension

Notification of the student's current teachers; teachers may choose to withdraw written recommendation for said student.

Removal from any leadership positions in the school or in extra-curricular executive positions, and club/activity leadership positions.

2. ACCEPTABLE INTERNET USE POLICY

Students are expected to adhere to the Student Acceptable Use Policy for Technology (Policy I-200). See Policy Manual for details. Students who do not adhere to the Acceptable Use policy will be subject to disciplinary actions, including, but not limited to revocation of all network access on the School District's network; suspension of computer access; revocation of computer access; school suspension; school expulsion; and legal action and prosecution by the authorities.

Every student must have a signed Internet & Acceptable Use Agreement and Media Permission form on file.

Social media sites created by students directed towards Algonquin students and/or members of the Algonquin community must include a disclaimer that states that, "This site is not an official site of Algonquin Regional High School."

3. AFTER SCHOOL EXPECTATIONS

Classes end at 2:30^{pm} and the final bell of the day will ring at 2:37^{pm}. This signifies that buses are leaving and students still in the school should report to an activity, including but not limited to: detention, after school help in a classroom, an extracurricular activity, the library or cafeteria. Students are not to loiter in the hallways or other general area but must be under the supervision of a faculty member. Student safety is of the utmost importance. Students in violation of this will face disciplinary actions.

4. ANNOUNCEMENTS AND POSTERS

Each morning, notices of club meetings, athletic and social events, general information for the day and specific instructions are announced and are available online for reference during the day. Students responsible for preparing announcement requests must have their announcements approved by their advisor and turned in to the Gold Office no later than 2pm the day before the announcement is to be read.

Special notices and posters, once approved by Administration, can be placed in the designated areas and attached with masking tape. They must be removed by the organization immediately after the event has taken place. No advertisements for private or outside fundraising groups may be posted in the school unless the school is directly involved.

5. Bullying Prevention and Intervention

The Public Schools of Northborough and Southborough

Bullying Prevention and Intervention Plan
(M.G.L. c.71, §370)

A safe learning environment is one in which every student is provided with the opportunity to develop emotionally, academically, and physically in a supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in our schools. The Northborough-Southborough Regional School District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

As a school district we are committed to providing all students with a safe learning environment that is free from bullying, cyber bullying, and retaliation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate harmful and disruptive behaviors that can impede the educational process in our schools. While any student could be subject to bullying and harassment, the District recognizes that certain students, may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person

who has or is perceived to have one or more of these characteristics.

The Northborough-Southborough Regional School District have taken specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying. These steps include, but are not limited to: 1) regular surveys of students on school climate and school safety issues; 2) collecting and analyzing building-specific data on the prevalence and characteristics of bullying; incorporating specific information and instruction in the District's anti-bullying curriculum and professional development trainings regarding vulnerable student populations and facilitating the prevention of prevention of bullying, harassment, and teasing of these potential student targets. At least once every four years beginning with 2015/16 school year, the District will also administer a

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Department of Elementary and Secondary Education-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the District will annually report bullying incident data to the DESE.

The Northborough-Southborough Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

The Northborough-Southborough Regional School District's Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyber bullying and retaliation that may compromise the safe learning environment for any student. The District is committed to working with students, staff, families, law enforcement agencies, and the community to address and prevent bullying and harassment within our schools. We have established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyber bullying, and retaliation.

The Northborough-Southborough Regional School District will maintain educational environments that are free from bullying, cyber bullying, and retaliation. It shall be a violation for any student or school staff member to bully another individual through conduct or communication of a bullying nature and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Individuals who engage in bullying, cyber bullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, including termination of employment or other sanctions as determined by the school administration. Students who engage in bullying shall also be required to participate in customized activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s).

For purposes of this plan, bullying is prohibited:

- 1) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether on or off school grounds), at a school

bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and

2) at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. This prohibition shall not be construed, however, as requiring district schools to staff or supervise any non-school related activities, functions, or programs.

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Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

Definitions

Bullying: The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber bullying.

Cyber bullying: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to, inclusive, of the definition of bullying.

Hostile Environment: 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 the target's education.

Target/Victim: A student who has been subject to bullying or retaliation by another student or group of students.

Aggressor/Perpetrator: An individual who engages, either individually, or as part of a group, in bullying, cyber bullying or retaliation.

Local law enforcement agency: local police department

Principal: The administrative leader of any of the 10 Northborough/Southborough Public Schools, including Algonquin Regional High School, or his/her designee for the purposes of investigating and responding to reports of bullying, cyber bullying or retaliation.

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Retaliation: Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

I. Complaint and Investigation Procedures

A. Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Reports made by students, parents, guardians, or other individuals who are not school or school district staff members may also be made anonymously, although no student shall be subject to discipline solely on the basis of an anonymous complaint. The Public Schools of Northborough & Southborough will have a variety of reporting options available to the school community including, but not limited to, a written Incident Reporting Form, an online Incident Reporting Form, and email communication. Use of an Incident Reporting Form is not required as a condition of making a report.

Every School in the Northborough-Southborough Regional School District will include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents and will post a copy of the Incident Reporting Form on the school's website. Incident Reporting Forms will also be available in the school's main office, and other locations determined to be appropriate by the principal or designee. The Incident Reporting Form will be made available in the primary language of the student's household.

1. Reporting by Staff

A staff member will promptly report to the principal any instances of bullying or retaliation witnessed by the staff member or that is reported to the staff member by a student, parent, or other individual. The requirement to notify the principal shall not, however, limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

The Public Schools of Northborough & Southborough expects students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal. Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. The filing of a false or fabricated complaint of bullying, cyber bullying, or retaliation is strictly prohibited and shall result in disciplinary or further action.

B. Procedures for Responding to a Report of Bullying or Retaliation

1. Preliminary Determinations

Upon receiving a complaint, the principal will confer with the complainant to obtain an understanding and statement of the alleged facts. If, based on the facts alleged, the principal determines that the 41 conduct complained of would not constitute bullying as defined by M.G.L. c.71, §370* and District policies, the principal shall document that determination on the Incident Reporting Form and shall take no further action with regard to the complaint.

If the Principal determines that such facts, if true, would constitute bullying, as defined above, the principal will promptly commence an investigation of the complaint. Upon commencing an investigation, the principal will make a preliminary determination as to the need for immediate interventions to protect the safety of the alleged target. Such interventions may include, but are not limited to, creating a personal safety plan for the target; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal may take additional steps deemed necessary by the school administration to protect the safety of the target and any witnesses while the investigation is ongoing.

2. Notice to Law Enforcement

At any point after receiving a report of bullying, cyber bullying or retaliation, the principal will notify the local law enforcement agency if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice to law enforcement agencies will be consistent with the requirements of 603 CMR 49.00 and other applicable state and federal laws and regulations pertaining to student records and privacy. In making this determination, the principal may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

3. Notice to another School or District

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

49.00.

C. Investigation Procedures

1. Investigation

Upon receipt of a report or complaint that would, if true, constitute bullying, cyber bullying or retaliation, the principal will promptly commence an investigation.

In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal's obligation to promptly and thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor and all witnesses that retaliatory treatment of any individual for reporting or cooperating with an investigation of bullying will result in disciplinary action that may include suspension or expulsion from school.

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2. Determinations

Within fifteen (15) school days of the principal's receipt of the complaint of bullying, cyber bullying or retaliation, the principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

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

3. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of the investigation findings. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations or except in the event of a health or safety emergency as determined by the principal.

The notice to the parents or guardians of the target shall include information about the Massachusetts

Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information:

Program Resolution System Office

Massachusetts Department of Elementary and Secondary Education, 75

Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY:

N.E.T. Relay: 1-800-439-2370.

[Problem Resolution System - Massachusetts Department of Elementary and Secondary Education](#)

D. Requests for Reconsideration

If either the complaining party or the individual against whom the complaint was made is dissatisfied with the outcome of the investigation, that person may request, in writing, a reopening of the investigation or reconsideration of the investigative findings. The written request shall state the reasons for request and shall be delivered to the Superintendent of the Northborough-Southborough Regional School District within ten (10) school days of the parents/guardians receipt of notice of the investigative findings. Within five (5) school days of receipt of any such request, the superintendent shall decide

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whether or not to reopen the investigation and shall provide written notification of that determination to the appealing party and to the other party involved.

The filing of a request for reconsideration or a reopening of the investigation shall not stay the imposition of disciplinary sanctions or the implementation of any safety interventions determined to be appropriate by the principal.

E. Responses to Bullying

1. Education and Skill Building

In determining the appropriate response to an incident of bullying, cyber bullying or retaliation, the principal shall consider a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c.71, §370(d)(v)2. Skill-building approaches that the principal or designee may consider include, but are not limited to:

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

2. Disciplinary Action

If the principal determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts found by the principal, including the nature of the conduct, the age of the student(s) and the individual needs of the student(s) involved, and the need to balance

accountability with the teaching of appropriate behavior. Students found to have engaged in bullying, cyber bullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the principal. Any such disciplinary sanctions shall be imposed in accordance with the due process requirements of applicable laws, regulations, and District policies.

A staff person found to have engaged in bullying of a student shall be to subject to disciplinary action including, but not limited to, reprimand, suspension and termination in accordance with applicable laws and procedures.

3. Promoting Safety for the Target and Others

Upon determining that bullying or retaliation has occurred, the principal shall, in conjunction with relevant school personnel, consider what adjustments or interventions, if any, are needed in the school environment to ensure the target's safety and that of any witnesses. Any such adjustments or interventions to be provided for the target shall be documented in writing in an Individual Safety Plan.

4. Referral to Outside Services

Where appropriate and consistent with applicable laws, regulations, and policies, students found to have engaged in or been the victim of bullying, may also be referred to outside agencies and/or service providers. It shall be the responsibility of the principal or designee, through consultation with staff, 44 community service organizations, and district administration to identify resources and services available to such students.

5. Monitoring of Interventions

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

II. Professional Development

A. Annual staff training on the Plan

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

B. Ongoing professional development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c.71, §3703, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- developmentally appropriate strategies to prevent bullying
- developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- Information regarding the vulnerability of certain students based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.
- research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; ● information on the incidence and nature of cyber bullying; and
- internet safety issues as they relate to cyber bullying.

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

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III. District-Wide Anti-Bullying Curriculum

The Public Schools of Northborough & Southborough shall implement age and grade appropriate anti-bullying curricula. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyber bullying, including the underlying power imbalance;
- emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

IV. Collaboration with Families

The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the Parent Teacher Organizations,

School Councils, Special Education Parent Advisory Council, or similar organizations.

The Northborough/Southborough Regional School District will annually inform parents or guardians about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber bullying and online safety. The District will send parents written notice each year about the student-related sections of the Plan and the District's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats and will be available in the language(s) most prevalent among parents or guardians. The District will post the Plan and related information on our website.

V. Publication of Policies, Procedures and Information on Bullying

The student handbook will refer to and include age appropriate summaries of the Northborough/Southborough Regional School District Bullying Prevention and Intervention Plan. In addition, copies of the District Plan will be available on the District's website, each school's website, and in other locations determined to be appropriate by the school administration.

The District will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties.

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VI. Implementation of Plan

It shall be the responsibility of the building principal to implement and adhere to the District's Bullying Prevention and Intervention Plan within his/her school. In addition to ensuring compliance with the procedures set forth in The Northborough/Southborough Regional School District's Bullying Prevention and Intervention Plan within the school building, the principal shall be responsible for developing a building-based process for recording and tracking incident reports, and for accessing information related to targets and aggressors.

VII. Problem Resolution System

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: [Problem Resolution System - Massachusetts Department of Elementary and Secondary Education](#). Emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available in the Principal's Office.

VIII. Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category, under local, state, or federal law, or school or district policies.

6. CELL PHONES/ELECTRONIC DEVICES

In the classroom setting, and in other areas where school activities are taking place, teachers and other responsible staff may direct the use of cell phones and related electronic devices. A teacher or staff member may specifically authorize students to use their personal device for the purpose of taking a photo or making a recording of a classroom announcement, a scheduled assignment, or any other usage that the teacher deems appropriate. Unless otherwise directed by teachers or staff, personal cell phones and other related electronic devices must be off, and put aside, during class.

Cell phones and other electronic devices may be used before and after school, during passing time, and during lunch, in effect, during unstructured and non-learning times of the school day. Improper and non-approved use of cell phones and related electronic equipment can result in the student being sent to the appropriate administrator to surrender the device. The device may be held for the parent/guardian to retrieve. Refusal to surrender the device will result in disciplinary action.

All members of the school community should be aware that under Massachusetts General Laws, it is a crime to surreptitiously record a conversation, whether the conversation is in person or taking place by telephone or another medium. This law also applies to secret video recording when sound is captured. For the explicit language of this law, please refer to Massachusetts General Laws (M.G.L.) Chapter 272, Section 99.

Laser pointers are prohibited.

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7. DANCES/ACTIVITIES

Behavior at any school function must be consistent with the standards of decency, maturity, and respect that we expect from all members of our school community. Attendance at an Algonquin dance or activity is a privilege, not a right. All students and guests at Algonquin dances and activities are required to observe all school rules

If a student leaves the dance early, the student may not return. Any student leaving before the end of the dance may be required to obtain permission from a parent/guardian listed in the student's record. . If a student is asked to leave by administration, a parent/guardian must be called to pick up the student.

All backpacks are to be left in a location designated by the advisor. Coats and outerwear may be required to be put in a designated area. Bags, purses, etc. will be checked.

NO GUESTS are allowed at dances without prior approval. Any student who wishes to bring a guest to a school dance must complete a *Guest Request Form* and receive approval at least four (4) days before the last day of ticket sales. Forms are available in the Main Office.

8. DISCIPLINARY ACTION

Under many circumstances, student conduct concerns can be solved through teacher intervention within the school day. There are times, however, when other consequences, including, but not limited

to after school detention, suspension, expulsion and, in certain situations, restorative justice is warranted. Restorative Justice recognizes that young people will make poor judgments and these situations provide opportunities for students to take responsibility, choose effective behaviors and create positive solutions.

1. DETENTION

Teacher Detentions

Are assigned by teachers for a variety of reasons including, but not limited to, those listed below:

- Not following classroom expectations set by teacher
- Excessive tardies to class
- Disturbing classes
- Excessive noise in corridors or any other action of a serious or flagrant nature ●
Being unprepared for Physical Education (i.e., required attire)

While these are the most common infractions resulting in detention, no list can possibly anticipate all infractions that might require disciplinary action. The school administration, therefore, reserves the right to assign detention for other infractions that are serious enough to warrant such action, and yet are not listed above. A 24-hour notice is required when assigning detentions.

Office Detentions

Are assigned by administration for a variety of reasons, including, but not limited to:

- Disrespectful or disobedient behavior
- Inappropriate cafeteria behavior such as not cleaning up after themselves
- Excessive tardies to school/class

Office detentions are held on Tuesdays, Wednesdays, and Thursdays from 2:40 pm-3:40pm.

Rules of Detention

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- Students must be on time. Detentions begin at 2:40 pm and students must be in the room prior to that. Failure to be on time may mean you will not get in and will be referred to the administrator.
- No talking with other students.
- Students should remain productive and on-task throughout detention.
- Electronic devices are prohibited.
- All school rules apply as set forth in the Student Handbook.
- Failure to attend an assigned detention will result in a further disciplinary action in addition to still fulfilling the original disciplinary action.

2. SUSPENSION/EXPULSION

The complete policy on suspension is in the Conduct and Discipline Policies section of the School Policies Appendix under the title 'Suspension/Expulsion'.

The Administration has ultimate discretion to determine the proper disciplinary actions for any misbehavior. Depending upon their severity, certain violations of school rules and district policies may result in in-school, out-of-school suspension or, where authorized under Massachusetts law, expulsion from school.

Any specifics given in the policy are only guidelines; they are not absolute rules. The guidelines support administration's collaboration and discretion on determining the best course of action to support student growth and development, as well as whole school safety. Disciplinary outcomes are specific to

the student and the situation. Repetitive infractions of the same or similar behaviors will result in progressive discipline. All students will be provided with due process prior to the imposition of an in-school suspension, out-of-school suspension or expulsion.

In-School Suspension (ISS)

In-School Suspension may be imposed for the following infractions on school grounds/at school events, including but NOT limited to:

- Violations of school rules and/or school district policies
- Excessive tardies to school
- Inappropriate and/or disruptive behaviors

The following are expectations of students in ISS and, if not abided, may result in further consequences:

- Student is to arrive at ISS room by 8:00 am and remain in ISS until 2:30 pm. ● Students are to remain productive and on-task to complete their school work throughout the school day.
- Teachers will submit work via email or deliver hard copies; students are ultimately responsible for making sure they have the necessary school work.
- Students will be required to turn in any electronic devices at the start of the day to be held by an Assistant Principal. Any use of electronic devices outside of academic use would be a violation of ISS expectations, and will be referred to the appropriate AP.
- When multiple students are present, they will be seated separately in the room. Students are not to engage in conversation.
- Students use the assigned restrooms only.
- Students will have the 3rd lunch period for lunch.

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- Reflective practices captured in a written reflection is required – The ISS teacher has writing assignments for each student to complete while in ISS. This assignment is to be taken seriously and is required for the exit ticket from ISS.
- Dismissal from the ISS room will be at the conclusion of the school day. There is NO leaving early (i.e., to go to lockers, talk to a teacher, etc.) or early dismissal as the ISS day will then NOT count towards the suspension.
- All other school rules apply as set forth in the student handbook.
- Failure to meet ISS expectations will result in referral to your Assistant Principal with the potential for escalated disciplinary actions. Escalated consequences do NOT remove the initial ISS day(s) which will need to be completed.
 - Remember that on any day you are suspended, including ISS and OSS, you are not eligible to participate in any sports practices or competitions or other school/club activities on that day.

Out of School Suspension

Out-of-School Suspension may be imposed for infractions (on school grounds/at school events) including but not limited to:

- Fighting
- Disrupting school assembly
- Physical Assault
- Bullying
- Harassment

- Theft
- Possession of a weapon
- Possession, or being under the influence, of alcohol
- Possession, or being under the influence, of illegal drugs, vaping materials and/or controlled substances
- Threats
- Destruction of school property
- Cheating
- Criminal activity
- Felony/Felony juvenile delinquency charges
- Posting/sending bullying, harassing, or illegal electronic messages while on campus or through the use of technology or an electronic device owned by the school
- Posting/sending bullying, harassing, or illegal electronic messages while off campus and through the use of technology or an electronic device not owned by the school, if the posting would result in a substantial disruption at school, creates a hostile environment for a victim at school, or infringes on the rights of the victim or others at school

3. EXPULSION

The following infractions on school grounds/at school events may result in a student’s permanent expulsion in accordance with M.G.L. c.71, §37H and §37H1/2:

- Possession of a dangerous weapon
 - Possession of a controlled substance
 - Assault of any member of the educational staff
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- Admission or finding of guilt to a felony or felony delinquency charge

4. DISCIPLINARY DUE PROCESS: SUSPENSION/EXPULSION

1. Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) cumulative school days in a school year, indefinitely or permanently as authorized under M.G.L. c. 71, §37H and/or M.G.L. c. 71, §37H1/2. In determining whether a student has been suspended in excess of ninety (90) cumulative school days in a school year for purposes of M.G.L. c. 71, § 37H3/4, suspensions imposed in accordance with M.G.L. c. 71 §37H and/or M.G.L. c. 71 § 37H1/2 shall not be counted.

In-School Suspension: the 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. Removal solely from participation in extracurricular activities or school-sponsored events, or both, and in-school suspension for less than one half of the school day shall not count as days of suspension in calculating school days. In addition, the removal of a student from regular classroom activities for less than half of the school day shall not constitute an in-school suspension.

If a student is placed in in-school suspension for more than ten days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes. Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive or cumulative school days or less in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the 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. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

2. Due Process

1. In-School Suspension:

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary 51 offense and provided with an opportunity to respond. If the Principal determines that the student committed the disciplinary offense, the Principal shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension, if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent/guardian after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

On the same day as the in-school suspension decision, the Principal shall also deliver written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal, if such meeting has not already occurred. Said written notice shall be delivered to the parent/guardian on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspensions are not appealable unless the consequence constitutes more than 10 cumulative

days of suspension, in-school and/or out-of-school during that school year.

2. Out-of-School Suspension:

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parent/guardian will be given oral and written notice of the disciplinary offense with which the student is charged and of the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent/guardian and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent/guardian of the student's right to legal representation (at private expense), the right to present and examine witnesses and evidence, the right to review the student record and documents that may be relied upon by the Principal, the right to translation services if required to participate in the hearing, and the right to request that the hearing be audiotaped. Out-of-school suspensions are not appealable unless the consequence results in more than ten (10) cumulative days of suspension during that school year.

For disciplinary offenses involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of an interim,

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short-term suspension of ten (10) consecutive school days or less a pending formal hearing at which the student has the right to be represented by an attorney or advocate (at private expense). Upon imposition of an interim, short term suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parent/guardian will be provided with written notice of the suspension, the date and time of any formal disciplinary proceedings, and shall be notified of the student's rights under the applicable statute. Prior to the imposition of a suspension in excess of ten (10) consecutive school days for any of the above offenses, the student and parent/guardian shall be provided with the opportunity to participate in a hearing in which they have the right to be represented by an attorney or advocate (at private expense), to examine the evidence against the student, and to present evidence and witnesses in the student's defense.

Where a student is charged with possession of a dangerous weapon in school or at a school event, possession of a controlled substance in school or at a school event, assault of a school staff member, or where a student has been charged with a felony or felony delinquency, and the Principal determines that the Student's immediate removal from school is warranted, the Principal may conduct an immediate preliminary hearing with the student. At that preliminary hearing, the Principal shall review the violations of which the student is accused, notify the student of his/her possible long-term suspension from school, and provide the Student with the opportunity to respond thereto prior to

provide

Upon the Principal's determination that the Student's interim, short-term suspension from school of ten (10) school days or less pending further disciplinary proceedings is warranted, the Principal shall provide written notice to the student and the student's parent/guardian of the interim, short term suspension and of a formal hearing to consider the Student's possible long-term suspension or expulsion.

The Principal shall further immediately notify the Superintendent in writing of the interim, short-term removal imposed.

3. Principal's Hearing:

1. Short-Term Suspension:

At the Principal's hearing, the student and parent/guardian (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining disciplinary actions for the student.

2. Long-Term Suspension:

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

- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident (although the student may not be compelled to testify);
- the right to cross-examine witnesses presented by the school district; and
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

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3. Principal's Decision:

Based upon a preponderance of the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or disciplinary actions to be imposed. The Principal shall exercise discretion in deciding the disciplinary action for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a disciplinary action until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parent/guardian in English and the primary language

of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal, when an appeal right exists. The Principal will also notify the student and parent/guardian of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

4. Appeals:

Where the student is expelled from school in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For long-term suspensions or expulsions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. For long-term suspensions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request. There is no right to appeal an in-school or out-of-school suspension imposed under M.G.L. c. 71, § 37H3/4 which does not result in the student's suspension for more than 10 school days in the school year.

5. Emergency Removal:

Emergency Removals pursuant to M.G.L c. 71, § 37H3/4:

A Principal may remove a student accused of a school rules violation from school temporarily, and on an emergency basis, when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

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The emergency removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: (1) make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, (2) the reason for the emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate.

Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian, the Principal must provide the student and parent/guardian an opportunity for a hearing with the Principal that complies with either the short-term suspension due process or long-term suspension due process procedures, as applicable.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth in this Handbook, whichever is applicable.

A Principal shall 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.

6. Academic Progress:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the School's Education Services Plan. M.G.L. c. 76, §21

7. DISCIPLINE and Students with Disabilities

All students, including those receiving services under the Individuals with Disabilities Education Act (IDEA), M.G.L. c. 71B, and/or Section 504 of the Rehabilitation Act of 1973, are expected to adhere to all rules and regulations stated in this Student Handbook. The following procedures shall, however, apply when students with disabilities are subjected to suspension or expulsion in excess of (10) consecutive school days or when, as a result of a pattern of disciplinary removal exceeding ten (10) school days cumulatively in the school year, the student has been subjected to a disciplinary change in placement. Students entitled to the additional procedural protections set forth below include: (1) students who have been found eligible for special education services in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B; and (2) students who have been evaluated and

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determined to be eligible students as defined under Section 504 of the Rehabilitation Act of 1973; and (3) students who the District knows or should have known may be eligible for special education under the IDEA or Section 504.

- a. A suspension of longer than ten (10) consecutive school days or a series of short term suspensions that exceed ten (10) school days and constitute a pattern of removal are considered to constitute a disciplinary change in placement.
- b. Within ten (10) school days of any decision to impose a suspension or expulsion that would result in a disciplinary change in placement of a student with a disability, building administrators, the parent/guardian, the student (where appropriate), and relevant members of the student's IEP/504 Team ("Manifestation Team") will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to

the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

- c. If the Manifestation Team determines that the behavior was NOT a manifestation of the student's disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) cumulative day of disciplinary exclusion in the school year. A functional behavior assessment will be conducted where appropriate.
- d. If the Team determines that the behavior WAS a manifestation of the Student's disability, the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent/guardian) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended or expelled for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the District may place the student in an interim alternative educational setting (as determined by the Team) up to forty-five (45) school days:
 - 1. If the behavior involves dangerous weapons or illegal drugs or another controlled substance while at school or at a school function; or
 - 2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
 - 3. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement; or
 - 4. With the informed written consent of the student's parent or guardian.
- f. The parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Massachusetts Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on any such appeal or until the expiration of the disciplinary sanction, whichever comes first.
- g. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student will remain in the educational placement determined by school authorities, which can include suspension or expulsion from school.

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9. DRUGS AND ALCOHOL

Possession, use and/or sale of unlawful drugs and/or alcohol, or smoking/vaping on school grounds/at school events is a crime and will result in disciplinary action including but not limited to: confiscation of materials; parent/guardian notification; suspension or, for violations involving illegal drugs and/or controlled substances, expulsion from school; police involvement; arrest; criminal prosecution; etc. Administration may use an alcohol detection monitor with a student where there is reasonable suspicion that the student has used and/or is under the influence. Students attending school-sponsored

extracurricular events and activities may, with prior notice, also be subject to alcohol detection monitoring as a condition of their participation in the extracurricular event.

10. ELEVATOR USE

Elevators are specifically for students who have an elevator pass. Students should see the nurse for a pass to use the elevator. Pass allows the student and one other to assist the student in the elevator. Student(s) may also use the elevator to transport technology carts to a classroom. Students will be issued a teacher pass for this. Students caught using the elevator inappropriately will be referred to the administrator and subject to disciplinary action. Damage to the elevator when not permitted to use the elevator will result in progressive discipline.

11. FUNDRAISING

All fundraising projects for school groups must be approved by both the Principal and the School Activities Director and must comply with state regulations. All fundraising projects, other than for school organizations, must be approved by the Superintendent. Tickets or articles of any kind other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations without Northborough-Southborough Regional School Committee authorization.

12. GRADUATION CEREMONY

Only students who meet all requirements for receipt of a diploma will be allowed to take part in the Graduation Ceremony. The Graduation Ceremony is viewed as public recognition that the student has completed all requirements for receipt of a diploma. Seniors may graduate no earlier than 12 days before the last day of the regular closing date of school. Graduation and the last day for seniors will be set according to Mass General Law, Chap. 71, § 4.

13. HAZING

Hazing is not an acceptable means of encouraging bonding with an organization, club, or athletic team. It is a crime in the Commonwealth of Massachusetts. If you organize or participate in hazing, criminal prosecution may follow. Please review the Massachusetts Hazing statutes contained in Appendix B.

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14. LOCKERS

Every student is assigned a locker when they start at Algonquin. Students should not leave anything of value in their lockers. The school is not responsible for safeguarding the contents of the lockers. Since lockers are school property, students are reminded that they are subject to inspection by the Administration at any time. Students do not have a reasonable expectation of privacy in their lockers. For more information, see "Search of School and Personal Property."

15. PARKING/DRIVING

Parking Permit Agreement

One of Algonquin's goals is to provide students with a safe learning environment and since so many new drivers

attend our school, this policy makes sure that Algonquin's students are safely enjoying the privilege of driving while they are here. Please read and discuss this Agreement with your parent/guardian. Signatures on the attached Parking Permit registration form indicate that you have read and understand the conditions and rules for parking on school grounds.

Driving a vehicle to school and parking it on campus are privileges. Students are required to agree to certain conditions and rules before these privileges are granted. The following conditions and rules stipulate what is needed in order to receive/retain the privilege.

TIMELINE - Licensed students may purchase a parking permit and drive to school. Since the number of parking permits is limited the following timeline exists:

- Seniors and Juniors will be able to purchase their parking permit beginning the first week of September
- Other licensed students will be able to purchase their parking permit beginning the second week of September.

16. PHYSICAL RESTRAINT

Physical restraint is an emergency procedure of last resort and will be used only when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Any use of physical restraint will be administered in compliance with 603 CMR 46.00 and the District's restraint prevention and behavior support policy and procedures. The parent/guardian will be notified both orally and in writing in the event of a physical restraint of their child as required under applicable regulations.

17. SCHOOL BEHAVIOR

Algonquin is a community committed to providing a safe, supportive and challenging learning environment which fosters critical and creative thinking and believe respect, responsibility and collaboration are essential to individual growth and academic achievement. Students are expected to behave in a civil and courteous manner while in school and to comply with all school rules and District policies. This includes within the school, in the parking lots, at on and off-campus school events and on the school bus. Disciplinary sanctions will result from inappropriate behavior.

18. SEXUAL HARASSMENT

The Public Schools of Northborough and Southborough does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The District is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The District's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of the District or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the *District's Title IX Sexual Harassment Policy*, available at: [A-190 Title IX Sexual Harassment Policy Final - Google Docs](#). Please refer to the actual policy for details of the following: what constitutes Title IX sexual harassment; procedures for reporting, supportive measures; investigating and remedying allegations of sexual harassment; issues of confidentiality; appeals; potential disciplinary actions; etc.

Reports of sexual harassment that would not constitute sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the *District's Title IX Sexual Harassment Policy* and then, if dismissed under that procedure, may be investigated in accordance with the *District's Civil Rights Nondiscrimination Policy*, available at [A-180 Civil Rights Nondiscrimination Policy Final - Google Docs](#).

Upon receipt of a report of sexual harassment, the Title IX Coordinator will:

- (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures;
- (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint;
- (3) consider the complainant's wishes with respect to supportive measures;
- (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and
- (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator(s) are:

Heather Richards, Director of Human Resources (hrichards@nsboro.k12.ma.us) 508-486-5115 59

19. SMOKING, VAPING AND TOBACCO/NICOTINE

The use or possession of tobacco products of any type and/or smoking-related materials by students is prohibited on school property (school buildings, parking lots, and grounds) and at school-related events (on and off campus) 24 hours/day, 7 days/week. This includes electronic cigarettes/vaping materials as well.

Electronic cigarettes and other vapor-related devices: Possession of vaping related paraphernalia including, but not limited to, Hookah pens; electronic cigarettes; advanced personal vaporizers (APV) and Mods; E liquid/juice will not be tolerated on school property. Violators will be subject to disciplinary action including but not limited to: confiscation of paraphernalia; notification of parent/guardian; out-of-school suspension; monetary fines. Students found in possession of vaping paraphernalia containing substances identified as controlled substances under M.G.L. c. 94C may be subject to expulsion from school. The school reserves its right to confiscate and to test vaping liquids and paraphernalia for the presence of such controlled substances.

20. STUDENT DRESS AND PERSONAL APPEARANCE

Algonquin respects individual rights of expression; however each student is expected to dress responsibly to uphold the standards and safety of the school environment. Students are expected to exercise good judgment in their style of dress as well as respect for those around them. The basic guidelines of decency, modesty, good taste, cleanliness and practicality should prevail. At all times, students should treat school as if it were a place of business and dress accordingly. Student attire and grooming should allow for safe participation in such curriculum areas as science, technology education, physical education or any other activity where reasonable precautions are warranted. Student will be required to correct the situation upon the request of a faculty member/administrator. Refusal to comply with the request may result in disciplinary action.

Guidelines are as follows:

- Clothing must sufficiently cover the torso, chest, legs and back
 - Clothing must cover student's underwear and undergarments
 - Clothing with messages or labeling that advocate or promote drugs, alcohol, violence, vulgarities, ethnic slurs or are in conflict with Algonquin core values are not appropriate
 - Accessories that are deemed to be a safety hazard, or which could cause injury to the wearer or others, such as wallet chains or spiked jewelry are not appropriate
 - To ensure safety of all students, bare feet and wearing of hoods are not allowed. Individual exceptions regarding head wear may be made for purposes of religious accommodation.
- Clothing is to be modeled after appropriate attire for casual business

In addition, the following guidelines should be followed with school events that are so labeled:

School Dance (other than semi-formal/formal) attire must conform to the above guidelines.

Semi-Formal events (including, but not limited to, Winter or Senior Ball) attire include, at a minimum, slacks/dress/skirt, dress shirt/blouse, dress shoes. No jeans of any sort.

Formal events (including, but not limited to, Prom) attire include slacks/dress/skirt, dress shirt/blouse, blazer, dress shoes. No jeans of any sort.

Graduation and Induction ceremonies are formal and serious ceremonies. Student dress at these events (including but not limited to, Honor Society inductions, Algonquin Graduation) must reflect that and are to include slacks/dress/skirt, dress shirt/blouse, blazer, dress shoes. Cap and Gown must be purchased

through the Class and must be worn, unadorned, to graduation.

21. UNAUTHORIZED AREAS

Students are expected to be in authorized areas of the school at all times. If you are found in an unauthorized area, disciplinary action may be taken. Unauthorized areas include, but are not limited to:

- Any area outside of the school building, being in the parking lot, or any area not under the direct supervision of a teacher or without administrative approval.
 - Leaving school without permission.
 - Being away from the location designated by the student's schedule
 - Any area designated as a building or grounds maintenance zone.
 - Elevators may only be used by students with administrative or a nurse's permission

22. VENDING MACHINES

During school hours students may access the vending machines ONLY during passing time or their assigned lunch period.

23. STUDENT VISITORS

Outside students visiting Algonquin must have prior approval from the administration and the teachers whose classes they intend to visit. Before making plans, students/parents should have these visits approved by a school administrator. To get this approval, a Student Visitor Request Form must be obtained, filled out and returned to the Main Office at least 48 hours prior to the intended visit. If a student visitor arrives at Algonquin without the necessary documentation, he/she will be asked to leave.

24. WEAPONS

Bringing weapons to school or a school-sponsored event is considered an extremely serious breach of conduct. Suspension and/or expulsion from school are probable disciplinary consequences of such actions. In addition, police will be notified and law enforcement action will follow. M.G.L. c.71, § 37H.

IV. GENERAL POLICIES & PROCEDURES

H. ACTIVITIES, EVENTS AND CLUBS

Extracurricular activities and events are an important part of the educational experience for students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities. The District provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation.

Participation in clubs and activities at Algonquin and attending school-sponsored, school related events is a privilege afforded to students who remain in good standing. To participate in school activities,

events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities and clubs is limited to students who are currently enrolled in and attending Algonquin in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or the principal's designee. A student's removal from extracurricular activities and attendance at school-sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H3/4 (Principal's hearing) or 603 CMR 53.00. The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parent/guardian will be notified when a student is removed or excluded from extracurricular activities. Administration may use an alcohol detection monitor on students at school events and/or activities randomly.

A. ATTENDANCE AT SCHOOL FUNCTIONS

Any student dismissed early, absent, or arriving at school after 10:35^{am} will be ineligible to participate in any extracurricular activity for that day, except in extraordinary circumstances and with special permission from the Administration. For a Saturday school event, student must be in school on Friday for at least ½ of the school day (10:35^{am}) or they will not be allowed to participate in the Saturday event.

Students who are suspended or are absent without an acceptable reason may not attend nor participate in any extracurricular activity during the period of the suspension or the day of the absence. These students will be requested to leave the function or activity.

I. CHANGE OF ADDRESS/PHONE/EMAIL

Students and parent/guardian are required to inform the appropriate Gold or Maroon School Office if they have a change of Directory information (home address, telephone number, email address, place of employment, work telephone number, emergency numbers). Forms can be picked up at either office.

J. EIGHTEEN YEAR OLD LIST

The school retains the right to discuss the student's academic and/or behavioral status with a parent/guardian regardless of the student's age of majority status. Any student reaching the age of 18 has age of majority status. Age of majority allows the student to be recognized by the school as an adult and to exercise authority regarding their educational programming and services. The student is required to adhere to the Attendance Policy and appropriate verification of absence or tardiness may be requested.

K. LIBRARY/INSTRUCTIONAL MEDIA CENTER

Algonquin's Library is a flexible learning space that supports student learning. The library provides different areas for students to work collaboratively, conduct research and relax. Materials in the collection have been curated to support school wide curriculums as well as life-long learning. Students have access to valuable print and electronic resources as well as a wide variety of books for outside reading. Staff members are present to help students locate appropriate resources for projects or an enjoyable book.

During the school day students must have a pass to come to the library, except during lunch period. If students are in a study, they must first sign in with their study hall teacher where they may then get a pass to go to the library. For safety purposes, students are required to sign in to the library during the school day regardless if they are coming for the period or a few minutes to access resources. The atmosphere of the library is relaxed; however, it is still a space for study, research and reading. If a student loses library privileges he/she will be returned to his/her assigned study hall.

L. SEARCH OF SCHOOL AND PERSONAL PROPERTY

A student's person, personal possessions, and motor vehicle may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials or other evidence of violations of school rules or applicable laws. As noted above in "Lockers" section, lockers are school property, students have no expectation of privacy in these lockers, and lockers can therefore be searched at any time. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

M. SENIOR PRIVILEGE PROGRAM

Students in their senior year who are in satisfactory academic and behavioral standing will have the opportunity to participate in a Senior Privilege Program. Based on their adherence to specifically defined criteria, seniors may have the opportunity to manage their own time during those portions of the school day when they are not assigned to academic classes.

Criteria:

The following criteria will allow seniors to be eligible for and keep the senior privilege: ●

- Obtaining the permission of parent/guardian if under age 18 or through their age of majority rights if 18 or older.
- Being in satisfactory academic standing with no failing grades in any courses. To be eligible for the first quarter of the senior year no failing grade would be allowed in either the 4th quarter or final grade of a course in the end of the junior year or in any quarter of the senior year.
- Being in satisfactory behavioral standing with no more than 3 detentions or any in-school and/or out-of-school suspensions in the 4th quarter of the junior year or in any quarter of the senior year. Seniors who exceed the aforementioned behavioral benchmarks in the 4th quarter of the junior year will lose their senior privileges for 20 school days at the beginning of the first term of the senior year. If this occurs in any quarter of the senior year seniors will lose their senior privileges for 20 school days beginning immediately.
- Students may arrive late, leave early or leave during unscheduled course time (study halls). ● If a senior leaves school grounds with an underclass student, either they in your car or you in their car, you will lose this senior privilege for a minimum of sixty (60) school days effective immediately.
- If a senior violates procedures they will lose this senior privilege for a period of time and/or permanently, to be determined by the Administration.
- If a senior receives sanctions for tardies or absences s/he will lose privileges for a period of time and/or permanently, to be determined by the Administration.

Procedures:

If seniors do not have a class during the first period in the day:

- Upon arrival proceed directly to the Upper Office to check in to ensure you are marked present for the school day.
If seniors do not have classes during the first two periods of the day:
- Seniors must sign themselves in at the Upper School Office prior to going to their next class.
Leaving during the day:
- Seniors must sign themselves out in the upper school office, pick up a senior privilege card and directly leave school grounds.
- Seniors are not allowed to leave during lunch unless 5th period is a non-scheduled period. If seniors leave during 5th period, they are not allowed to bring food back to school. ● Seniors who are returning to school must sign back in at the upper school office, return the senior privilege card and report either directly to their class or to the cafeteria until the bell rings. Failure to return senior privilege card will result in loss of privileges for 3 days for 1st offense (escalates with continuous behavior).
- Seniors must leave school grounds promptly and are not to loiter in the building or on the grounds, including the parking lot.
Leaving last period of day:
Seniors leaving the last period of the day must sign out in the upper school office. It is not required to pick up a senior privilege card.

N. STUDENT GOVERNMENT

Student government at Algonquin is structured with a central governing body, the Student Council, and a steering committee for each of the four classes. In addition, a five-member, state-mandated Student Advisory Committee (SAC) is elected to work on policy with the regional school committee.

The student body interacts with student government in various ways.

Each of the four classes is represented in Student Council with six elected officials. These six officials are the class president and five student representatives.

Student Council oversees school-wide events, charitable drives and works closely with the Student Advisory Committee on issues of policy.

Steering Committees oversee class related events like prom, class fundraising and sustainability. And each steering committee elects one member to a seat on the School Council that meets with faculty, parent/guardian to offer counsel to the principal.

Student Advisory Committee elects members as needed. Any student can seek election to the SAC. Once elected, SAC members need not seek re-election. The SAC meets with the regional school committee several times a year and the longest serving member serves as a non-voting member of the regional school committee.

Every student at Algonquin can be an active member of his/her steering committee. Students do not have to be elected to the steering committee in order to participate in meetings and events. However, students are encouraged to seek offices in either the Student Council or their class steering committee. Each class forms a steering committee by electing a president, vice president, secretary, treasurer and

three representatives to the Student Council in a class-wide popular vote. (All elected positions for Student Council and steering committee are one-year positions.) Once the steering committee is formed, all members elect the remaining two Student Council representatives. Newly arriving freshmen elect their officers in September of their first year. And every June, school-wide elections are held to elect officers to steering committee and three representatives to Student Council. Then the steering committee meets to hold elections for the two remaining Student Council seats.

Student Council elects its own officers from their ranks. A president, secretary, and treasurer lead Student Council. Only seniors can serve in these positions and steering committee presidents are not eligible for Student Council offices.

O. ATHLETICS OVERVIEW

The interscholastic athletic program is divided into Fall, Winter, and Spring seasons. Most teams have three levels- Varsity, Junior Varsity and Freshman. Complete information regarding Athletics including information on participation fees, may be found in the Athletics Handbook.

V. APPENDIX

A. MASK REQUIREMENTS

Per the May 6, 2020 Office of the Governor *Order Requiring Face Coverings In Public Places Where Social Distancing Is Not Possible* and the Department of Elementary and Secondary Education June 25, 2020 *Initial Fall School Reopening Guidance*, students for the 2020-2021 school year, unless otherwise notified, are required to wear a mask covering their mouth and nose at all times during the school day on school grounds and on the school bus. Students will be provided opportunities to safely take a break from wearing a mask periodically and in locations where doing so is safe. It is recommended that students arrive at school each day with two masks. Students refusing to wear a face mask may be subject to disciplinary action. If mask requirements are updated for the 2021-2022 school year by DESE, those updated requirements will be in effect

B. REMOTE LEARNING AND REMOTE SCHOOL SPONSORED ACTIVITIES

All school rules remain in effect during all Algonquin Regional High School remote learning models and school sponsored activities. Violations of school rules during remote learning and/or school sponsored activities will be handled pursuant to the procedures as outlined in this handbook which may include disciplinary action.

C. NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT POLICIES RELATED TO STUDENT HANDBOOK

Title IX Sexual Harassment Policy A-190

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OVERVIEW

The Northborough-Southborough Regional School District is committed to maintaining school environments free of sexual harassment.

Sexual harassment in any form or for any reason is prohibited. This includes sexual harassment by administrators, personnel, students, vendors, and other individuals in school or at school related events.

The District does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX not to discriminate on the basis of sex. Such non-discrimination also extends to admissions and the employment application process. Retaliation against any individual who has brought sexual harassment to the attention of school officials, or against an individual who has participated, or refused to participate, in the investigation thereof is unlawful and will not be tolerated by the Public Schools of Northborough and Southborough. For more information please see Title IX Sexual Harassment Policy A190

Civil Rights Nondiscrimination Policy A-180

The Northborough-Southborough Regional School District is committed to maintaining school environments free of discrimination, harassment or retaliation based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability.

Harassment, discrimination, and retaliation in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this Procedure is unlawful and will not be tolerated by the Public Schools of Northborough and Southborough.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school district administration, subject to applicable procedural requirements. For more information, including information about filing a complaint, please see the Civil Rights Nondiscrimination Policy A180, available at: [A-180 Civil Rights Nondiscrimination Policy_Final](#)

Revised 01/26/21

1. Student Responsible Use of Technology I-200

Purpose

The Public Schools of Northborough and Southborough use technology and internet-based tools in their

classrooms on a regular basis to enhance student learning and ensure all students develop technology skills that support lifelong learning and help them become responsible digital citizens.

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These technology tools are available to assist students in enhancing communication, collaboration, and accessibility to experiences beyond the classroom. Student access to technology requires responsible, ethical, and legal use in accordance with federal and state laws. This policy applies to the use of technology on or off school property and when using personal devices to access the district network or resources. The district will conduct an annual review of this policy to comply with existing law and respond to the rapid changes in technology.

Monitoring and Privacy

In accordance with law, the Public Schools of Northborough and Southborough filter network access, as much as reasonably possible, to visual, audible and written materials that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email. Internet usage is logged and monitored for use consistent with our educational mission. Students who accidentally access inappropriate sites that are not educational when using school owned devices should notify a teacher or administrator for blocking.

o Terms of Agreement:

1. I will respect and protect the privacy of others by:

- a. Using only assigned accounts/passwords and not sharing login/password information with others.
- b. Only accessing authorized data or networks.
- c. Refraining from distributing private information about myself or others (e.g. full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites.

2. I will respect and protect the integrity, availability, and security of all electronic resources by:

- a. Observing all district Internet filters and posted network security practices.
- b. Reporting security risks or violations to a teacher or administrator.
- c. Not accessing files, folders, data, networks, hardware, software or other resources that do not belong to me, without clear permission of the owner.
- d. Not making any changes to settings in hardware, software or the network.
- e. Not vandalizing data, networks, hardware or other resources. (Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user, the Internet/Intranet, or other networks).
- f. Notifying a staff member or administrator of computer or network malfunctions.
- g. Not installing software onto computers without appropriate approval.

I will respect and protect the intellectual property of others by:

- a. Following copyright laws which prohibit the reproduction and/or, distribution of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies.

a. Citing sources when using others' work (not plagiarizing).

I will respect and practice the principles of community by:

- a. Communicating only in ways that are kind and respectful.

b. Reporting inappropriate use of technology, threatening or discomforting materials to a teacher or administrator.

c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).

d. Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums. e. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.

f. Not using district resources to further other acts that are criminal or violate the school's code of conduct.

g. Avoiding spam, chain letters, or other mass unsolicited mailings.

h. Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.

i. Only using the Internet and other electronic resources that are in furtherance of and compliance with the educational goals, objectives, and policies of the Public Schools of Northborough and Southborough.

Statement to Student/Parent(s)/Guardian(s):

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district's network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all Students.

Any violation of this policy will be subject to investigation and/or disciplinary action, as outlined in the handbooks for students and parents.

The District complies with legislation including, but not limited to:

- The Children's Internet Protection Act (CIPA);
- Children's Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Adopted :	March 19, 1997
Revised:	November 29, 2000
Revised:	May 21, 2001
Revised:	February 27, 2002

Revised:	February 16, 2011
Revised:	March 20, 2019

• 5. Head Injury and Concussion Policy J-340

Overview

The Public Schools of Northborough and Southborough has established this policy to be in compliance with Department of Public Health 105 CMR 201.000 and has the protocol titled Head Injuries and Concussions in Extracurricular Athletic Activities to protect the safety and wellness of young athletes. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity, including membership in a marching band.

Purpose

The Public Schools of Northborough and Southborough will provide protocols to standardize procedures for persons involved in the prevention, training, management and return-to-activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities and during the school day in order to protect their health and safety. The protocol has been adopted to be in compliance with the law and will be reviewed and/or revised as needed, but at least every two years.

The Head Injury and Concussions Protocol For Extracurricular Athletic Activities is located in the health office at each school and on the District website.

Adopted :	January 18, 2012
Revised:	June 20, 2018

6. M.G.L. c.76, §5 - Place of Attendance; Violations; Discrimination

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

I. MASSACHUSETTS LAWS RELATED TO STUDENT CONDUCT

1. M.G.L. c.71, §37H – Policies Relative to Conduct of Teachers or Students: Student Handbooks

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

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

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

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

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

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

(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.

2. M.G.L. c.71, §37H ½ - Felony Complaint or Conviction of Student Suspension: Expulsion; Right to Appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an

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appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

3. M.G.L. c.71, §37H ¾ - Suspension on Grounds other than Those set forth in Secs.

37H or 37H ½

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

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided,

that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

4. M.G.L. c.71, §37L – Notification to School Personnel of Reporting Requirements for Child Abuse and Neglect and Fires; Reports of Students Possessing or Using Dangerous Weapons on School Premises, Transferred Students' School Records

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

5. M.G.L. c.76, §21 – Opportunity for Academic Progress for Suspended Students; Education Service Plans; Alternative Education Services

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human

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service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

6. M.G.L. c.269, §17 Hazing: Organizing or Participating; Hazing Defined 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 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 other 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 the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

7. M.G.L. c.269, §18 Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

8. M.G.L. c.269, §19 Hazing Statutes to be Provided

Each institution of secondary education and each public and private institution of post-secondary 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 acknowledgement 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,

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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 post-secondary 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 post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with 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 regents 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 report. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

9. SUMMARY OF RIGHTS REGARDING STUDENT RECORDS **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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STUDENT RECORDS REGULATIONS, 603 CMR 23.00

1. Definitions

- **Student Record:** The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g. emails, text messages, etc.) shall not be considered to be records maintained by the school district unless printed and placed in the student's temporary record.

Parent: A student's father or mother, or 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 guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Eligible Student: A student who has reached fourteen (14) years of age or who has entered 9th grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student's age. M.G.L. c. 71, § 34E.

Authorized School Personnel:

(a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

I. Inspection of the Student Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for

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the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please see 'ACCESS FOR NON-CUSTODIAL PARENTS' below.

III. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

IV. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The Principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

V. Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed. Electronic communications (emails) that are not printed and placed in a student's temporary record are not maintained by the District as student records for purposes of state and/or federal laws and regulations.

VI. Directory Information

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Northborough-Southborough Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

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Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want directory information from your child's education records disclosed without your prior written consent, please notify the Principal in writing by no later than September 15th. The Northborough-Southborough Regional Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address

- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Grade level
- Years of attendance
- The most recent educational agency or institution attended

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

ACCESS FOR NON-CUSTODIAL PARENTS

M.G.L. c. 71, § 34H Noncustodial Parents: Receipt of Information for Child Enrolled in Public Elementary or Secondary Schools; Notice to Custodial Parent

Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or

is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

- A. A parent requesting information under this section shall submit a written request to the school principal.
- B. Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.

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- C. At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.
- D. The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.
- E. The Massachusetts Department of Elementary and Secondary Education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.

10. Protection of Pupil Rights Amendment Notice

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious

practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

2. *Receive notice* and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually