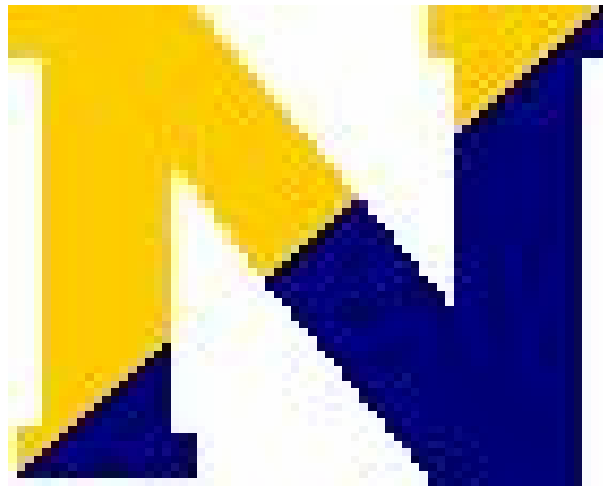


# **NORTHAMPTON HIGH SCHOOL**

## **STUDENT / PARENT HANDBOOK**

**2011-2012**



**To: Students and Parents**

**From: Principal Athas**

The fundamental mission of Northampton High School is to ensure that all students continually strive for academic excellence by providing the opportunities for students to develop intellectually, socially, emotionally, and physically in a safe and supportive environment. Our handbook and student code of conduct serves as a guide to assist the school community in implementing and carrying out our mission.

Our Student-Parent Handbook has been revised to reflect changes in preparation for the school year 2011-2012. Our handbook is organized so that it can be used as a document that can answer many commonly asked questions about our high school's operating practices. Please spend the time to review all our policies, in particular, attendance, honor roll, discipline, student assessment, school safety, and graduation requirements. We urge parents to review them and become familiar with Northampton High School's policies and procedures.

We look forward to working with the students and their families during the 2011-2012 school year. We at Northampton are committed to excellence for all and to encourage students to strive for their personal best.

*"Do not go where the path may lead, instead where there is no path, leave a trail."*  
*Ralph Waldo Emerson*

#### **NORTHAMPTON HIGH SCHOOL SPIRIT SONG**

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

**NORTHAMPTON HIGH SCHOOL  
380 ELM STREET  
NORTHAMPTON, MA. 01060**

**Main Office: 587-1344; Fax: 587-1374**

**Principal: Mrs. Nancy Athas**

**Assistant Principal: Mr. Bryan N. Lombardi**

**Academic Dean: Mr. Chris Brennan**

**Athletic Director: Mr. James Miller  
587-1356**

**Guidance Department Chairperson: Mr. Fred Itterly  
587-1353**

**Academic Department Chairpersons:  
587-1344**

**Art: Ms. Lisa Leary EXT 3322**

**English: Mr. Chris Brennan EXT 3305**

**Math: Mr. Paul Marcinek EXT 3208**

**Physical Education / Wellness: Mr. Salem Derby EXT 3017**

**Science: Ms. Amy Johnson EXT 3201**

**Social Studies: Mr. Mark Baldwin EXT 3128**

**Special Education: Kathryn Mahoney EXT 3209**

**Technology: Michael Jacobson-Hardy EXT 3016**

**World Language: Mr. James Bridgman EXT 3108**

**School Nurse: Ms. Ellen Hirschberg  
587-1360**

# CITY OF NORTHAMPTON - SCHOOL DEPARTMENT

## CENTRAL ADMINISTRATION

Central Office: 587-1329 Fax: 587-1318

Brian Salzer, Superintendent

Mark Prince, Director of Effectiveness

Mark McLaughlin, Business Manager

Bill Dornbusch, Technology Coordinator

## SPECIAL EDUCATION DEPARTMENT

Pupil Services: 587-1451 Fax: 587-1456

Nathan Ziegler, Director of Special Education

Sandra Donah, Supervisor of Special Education

Barbara Black, Early Childhood Coordinator

## NORTHAMPTON HIGH SCHOOL COUNCIL

### **Community Representative**

#### **Parents (2)**

Sam Intrator

Jane Fleishman

James Harity

Sharon Saline

Renee Wetstein

#### **Staff member**

Kim Broussard

Lisann Giordano

Ellen Hirschberg

Jason Scavatto

Rachel Stavelyhale

Ben Taglieri

#### **Students**

Andrew Cooper

Dan Dietz

Jonah Hahn

Alex Rifken

#### **Administrators**

Nancy Athas

Bryan Lombardi

## SCHOOL COMMITTEE

Honorable Mary Clare Higgins, Chairperson

Stephanie Pick, Vice Chairman

Alden Bourne

Lise Glading-DiLorenzo.

Michael Flynn

Lisa L. Minnick

Downey Meyer

Howard Moore

James Young

Edward Zuchowski

## MISSION STATEMENTS

### Northampton Public Schools

The mission of the Northampton Public Schools, in partnership with parents and the Northampton community, is to ensure high achievement by all students and to enable all students to become life-long learners, critical thinkers and self-fulfilled and socially responsible individuals who value and contribute to a multicultural and diverse global society.

Goal 1	To continually increase student achievement toward the goal of having every student literate and every student numerate;
Goal 2	To provide safe and healthy schools for our students;
Goal 3	To develop in all students a sense of citizenship and their rights and responsibilities as a community member;
Goal 4	That the district acquire and devote all its resources: fiscal, physical, and human, to accomplish Goals 1 through 3.

### Northampton High School

#### CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS

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

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

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

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

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

#### **Academic Learning Expectations:**

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

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

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

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## 2011-2012 SCHOOL CALENDAR

### August

- 29 New Teacher Orientation
- 30 Professional development Day
- 31 Teacher professional day

### September

- 1 First Day of school
- 5 Labor Day (no school)
- 22 Open House at NHS 6:30
- 27 Professional Development Day (no school)

### October

- 10 Columbus Day (no school)
- 19 late start (9:05)
- 17 – 21 Booster Week (event dates and times TBA)

### November

- 8 Election day / Professional Development Day (no school)
- 9-14 MCAS Re-tests (ELA 11/ 9-10 Math 11/ 14-16)
- 11 Veteran's Day (no school)
- 23 1/2 day, begin Thanksgiving break
- 24 - 25 Thanksgiving break (no school)

### December

- 23 - 31 Holiday recess (no school 12/23 – 1/2)

### January

- 2 Holiday recess (no school)
- 16 Martin Luther King, Jr. Day (no school)
- 20 Teacher professional day (no school)
- 19 1<sup>st</sup> Semester ends
- 20 Teacher professional day (no school)
- 23 2<sup>nd</sup> Semester begins

### February

- 1 - 2 Biology MCAS
- 8 late start (9:05)
- 16 Open House at NHS (6:30)
- 20 - 24 Winter Break (no school)
- 29 MCAS re-test ( ELA 2/29 & 3/1-2 Math 3/5-6)

### March

- 1-6 MCAS re-test ( ELA 2/29 & 3/1-2 Math 3/5-6)
- 14 late start (9:05)
- 20-22 ELA MCAS

### April

- 6 ½ day, budget prep day
- 16 - 20 Spring Recess (no school)

### May

- 15-16 Math MCAS
- 25 Seniors last day of school
- 28 Memorial Day (no school)
- 29-31 Senior week Activities (event dates and times TBA)

### June

- 1 Senior Breakfast & Graduation rehearsal
- 3 Graduation
- 5-6 Biology MCAS
- 15 ½ day, LAST DAY OF SCHOOL. 180<sup>th</sup> day\*
- 18-22 Snow day make-up days (Last day of school determined by number of snow day make-ups, Summer recess begins upon completion of last snow day equaling 180 school days)

**Please see Academic Information section, Page 9, for schedule of progress reports and report cards**

### **CANCELLATION / DELAY POLICY**

**CANCELLATION** In case of bad weather or other emergencies causing school closing, information will be broadcast on local radio and T.V. stations by 6:00 a.m.; information on the Gazette Line is available at 6:00 a.m. (584-3200 Selection #3708.) The radio stations are as follows: WHMP AM, WLZX FM, WRNX, WPNI AM, WPKX, WHYN FM, WHYN AM, WNNZ AM, WMAS FM, WPVQ FM, WRSI; TV Stations WGGB 40 and WWLP 22. Information will also be provided on the school's main telephone number (587-1344) after 6:00 a.m. and on the district website (<http://www.nps.northampton.ma.us>)

**DELAY** Delaying schools for one or two hours will be seriously considered on any day when the weather conditions are improving and with the additional time the roads and walkways would be safe for ALL students. The decision to cancel or delay will be made by 6:00 a.m. On delay days, all schedules are affected by one or two hours.

**In all cases of school cancellation or delay a Connect ED voice message will be sent by the Superintendent to all households informing of the delay or cancellation**

**NOTE:** ONCE A DECISION IS MADE TO DELAY, WE WILL NOT CHANGE THE LENGTH OF A DELAY, AND ONLY IN EXTREME CASES WILL WE CANCEL AFTER A DELAY CALL HAS BEEN MADE

## DAILY AND SPECIAL BELL SCHEDULES

### Regular Daily A / B Bell Schedule

Bells	Activity	Lunch / Class Time
7:25	Warning Bell	
7:30-8:55	1 <sup>st</sup> period	
8:55-9:03	Transition	
9:03-10:28	2 <sup>nd</sup> period	
10:28-10:36	Transition	
10:36-12:26	3 <sup>rd</sup> period / lunch period	
	10:36-11:01	1 <sup>st</sup> lunch / Class 11:01-12:26
	11:01- 11:26	2 <sup>nd</sup> lunch/ Class 10:36-11:01 & 11:26-12:26
	11:26-11:51	3 <sup>rd</sup> lunch/ Class 10:36-11:26 & 11:51-12:26
	12:01-12:26	4 <sup>th</sup> lunch/ Class 10:36-12:01
12:26-12:34	Transition	
12:34-1:59	4 <sup>th</sup> period	
1:59	Dismissal	

### Half Day Bell Schedule

Bells	Activity
7:25	Warning Bell
7:30-8:20	1 <sup>st</sup> period
8:20-8:30	Transition
8:30-9:20	2 <sup>nd</sup> period
9:20-9:30	Transition
9:30-10:20	3 <sup>rd</sup> period
10:20-10:30	Transition
10:30-11:20	4 <sup>th</sup> period
11:20	Dismissal

### 1 Hour Weather Delay Schedule

Bells	Activity	Lunch / Class Time
8:25	Warning Bell	
8:30-9:30	1 <sup>st</sup> period	
9:30-9:35	Transition	
9:35-10:30	2 <sup>nd</sup> period	
10:30-10:36	Transition	
10:36-12:26	3 <sup>rd</sup> period / lunch period	
	10:36-11:01	1 <sup>st</sup> lunch / Class 11:01-12:26
	11:01- 11:26	2 <sup>nd</sup> lunch/ Class 10:36-11:01 & 11:26-12:26
	11:26-11:51	3 <sup>rd</sup> lunch/ Class 10:36-11:26 & 11:51-12:26
	12:01-12:26	4 <sup>th</sup> lunch/ Class 10:36-12:01
12:26-12:34	Transition	
12:34-1:59	4 <sup>th</sup> period	
1:59	Dismissal	

### 2 Hour Weather Delay Schedule

Bells	Activity	Lunch / Class Time
9:25	Warning Bell	
9:30-10:30	1 <sup>st</sup> period	
10:30-10:36	Transition	
10:36-12:26	3 <sup>rd</sup> period / lunch period	
	10:36-11:01	1 <sup>st</sup> lunch / Class 11:01-12:26
	11:01- 11:26	2 <sup>nd</sup> lunch/ Class 10:36-11:01 & 11:26-12:26
	11:26-11:51	3 <sup>rd</sup> lunch/ Class 10:36-11:26 & 11:51-12:26
	12:01-12:26	4 <sup>th</sup> lunch/ Class 10:36-12:01
12:26-12:34	Transition	
12:34-1:15	2 <sup>nd</sup> period	
1:15-1:20	Transition	
1:20-1:59	4 <sup>th</sup> period	
1:59	Dismissal	

# ACADEMIC INFORMATION AND REQUIREMENTS FOR GRADUATION

## SUBJECT LOAD

All students are required to carry a full course load of four classes per semester

## SCHEDULE CHANGES

Through student course selection in the spring the master schedule of class offerings and teaching assignments are developed. Scheduling is conducted in a manner that offers students classes that they have chosen but also offerings that meet graduation requirements. Schedule changes will be granted in very few cases and must have the approval of parents, current teachers, guidance counselor and Department Chairperson. Priority is given to situations involving graduation or academic misplacement.

## PROGRESS REPORTS

Students are issued reports by teachers at the midpoint of each marking period (see grade and report card schedule for specific release dates) indicating the level of academic performance of each student during the period. Parents should consider these grades / reports as a barometer of academic performance and attitude, or as warning signal for students who are performing unsatisfactorily. **Parents should consider a conference with the teacher upon receipt of an unsatisfactory report. All teachers have been given voice mail accounts. Parents are encouraged to phone teachers to check on academic progress.**

**REPORT CARDS** - Report Cards are issued to students four times each year approximately every ten weeks (see grade and report card schedule for specific release dates).

## GRADE AND REPORT CARD SCHEDULE

### First Semester 9/1 – 1/20

October 7	1 <sup>st</sup> quarter progress reports issued to all students
November 10	1 <sup>st</sup> quarter report cards issued to all students
December 14	2 <sup>nd</sup> quarter progress reports issued to all students
January 25	2 <sup>nd</sup> quarter / 1 <sup>st</sup> semester report cards issued to all students

### Second Semester 1/23 – 6/15

March 2	3 <sup>rd</sup> quarter progress reports issued to all students
April 11	3 <sup>rd</sup> quarter report card issued to all students
May 15	4 <sup>th</sup> quarter progress reports issued to all students
June 22 / 29*	4 <sup>th</sup> quarter / 2 <sup>nd</sup> Semester report card mailed home

\*depends on last day of school

## FINAL EXAMINATION POLICY

All students are required to take end of semester examinations. Students willfully failing to take a final semester examination will receive a failing grade for the course. Seniors who have a 90 or better average in a particular class will not be required to take the final exam in that particular class. **Any request to take a final exam on a date other than the posted final exam schedule must be approved in advance by both an Administrator and class room teacher. No examinations will be allowed before scheduled final exam schedule.**

## HONOR ROLL

The honor roll is computed at the completion of each quarter and indicates the success of students for the marking period.

## NATIONAL HONOR SOCIETY

All eligible juniors and seniors are invited by the Principal of Northampton High School to apply for membership into the National Honor Society. To be eligible a student must have a cumulative GPA of 3.4 or better, a commitment to community service and exemplary character. Applications are reviewed and selections made by the National Honor Society committee which is made up of teachers, guidance and administration.

## GRADE RECORD AND PROMOTION POLICIES

\*Full credit courses - 1 credit; half credit courses .5 credits.

Students who receive a final grade of D or F in a sequential subject may not go on in that subject without successfully repeating the subject or meeting the required grade through summer school performance. A student who has received credit for a course may not receive credit a second time regardless of the grade he/she may receive in a repeat program. A student who has an F average at 10 weeks and continues at that level for the remainder of the semester may not obtain credit for that subject in summer school. A student must pass at least one marking period to be eligible for summer school.

Students who do not graduate with their class and return for first semester may receive their diplomas in January or June. Students who attend summer school and fulfill graduation requirements will receive diplomas at the end of summer school.

## GRADUATION REQUIREMENTS

1. Attend an accredited high school for eight regular semesters (4 years) with at least the last semester at Northampton High School.
2. Earn a minimum of 28 credits
3. \* Required Academic courses
  - a. Pass four sequential English courses
  - b. Pass one Writing course  
(to be taken in either grade nine or ten)
  - c. Pass three Social Studies courses, one of which must be U. S. History
  - d. Pass three Mathematics courses
  - e. Pass three Science courses
  - f. Pass two additional courses in Math, Science, Social Studies, English or World Language
  - g. Pass Wellness I and Wellness II
  - This may change, depending on School Committee Policy.
4. Receive a passing Grade (needs improvement, proficient or advanced) on Biology, ELA and Math MCAS examinations

## ATTENDANCE POLICY

Northampton High School strives to educate the whole student and prepare each student to be a productive and successful contributor to the community in which s/he lives. Taking responsibility for commitment is a valuable part of citizenship; prompt, consistent attendance is an attribute higher institutions and the 21<sup>st</sup> century workforce demand.

Regular and punctual school attendance is essential for success in school. Learning is a multi-faceted process optimized by a variety of classroom activities. Attendance is the cornerstone of this process. The educational experience offered at Northampton High School extends beyond textbooks and handouts, practice sessions, class discussion and direct instruction. Dynamic classroom interaction among teachers, students and content is crucial to student understanding and cannot be replicated by make-up work or extra-help after school. Each classroom is a learning community which depends on its members to contribute to the success of all. Being present maintains the consistency of the learning process, whereas absences interrupt that process, leaving student achievement compromised.

It is the responsibility of this school, as well as student's parents, to nurture and encourage strong work habits to prepare students to be responsible adults. **It is in this spirit that Northampton High School requires active student participation and active attendance.** We ask parents and guardians to be a part of this policy, to encourage and support their children to be in school to get the best education possible; therefore, parents and guardians pursuant with state law (chapter 76 section 1) have the legal responsibility to ensure that their children are in attendance each day school is in session. Furthermore parents and guardians must make every effort to schedule appointments, vacations and other activities outside of school hours.

### A. ATTENDANCE VERIFICATION

School hours are 7:30 a.m.–1:59 p.m. **If it is absolutely necessary that a student be absent or tardy from school, parents should phone the high school office before 7:30 a.m. at 587-1344.**

Students who are absent from school whose parent has called in will be marked as absent excused. Students who are absent with out a parent call will be marked as absence unexcused. **Please note that absent excused only verifies that the parent acknowledges that their child is not in school and in fact is not truant. Absent excused does not excuse or waive the absence as it relates to the attendance policy.** Please see section D for details regarding absences that are waived from the attendance policy.

When a student is absent or tardy with out an explanatory note or phone call, a representative from the Main Office will leave a recorded message via Connect Ed on the home phone number. If a student is absent or tardy without parent permission, the student will be considered truant.

The student may receive disciplinary action for truancy / cutting class. Written work or examinations missed because of truancy will receive a zero and will not be allowed to do make-up work. Any student who fails to check into the main office when tardy or students that have been marked absent is seen in school or on school grounds will be subject to disciplinary action.

### B. MINIMUM ATTENDANCE REQUIREMENTS

.5 credit course allows for five (5) absences

1 credit semester course or full year course allows nine (9) absences.

Two (2) tardies equal one (1) absence

### C. ABSENCE LIMITS AND COURSE CREDIT

To earn credit in a course, students must achieve a passing grade and not exceed the number of allowable absences. Students, regardless of the passing grade, who exceed the number of allowable absences will not receive academic credit for that class.

The absence limit for a student includes excused absences, unexcused absences, as well as tardies (two tardies are equivalent to one unexcused absence.) Call in messages and notes from parents verify attendance **but do count** toward the attendance limit.

If a student enters a course after the first day of classes, the attendance requirement will be pro-rated.

A student losing credit for attendance will still receive a grade and will not be required to repeat the course. Specific credit totals are required for both promotion and graduation

Students who have exceeded the minimum attendance requirement are eligible for an attendance waiver. Please see section E for further information.

#### **D. EXCUSED ABSENCES**

- A doctor's note documenting the illness or a doctor's visit
- Parent note documenting family emergency, religious holiday or funeral
- A college admission's note documenting an admission's interview or orientation
- Documentation of court appearance
- An absence or trip that has been excused in advance from the Assistant Principal or Principal

\*School sponsored events and field trips will not be counted toward the credit limit.

#### **E. WAIVER OF ATTENDANCE REQUIREMENT**

Students, who have lost credit or predict that they will lose course credit because of failure to maintain the necessary attendance requirements and have unusual absences (i.e. long term illness, hospitalizations, etc.) may request a waiver application of the policy.

Attendance waivers occur twice (2) a year; one each at the end of each semester. Announcements through intercom and daily bulletin will detail dates for each waiver period. Upon hearing that the waiver process has been initiated a student requiring a waiver will need to go to the main office and request a waiver. The main office personnel will give them a print out of their class attendance and a waiver application. Students are to take the waiver application and attached attendance print out home and complete the application with their parent. Parent signatures are required for the waiver. Incomplete waiver applications will not be accepted.

Students are to return the signed waiver application providing documentation of allowed absences (section D).

Students who provide a completed attendance waiver application and documentation for absences exceeding the minimum attendance requirement will receive an attendance waiver and have class credit restored. Students who do not complete waiver application and fail to provide documentation for absences exceeding attendance limit will not have credit restored.

#### **F. TARDINESS TO SCHOOL**

The warning bell will sound at 7:25 a.m. Students will report to their first period class by 7:30 a.m. If students are not in their seats when the starting bell (7:30) for class stops ringing, they are tardy and must report to the main office to receive a tardy slip to enter class.

Students who are tardy will not be allowed to enter class with out having reported to the main office and in receipt of a tardy slip.

Any student who fails to sign in to school in the Main Office will receive disciplinary action.

Tardy to class after thirty minutes of class start time will be considered an absence.

#### **G. TARDINESS TO CLASS**

Classes will start punctually. If students are not in their classroom when the bell stops ringing, they are tardy. **Two tardies are equivalent to one absence.** Tardy to class thirty minutes after class start time will be considered as an absence. Tardies with in thirty minutes of class start time that are verified through a pass from main office, teacher, main office, guidance, nurse, etc. should be marked as present. Teachers are expected to address the student, call home, administer a detention and / or refer to Guidance Counselor and Assistant Principal regarding issues of chronic tardiness. Academic work and make up time will not be allowed or accepted for chronic tardies and unexcused absences.

**Students will be given the opportunity to make up tardies through arrangement with their classroom teacher.** Suggested tardy make ups are for 15 minutes. Attendance credit will be restored as soon as the teacher reports make-up to main office. Students who are habitually tardy may lose the make-up privilege.

#### **H. DISMISSALS FROM SCHOOL**

Student dismissals will be granted with prior written notice from the parent/guardian. Parent cooperation is the single most important factor in encouraging students to take a responsible approach to class attendance. In order to support the school in this endeavor, parents are asked not to request dismissal except for exceptional reasons.

Students are not to be dismissed by their parents without first notifying the Main Office. Students leaving school through parent dismissal without notifying the Main Office and signing out will receive disciplinary action

Dismissal for lunch is not supported for underclassman. Juniors and seniors are eligible to leave school during assigned lunch period with a signed lunch dismissal form. This form is available in the main office and must be signed and turned in to the main office before any student leaves NHS for lunch.

Students who are eighteen years of age and older are able to self dismiss upon the school receiving a signed parent permission/acknowledgement form (available in Main Office). All attendance policies are in effect.

#### **I. VACATION / TIME OUT OF SCHOOL**

The Administration strongly recommends that students do not take vacations, sign up for camps, programs or activities while school is in session. If, however, the parents need students to be out of school for this reason, both students and parents are reminded that, except in unusual or extenuating circumstances approved by the Assistant Principal, such absences are counted against the minimum attendance requirements and may lead to course credit being withheld and / or make-up not being authorized. Students away on vacation must complete all the work necessary to stay current in a class. Teachers will be unable to recreate or replicate class lessons for vacationing students. Yearly school schedules are provided so as to allow for appropriate family and personal planning.

#### **J. NOTIFICATION**

The number of class absences is reported on both the mid-quarter Progress Reports and all Report Cards. Attendance letters will be sent from the Main Office notifying parents of three absences in a .5 credit course and three and five absences in a one credit course. Students who exceed the attendance policy or displaying chronic attendance issues will be required to meet with the Assistant Principal.

Automated phone messages utilizing Connect Ed are sent home daily for students who are absent or tardy with out parent notification

#### **K. MAKE-UP WORK GUIDELINES**

- Make up work is the responsibility of the student
- Make up work is allowed for excused absences only
- Students who are tardy or dismissed from school are responsible for missed class work, assignments, tests and quizzes for the day in question. Students are responsible to turn in any work to teachers that is due on the day they are tardy or dismissed. Missing a class due to tardiness or dismissal does not extend deadlines for due work.
- Students must make up any missed tests, quizzes or other missed work upon return from their absence. An absence of one day allows for a one day make-up period. Absences of two to three days will allow for make-ups to occur with in five school days. Absences of four or more days will result in make-up work being completed with in a reasonable timetable determined collaboratively by Administration, the teacher and the student. At all times the teacher may modify the above guidelines in order to meet the needs of specific assignments and for unique circumstances.

- Assignments, projects or any other work that had been assigned due on a day a student is absent is to be turned into the teacher upon return to school.
- Outside obligations such as work, activities, or athletics are not considered as reasons for not being able to complete make-up work within the designated time schedule.
- All teachers are available two times a week for extra-help sessions

## ATHLETICS

### NORTHAMPTON HIGH SCHOOL PHILOSOPHY OF ATHLETICS

The philosophy of athletics as offered at Northampton High School may be stated as the effort to encourage and to provide the maximum opportunity for athletic participation for physical, moral, mental and social growth in a competitive environment. The student may acquire new skills, contribute actively to promote good sportsmanship, tolerance, self-discipline, leadership and good school and community citizenship.

Emphasis on attainment of educational objectives in an athletic program does not de-emphasize competition. Winning is the spirit and goal of every competition, but it is not an end in itself.

Athletic Teams:

	<b>BOYS SPORTS</b>	<b>GIRLS SPORTS</b>
<b>a. Varsity</b>	Baseball Basketball Crew* Cross Country Fencing* Football Golf Indoor Track Lacrosse Skiing Soccer Spring Track Swimming Tennis Wrestling	Basketball Crew* Cross Country Fencing* Field Hockey Indoor Track Lacrosse Skiing Soccer Softball Spring Track Swimming Tennis
<b>b. Junior Varsity</b>	Baseball Basketball Lacrosse Soccer	Basketball Field Hockey Lacrosse Soccer Softball Track
<b>c. Freshman Teams **</b>	Baseball Basketball Football Soccer	Basketball Soccer
<b>d. Other</b>	Team manager Trainer	

**\*not funded by Northampton Public Schools**

**\*\*Pending participants and funding**

### ATHLETIC ELIGIBILITY

#### **1. Academic**

- All courses counted toward eligibility must be the equivalent of a one credit course. Courses can be combined to equal one credit, e.g., wellness 1 (.5) and photography (.5) are equivalent to one academic credit. A student must pass three of four subjects each semester equaling three credits.
- A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to three 1 credit academic courses per semester.
- A student must secure during the last marking period preceding the contest a passing grade in three one credit classes. (Quarter grades, not semester grades, determine eligibility)
- To be eligible for the fall marking period, students are required to have passed and received credit for the previous academic year the equivalent of six academic credits.
- The academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that marking period have been issued to the parents of all students within a particular class.
- Incomplete grades may not be counted toward eligibility.
- A student who repeats a class upon which he/she has once received credit cannot count that subject a second time for eligibility.
- A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued, failed and the make up grade has been recorded on the student's official transcript.

#### **2. Attendance**

- A student must be in school for three full class periods, unless prior permission of the Principal, Assistant Principal or Athletic director has been obtained, to be eligible on that day to participate in extra-curricular activities and athletics.
- A student suspended from school is not permitted to participate in athletics until the day they return to school from their suspension.

#### **3. Conduct**

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

#### **4. Northampton Chemical Health Policy**

Pursuant to the Massachusetts Interscholastic Athletic Association (MIAA) policy on Chemical Health Northampton High school Student Athletes and their parent / guardian must sign a contract verifying awareness of and agreement to adhere to the MIAA Chemical Health policy.

We are concerned about Northampton High School students who are using tobacco, alcohol, and other drugs. In our opinion, the Northampton High School Policy on Chemical Health, if taken seriously, is one way to curtail adolescent use. It is difficult, however, for us to enforce this policy on our own and therefore we are asking for your help.

When you and your son/daughter sign this form, please talk to him/her about the importance of this policy, and if possible, tell your son/daughter that you fully support the intent of this policy. Please let him/her know that if you become aware of hi/her using any non-approved substance, during the season, that **you will contact the athletic director with full expectation of the stated penalties.**

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

Please understand that our athletes represent our school and community and we know that many of our student athletes do choose to be tobacco, alcohol, and other drug-free. We also know that many of these athletes would choose not to use, even if there was no policy.

We ask for your assistance as we try our best to address this one aspect of adolescent behavior. We look forward to working in partnership with you to provide a healthy and chemical free athletic culture at Northampton High School.

#### **MIAA Chemical Health policy:**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer".

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

#### **Minimum penalties:** (All fractional part of an event will be dropped when calculating penalties)

**First violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

**Second and subsequent violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season.

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

#### **Northampton Athletics and Concussions**

- All Northampton athletes must take a base line concussion screening prior to their first day of practice/tryout.
  - This test is administered through the athletic office to freshmen, juniors and any new athlete attending Northampton High School.
- Northampton Athletics will follow the Concussion and Return to Play Protocol listed below.

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

**Concussion Information:** The Massachusetts Interscholastic Athletic Administration (MIAA) Board of Directors adopted a policy concerning concussions. This policy applies to all member schools including Northampton High School. The policy reads, "**ANY ATHLETE WHO EXHIBITS SIGNS, SYMPTOMS, OR BEHAVIORS CONSISTENT WITH A CONCUSSION (SUCH AS LOSS OF CONSCIOUSNESS, HEADACHE, CONFUSION, OR BALANCE PROBLEMS) SHALL BE IMMEDIATELY REMOVED FROM THE CONTEST AND SHALL NOT RETURN TO PLAY UNTIL CLEARED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.**"

Any head injury can be a serious life threatening condition. It is important that the athlete and parent/guardian, pay careful attention to these symptoms:

- headache
- pressure in head
- double or blurry vision
- sensitivity to light or noise
- nausea or vomiting
- balance problems or dizziness
- feeling sluggish, hazy, foggy, or groggy
- confusion, concentration or memory problems

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

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

- Athlete is removed from the contest or practice.
- The athletic trainer will conduct a *Standardized Assessment of Concussion*.

- If athletic trainer is not available, coach will notify parents and recommend follow up with athlete's health care provider.
- The athletic trainer/coach will notify parent/guardian and director of athletics.
- Director of athletics will notify school nurse.
- School nurse will contact athlete's teachers and guidance counselor.

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

**Gradual Return to Play Protocol:**

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

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

**Physical Post Concussion Tests**

The athlete will be given five physical post concussion tests, administered by a certified athletic trainer.

Only one test per day. Next test will be administered only when previous test is passed. These tests will take a minimum of five days.

Test 1: (to increase heart rate): Low Levels of physical activity. This includes walking, light jogging, light stationary biking, and light weight lifting (low weight, moderate reps, no bench, no squats)

Test 2: (to increase heart rate with movement): Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weight lifting (reduce time and or reduced weight from the athlete's typical routine).

Test 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility with 3 planes of movement).

Test 4: Sports specific practice.

Test 5: Full contact in a controlled drill or practice.

**EXTRA-CURRICULAR ACTIVITIES**

Northampton High school offers a wide variety of extra-curricular clubs and activities designed to meet the passions and interests of our student body.

**EXTRA-CURRICULAR AND PARTICIPATION IN ANY AFTER SCHOOL ACTIVITY / EVENT POLICY**

**1. Conduct**

- comply with expectations outlined in the *Code of Student Conduct*

**2. Attendance**

- A student must be in school for three full class periods, unless prior permission of the Principal or Assistant Principal has been obtained, to be eligible on that day to participate in extra-curricular activities.

- A student suspended from school is not permitted to participate in extra-curricular activities until the day they return to school from their suspension.

**1. SCHOOL ACTIVITIES / CLUB**

**ADVISOR**

Amnesty International	Ms. Todhunter
Best Buddies	Ms. Walters
Chess Club	Mr. Mahar
Dialogue	Ms. Hirschberg
Drama Club	Ms. Eldredge
French Club	Ms. Bitgood
G.S.A.	Mr. Sass
Key Club	Ms. Wetstein
Model U.N.	Mr. Taglieri
MOST	Mr. Scavotto
Mountain Bike Club	Mr. Derby
National Honor Society	TBA
Northampton Academic Team/	Ms. Dichter
Photography Club	Mr. Jacobson-Hardy
S.O.C.A.	Ms. Bernhard / Ms. Gardner
Ski Club	Mr. Lombardi
Theater Tech	Mr. Eldredge

## **2. ELECTIVE OFFICES OPEN TO STUDENTS**

### **REGIONAL ADVISORY COUNCIL**

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

### **STUDENT ADVISORY COUNCIL**

In the spring up to five students are elected by the student body to an Advisory Committee; the student with the most votes will act as Chairperson. This office is open to any student in the school and runs for a full year. Students seeking this position are expected to attend School Committee meetings and become familiar with policies and procedures and be prepared to advise the School Committee on matters relating to students.

### **CLASS OFFICERS**

Each class will elect a President, Vice-President, Secretary, and Treasurer. These officers will work together to fundraise, address student concerns, improve school climate, and meet with Advisors.

## **HEALTH AND NURSE**

### **HEALTH SERVICES**

The mission of the health services department of the Northampton Public Schools is to promote and protect the health of students and staff by working together with parents, staff, and the community.

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

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

**Guidelines for Illness and School Attendance:** Should my child be in school with this illness?

**Remember:** Sick children belong at home. Well children belong in school. And the best way to prevent infection is frequent hand washing.

- Children with a fever over 100 should stay home until there is no fever for 24 hours. Call your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhea.
- If a child's eye is red with cloudy or yellow/green drainage, you should call the doctor during office hours. If an eye ointment is prescribed your child may return to school 24 hours after treatment began. All family members should wash hands frequently.
- Children with one event of vomiting or diarrhea (watery loose bowel movement) should stay at home until at least 12 hours has passed without any further events. Call your doctor if the vomiting or diarrhea continues or if your child also has a fever, rash, or weakness. All family members should wash hands frequently.
- Your child should stay home if she/he has a lot of ear pain. Call your doctor for treatment.
- If your child has a sore throat and a fever, or a severe sore throat without fever, he/she should stay home from school.
- If your child's cough is worse than you would expect with a cold, keep him/her at home. If he/she has hard time breathing or has a fever, call your doctor.
- If your child complains of a stomach ache, especially if he/she says it hurts to move and he/she does not want to eat, he/she should stay home. Call your doctor.
- If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the face or body) he/she should stay home for as long as your doctor says.

When there is doubt in your mind about sending your child to school, consult your child's doctor. Remember to make sure that your child's school knows how to reach you during the day. Please give the school all available numbers: cell, work, relatives, friends, etc.

### **MEDICATIONS: PROCEDURES FOR PRESCRIPTION AND OVER-THE-COUNTER MEDICINES**

All medications, prescription and over the counter (includes cough drops), may only be given by the school nurse with a doctor's order and a signed parent/guardian authorization. Forms are available from the school nurse. Antibiotics that are given for a limited time may be given without the MD order but the original prescription bottle must be given to the school nurse. Parents/guardians are required to bring in all medications and discuss the administration plan with the school nurse.

### **HEALTH SCREENINGS**

Regular state mandated screenings are conducted in the following grades:

- Hearing – K-3, 7<sup>th</sup> and 10<sup>th</sup>
- Vision – K-5, 7<sup>th</sup> and 10<sup>th</sup>
- Heights and weights with BMK calculation – K, 4<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>
- Postural – 5<sup>th</sup> – 9<sup>th</sup>

If a referral is necessary the school nurse will inform the parent/guardian in writing. It is the responsibility of the parent or guardian to schedule the appropriate referral and to provide follow-up information to the school nurse. If assistance is needed to accomplish this parents/guardians are encouraged to contact the school nurse.

### **HEALTH RECORDS**

The health record is considered a temporary record and it is the practice of the Northampton Public Schools that if a student transfers to another school district, the record will be transferred. The original health record may be given to the parent/guardian at the time of transfer. A copy of the immunization record will be kept for one year. It is the responsibility of the parent/guardian to provide current immunization records and a copy of the most recent physical exam. When a student graduates from the high school the original health record will be stored for five (5) years and then destroyed. Students will be given a copy of their immunization records for future use. Parents/guardians of graduating seniors will be notified.

**ACCIDENT INSURANCE** - Insurance forms are issued at the beginning of each school year. If claims arise, parents should notify the insurance company immediately, requesting a claim form which should be completed and returned promptly to the insurance company. All participants in interscholastic athletics are required to carry accident insurance or have a letter waiving school responsibility filed in the Superintendent's Office.

### **EXCLUSION FROM SCHOOL**

It is the Massachusetts state law that students who are not up to date with the immunization requirements for school entry be excluded from school. It is the responsibility of the parent/guardian to provide current immunization records in a timely fashion to avoid exclusion of their child. The school nurse is available to help parents/guardians in this area.

### **PHYSICAL EDUCATION EXCUSES**

A student who wishes to be excused from physical education for a particular day shall present to the Physical Education teacher a signed explanatory note from home. Extended excuses will require medical documentation.

### **CONDOM AVAILABILITY**

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

## **CODE OF CONDUCT**

We welcome the opportunity to share with you guidelines for student behavior at Northampton High School. The rules are intended to provide a productive and secure learning environment. So that students will know where they stand, this booklet provides information about expected and allowable behavior and the consequences for breaking rules. It also identifies support systems and services for those in need of help.

Become informed. Read this book. Your personal investment in a positive school climate is expected and required. The school has developed reasonable and clear standards and high expectations in order to foster self-discipline and to help students fulfill their potential. Students need to prepare to participate as productive members of a democratic society committed to the well-being of the individual and the community. We hope the *Code of Student Conduct* will be a useful document in achieving this goal.

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

### **RESPONSIBILITIES OF STUDENTS**

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

- a) take pride in learning, accomplishing and building a community that is diverse in sexual orientation, race, ethnicity, social class and religion
- b) adhere to school & community rules; attend school regularly
- c) respect all members of the community, including students, staff and faculty
- d) respect the property of others
- e) show consideration for the feelings, opinions and abilities of others
- f) accept responsibility for one's own actions
- g) develop habits of honesty, truthfulness and kindness
- h) tolerance in a diverse community of learners

### **RESPONSIBILITIES OF THE SCHOOL**

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

In accordance with due process, any student who claims a grievance (unfair treatment) in the implementation of any school policy should first use all available means to settle the matter with the appropriate teacher, then the assistant principal or principal. After exhausting all available means at the building level, the student will have the right to appeal in writing within five (5) school days to the Superintendent.

### **ASSUMPTIONS ABOUT DISCIPLINE**

Discipline, a prescribed pattern for orderly behavior, supports effective learning and intellectual growth. The discipline which produces responsible and self-disciplined adults is dependent upon co-operation between home and school. Therefore, parents, students, and staff are asked to share the following beliefs about discipline.

- All have the right to expect a safe and secure school environment. Therefore, all students, parents, and staff must know the rules of the school and the consequences for violating them. Clear and specific definitions of expected behavior help students take responsibility for their actions in school and in society.
- Excellence in instruction is the primary goal of the school. Therefore, prompt action must be taken when unacceptable behavior interferes with teaching and learning.
- We strive to teach mutual respect among all members of the school community by recognizing the dignity of each individual. Therefore, enforcement of rules emphasizes a positive attitude toward students, teachers, and parents, with the goal that students ultimately discipline themselves. The Principal and Assistant Principal will interpret these rules and will apply them with particular attention to the individual needs of each student. These standards governing appropriate behavior apply on the high school campus, as well as any athletic event, extracurricular event, field trip, or any school-sponsored event.

### **STUDENT CONDUCT AND DISCIPLINE: SPECIAL NEEDS STUDENTS and 504 's**

#### **Discipline of Special Needs Students**

All students are expected to meet the requirements as set forth in this handbook. Massachusetts General Laws require that additional provisions be made for students who have been found by an Evaluation Team to have special needs and whose program is described in an Individualized Educational Program (IEP). The following additional requirements apply to the discipline of special needs students.

1. The principal or designee will notify the Special Education Office of the suspension of a special needs student and a record will be kept of such suspensions.
2. In accordance with special education regulations, when it is known that the suspension(s) of a special needs student will accumulate to greater than ten (10) days in a school year, a manifestation hearing will convene to determine whether the student's disciplinary behavior is a manifestation of his/her handicapping condition. The IEP will be reviewed to determine appropriateness of the student's placement or program.
3. If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.
4. There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include:
  - a. carrying or possession a weapon
  - b. knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance

c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

**Discipline for Students Not yet Found Eligible for Special Education**

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

**Discipline of 504 Students**

School personnel may not suspend a student on a 504 plan for more than ten consecutive days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

**VIOLATIONS/PENALTIES**

The following *Code of Student Conduct* seeks to be fair and consistent. It will be impartially and consistently enforced to help provide a safe and orderly school in which students can learn and grow.

The Code of Conduct has been revised into six sections, according to specific categories: Weapons/Violence, Substances, Harassment/Civil Rights, Computer Violations/Plagiarism, “And More”, Bus Transportation.

Other behavior not specifically covered in the following rules and regulations will be considered on an individual basis.

**DETENTION** - For the purpose of study or discipline, classroom teachers may require pupils to remain after school up to the length of one (1) class period. 24 hour notice must be given.

**SECTION A: WEAPONS/VIOLENCE**

**VIOLATIONS: each subsequent offense is an additional offense and will carry over from year to year.**

**VIOLATIONS**

**PENALTIES/CONSEQUENCES**

1. Possession of, use of, or threat to use a dangerous weapon, such as a gun, knife or other articles which may be determined to be dangerous (1993 Education Reform Act Law Chapter 71, Section 37H)	<b>1<sup>st</sup> offense:</b> Ten-day external suspension from all classes and school activities until an expulsion hearing is held (see <b>Student Expulsion</b> ). The matter will be reported to the Police Department.
2. Physical violence and/or threat of physical violence directed toward any member of the school staff (1993 Education Reform Act Law Chapter 71, Section 37H)	<b>1<sup>st</sup> offense:</b> Ten-day external suspension from all classes and school activities until an expulsion hearing is held (see <b>Student Expulsion</b> ). The matter will be reported to the Police Department.
3. Acts of arson, bomb threats, and false fire alarms	<b>1<sup>st</sup> offense:</b> Ten-day external suspension from all classes and school activities until an expulsion hearing is held (see <b>Student Expulsion</b> ). The matter will be reported to the Police Department. Restitution for damages.
4. Malicious destruction of or damage to school or personal property	<b>1<sup>st</sup> offense:</b> Minimum five-day suspension from all classes and school activities. <b>2<sup>nd</sup> offense:</b> Minimum ten-day suspension and recommendation for an expulsion hearing. <b>For both offenses:</b> Restitution for damage. The matter will be reported to the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
5. Obtaining money, material goods or favors by threat of physical harm	<b>1<sup>st</sup> offense:</b> Minimum five-day suspension from all classes and school activities. <b>2<sup>nd</sup> offense:</b> Minimum ten-day suspension and recommendation for an expulsion hearing. <b>For both offenses:</b> Restitution for damage. The matter will be reported to the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
6. Organizing or participating in hazing	<b>1<sup>st</sup> offense:</b> Minimum five-day suspension from all classes and school activities. <b>2<sup>nd</sup> offense:</b> Minimum ten-day suspension and recommendation for an expulsion hearing. <b>For both offenses:</b> Restitution for damage. The matter will be reported to the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion. See Note 4.
7. Assault/battery; instigation or provocation of physical altercation	<b>1<sup>st</sup> offense:</b> Minimum five-day suspension from all classes and school activities. <b>2<sup>nd</sup> offense:</b> Minimum ten-day suspension and recommendation for an expulsion hearing. <b>For both offenses:</b> Restitution for damage. The matter will be reported to

	the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
8. Physical violence directed towards fellow students (including but not limited to, hitting, punching, pushing, slapping, shoving, grabbing, kicking, choking, hair pulling, biting, throwing things, arm twisting, restraining, or pinning someone).	<p><b>1<sup>st</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum ten-day suspension and recommendation for expulsion.</p> <p><b>For both offenses:</b> Restitution for damage. The matter will be reported to the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.</p>
9. Behavior which might endanger persons or property, <u>including threats of physical violence</u> , disrupting the atmosphere of the classroom or the school, horseplay or physical aggression (physical violence not done in a malicious manner)	<p><b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities (at the discretion of administration).</p> <p><b>2<sup>nd</sup> offense:</b> Minimum one-day external suspension.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum three-day suspension.</p> <p><b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion, reporting the matter to the police.</p>

## SECTION B: SUBSTANCES

### **VIOLATIONS**

### **PENALTIES/CONSEQUENCES**

1. The sale, distribution of, or <u>intent to distribute</u> alcohol or other drugs on school property or at school-sponsored events, wherever held (1993 Education Reform Act Law Chapter 71, Section 37H )	<p><b>1<sup>st</sup> offense:</b> Minimum ten-day external suspension from all classes and school activities until an expulsion hearing is held (<b>see Student Expulsion</b>). Referral for outside substance use assessment/documentation of follow up recommendations from substance use assessment given to school. The matter will be reported to the Police Department.</p>
2. Possession of alcohol, other drugs, or related paraphernalia on school property or at school-sponsored events, wherever held (1993 Education Reform Act Law Chapter 71, Section 37H )	<p><b>1<sup>st</sup> offense:</b> Minimum ten-day suspension from all classes and school activities. Automatic referral to a School Adjustment Counselor for drug/alcohol counseling.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum fifteen-day suspension and recommendation for an expulsion hearing.</p> <p><b>For both offenses:</b> The matter will be reported to police.</p>
3. Using or being under the influence of alcohol or other drugs on school property or at school-sponsored events, wherever held	<p><b>1<sup>st</sup> offense:</b> Minimum ten-day suspension from all classes and school activities. Automatic referral to a School Adjustment Counselor for drug/alcohol counseling.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum fifteen-day suspension and recommendation for an expulsion hearing.</p> <p><b>For all offenses:</b> The matter will be reported to the police.</p>
4. Sale of tobacco on school property or at school-sponsored events, wherever held	<p><b>1<sup>st</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum ten-day suspension and recommendation for an expulsion hearing. <b>For both offenses:</b> The matter will be reported to the Police Department. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.</p>
5. Smoking or using a tobacco product on school property or at school-sponsored event	<p><b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum one-day external suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Three-day suspension from all classes and school activities.</p> <p><b>For all offenses:</b> Automatic referral to a School Adjustment Counselor for drug/alcohol counseling. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.</p>

### **SUBSTANCE USE: PROCEDURES FOR STUDENT SUSPECTED OF BEING UNDER THE INFLUENCE OF A DRUG/ALCOHOL**

- A. Teachers and other school staff are obligated to report any suspicion of substance use to the Assistant Principal as soon as possible.
- B. Teachers must:
  1. Notify administration immediately: If administration is not available, School Nurse or Adjustment Counselor should be notified immediately.
  2. Stay with the student until one of the above removes the student from the class. Do not send the student to the office.
- C. Administration will evaluate the student and consult with the School Nurse when applicable.
  1. The School Nurse will make an assessment of the student which may include vital signs (like pulse and blood pressure), medical history, coordination test, and reaction of pupils.
  2. The Administrator will conduct a search of student's belongings, locker, and general person. Parents will be notified of the search after it has been conducted.
  3. If a student is found to be unfit for instruction, the parents/guardians will be contacted and asked to pick up their child.
  4. Parents will be informed of the findings of Administration and the School Nurse. Recommendations and referrals will be made which are appropriate to their findings and the student's individual situation.
  5. The procedures outlined in the Code of Student Conduct will be followed and enforced.

6. If the student is found to be fit for instruction, he/she will return to class with an explanation of the responsibilities of school personnel toward students and their welfare. The parent/guardian will be notified of the school's action.

**SECTION C: HARASSMENT/CIVIL RIGHTS**

<b>VIOLATIONS</b>	<b>PENALTIES/CONSEQUENCES</b>
1. Sexual harassment (verbal or physical) directed toward any member of the school community. <b>(Each subsequent offense is an additional offense and will carry over from year to year.)</b>	<p><b>1<sup>st</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum ten-day suspension and recommendation for expulsion hearing.</p> <p><b>For all offenses:</b> Involvement of the Police Department as the administration deems appropriate. Action as deemed necessary by the administration, which may include extended suspensions or recommendation for expulsion.</p>
2. A. Bullying / harassment directed toward any member of the school community. <b>(Each subsequent offense is an additional offense and will carry over from year to year.)</b>  B. Retaliation towards any school member involved in any aspect of a bullying / harassment complaint or investigation.	<p><b>1<sup>st</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum ten-day suspension and recommendation for expulsion hearing.</p> <p><b>For all offenses:</b> Involvement of the Police Department as the administration deems appropriate. Action as deemed necessary by the administration, which may include extended suspensions or recommendation for expulsion</p>
3. Violation of the Northampton Public Schools Civil Rights Policy (See page 42)	<p><b>1<sup>st</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum ten-day suspension and recommendation for expulsion hearing.</p> <p><b>For all offenses:</b> Involvement of the Police Department as the administration deems appropriate. Action as deemed necessary by the administration, which may include extended suspensions or recommendation for expulsion.</p>

**SECTION D: COMPUTER VIOLATIONS/PLAGIARISM**

<b>VIOLATIONS</b>	<b>PENALTIES/CONSEQUENCES</b>
1. Inappropriate use of computers, network, and the Internet, including but not limited to: accessing pornography, purchasing or attempting to purchase alcohol, tobacco products, other drugs or illegal substances, drug paraphernalia or weapons; using a proxy bypass to bypass a website	<p><b>1<sup>st</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum ten-day suspension and recommendation for expulsion hearing.</p> <p><b>For all offenses:</b> Involvement of the Police Department as the administration deems appropriate. Action as deemed necessary by the administration, which may include extended suspensions or recommendation for expulsion. Suspension or termination of access to the computer, network and/or Internet.</p>
2. Violation of the Computer Technology Acceptable Use Policy (see page 31-32)	<p><b>1<sup>st</sup> offense:</b> Suspension of privileges 20 days</p> <p><b>2<sup>nd</sup> offense:</b> Suspension of privileges 40 days</p> <p><b>3<sup>rd</sup> offense:</b> suspension of privileges for one semester</p>
3. Forgery and/ or use of a school related document	<p><b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum one-day external suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum three-day suspension from all classes and school activities.</p> <p><b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion. Suspension or termination of access (if applicable) to the computer, network and/or Internet.</p>
4. Cheating, plagiarism, and any form of academic dishonesty (including inappropriate use/ citation of web sources)	<p><b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities.</p> <p><b>2<sup>nd</sup> offense:</b> Minimum three-day external suspension from all classes and school activities.</p> <p><b>3<sup>rd</sup> offense:</b> Minimum five-day suspension from all classes and school activities.</p> <p><b>For all offenses:</b> Zero on assignment/test for each offense. If incident happens at a college for a course you are currently taking, you will not be allowed to take other college courses through NHS in the future. Action as deemed necessary by the administration, including extended suspension</p>

and/or recommendation for expulsion. Suspension or termination of access to the computer, network and/or Internet.

**SECTION E: "MISCELLANEOUS OFFENSES"**

VIOLATIONS	PENALTIES/CONSEQUENCES
1. Theft of school/personal property; possession of stolen property	(Length of suspension will be influenced by the value of stolen property) <b>1st offense:</b> Up to five-day suspension from all classes and school activities. <b>2nd offense:</b> Up to ten-day suspension from all classes and school activities. <b>For both offenses:</b> Restitution for damages, if necessary. The matter will be reported to the police. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
2. Defiant behavior toward any school personnel acting in their official capacity	<b>1st offense:</b> Minimum one-day suspension from all classes and school activities. <b>2nd offense:</b> Minimum one-day external suspension from all classes and school activities. <b>3rd offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
3. Failure to identify oneself properly upon request of school personnel acting in their official capacity	<b>1st offense:</b> Minimum one-day suspension from all classes and school activities. <b>2nd offense:</b> Minimum one-day external suspension from all classes and school activities. <b>3rd offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
4. Willful, obscene, abusive or profane language, gestures or actions	<b>1st offense:</b> Minimum one-day suspension from all classes and school activities. <b>2nd offense:</b> Minimum one-day external suspension from all classes and school activities. <b>3rd offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Restitution for damages, if necessary. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
5. Leaving the school building without proper authorization / procedure or failure to sign into Main Office when tardy	<b>1st offense:</b> Two Office detentions <b>2nd offense:</b> Minimum one-day internal suspension from all classes and school activities. <b>3rd offense:</b> Three-day suspension from all classes and school activities. <b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
6. Class cuts / Truancy	<b>1st offense:</b> Two office detentions <b>2nd offense:</b> Four office detentions <b>3rd offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
7. Excessive tardiness (4 or more) without effort to make up tardies	<b>1st offense:</b> 1 office detention <b>2nd offense:</b> 2 office detentions <b>3rd offense:</b> minimum one day external suspension, loss of privilege to make-up tardy, 1 office detention for further tardies
8. Failure to serve Office Detention	<b>1st offense:</b> Minimum one-day external suspension from all classes and school activities. <b>2nd offense:</b> Three-day suspension from all classes and school activities. <b>3rd offense:</b> Up to five-day suspension from all classes and school activities. <b>For all offenses:</b> Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
9. Gambling, dice rolling	<b>1st offense:</b> Minimum one-day suspension from all classes and school activities. <b>2nd offense:</b> Minimum one-day external suspension from all classes

	and school activities. <b>3<sup>rd</sup> offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Restitution for damages. Confiscation of playing cards. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
10. Disobeying the instructions of school personnel regarding the use of CD players, iPods, tape recorders, cameras, cell phones or other electronic devices. Violation of school electronics policy	<b>1<sup>st</sup> offense:</b> Confiscation of item, to be returned to student at 2:00 p.m. <b>2<sup>nd</sup> offense:</b> Confiscation of item, to be returned to parent. <b>3<sup>rd</sup> offense:</b> Confiscation of item until the end of the school year. <b>For all offenses:</b> consequences as outlined for Defiant behavior (section E)
11. Riding of skateboards on school property	<b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities (at the discretion of administration.) <b>2<sup>nd</sup> offense:</b> Minimum one-day external suspension from all classes and school activities. <b>3<sup>rd</sup> offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Confiscation of skateboards – to be returned to <u>parents only</u> . Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion. Restitution for damages, if necessary.
12. Failure to operate a motor vehicle in a safe and reasonable manner on school property, or in the vicinity of the school	<b>1<sup>st</sup> offense:</b> Minimum one-day suspension from all classes and school activities. <b>2<sup>nd</sup> offense:</b> Minimum one-day external suspension from all classes and school activities. <b>3<sup>rd</sup> offense:</b> Minimum three-day suspension from all classes and school activities. <b>For all offenses:</b> Restitution for damages, if necessary. Loss of right to operate a motor vehicle on school property for motor vehicle offenses. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.

#### SECTION F: BUS TRANSPORTATION

<b>VIOLATIONS</b>	<b>PENALTIES/CONSEQUENCES</b>
1. Smoking	<b>1<sup>st</sup> offense &amp; 2<sup>nd</sup> offense:</b> Up to two-week denial of transportation <b>3<sup>rd</sup> offense:</b> A one-month denial of transportation <b>4<sup>th</sup> offense:</b> Denial of transportation for remainder of the school year. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
2. Fighting/ pushing/ injuring another student	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> offense:</b> Up to two-week denial of transportation. <b>3<sup>rd</sup> offense:</b> A one-month denial of transportation. <b>4<sup>th</sup> offense:</b> Denial of transportation for remainder of the school year. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
3. Causing damage to the vehicle (Cost of repairing damage will be borne by parent)	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> offense:</b> Up to two-week denial of transportation. <b>3<sup>rd</sup> offense:</b> A one-month denial of transportation. <b>4<sup>th</sup> offense:</b> Denial of transportation for remainder of the school year. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
4. Swearing	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> offense:</b> Up to two-week denial of transportation. <b>3<sup>rd</sup> offense:</b> A one-month denial of transportation. <b>4<sup>th</sup> offense:</b> Denial of transportation for remainder of the school year. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.
5. Disobeying the orders of the bus driver	<b>1<sup>st</sup> offense:</b> A written warning to the parents. <b>2<sup>nd</sup> offense:</b> Up to two-week denial of transportation. <b>3<sup>rd</sup> offense:</b> A one-month denial of transportation. <b>4<sup>th</sup> offense:</b> Denial of transportation for remainder of the school year. Action as deemed necessary by the administration, including extended suspension and/or recommendation for expulsion.

#### NOTES ON VIOLATIONS/PENALTIES/CONSEQUENCES

**NOTE 1:** If a student is arrested or charged with a felony, the student may be suspended from school until the trial; if found guilty, the student can be expelled. (*Massachusetts General Laws Chapter 71, Section 37H 1/2*)

**NOTE 2:** A written letter will be mailed home for each suspension. Parental contact through the telephone will be attempted for each suspension, as well.

**NOTE 3:** If it is determined that a student is responsible for damage to school property or equipment, the student and/or parent(s) or legal guardian(s) of the student will be liable for restitution in the amount necessary to restore the property or equipment to its original condition and any other penalty allowed by law.

**NOTE 4:** Hazing: 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. (*Chapter 269 s. 17, Massachusetts General Laws*)

**NOTE 5:** The school, its teachers, and/ or administrators are not responsible for the loss of or theft of items confiscated for unauthorized use.

**NOTE 6:** Plagiarize: to use and pass off (the ideas or words of another) as one's own; to use (a created production) without crediting the source; to present as new and original an idea or product derived from an existing source ( as defined in *The American Heritage Dictionary, 4<sup>th</sup> edition.*)

**NOTE 7:** Students who are 18 years old and live independently must meet with the high school administration in order to receive permission to act as their own guardians. Students who are 18 years old and older can sign themselves out during the day. The attendance policy still applies.

**NOTE 8:** Students are permitted to stay after school if they are participating in a club, activity, staying for extra help with a teacher, or utilizing the library. Students are not permitted to loiter after school. Consequences for loitering include parental contact or detentions. If a student continues to loiter after school, he/she will be suspended.

**NOTE 9: Non-Performing Student:** This is described by, but not limited to, the following conditions which may necessitate that a student over the age of 16 be considered for academic probation or expulsion:

- A. Documented non-participation in all aspects of course work resulting in academic failure.
- B. Abuse of the Attendance Policy beyond violations stated in that policy.
- C. Continued suspensions
- D. Refusal to access recommended student services as prescribed by the Team for Student Assistance and/or the Core Evaluation Team.

**NOTE 10: Expectations for Safety Belt Use:**

All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will receive the following penalties:

**STUDENTS:**

- First time student offender will receive a written warning and parent/guardian will be notified.
- Second time student offender will lose parking privileges at the high school for two weeks and parent/guardian will be notified.
- Third time student offender will then have his/her parking privileges at the high school revoked for the remainder of the school year and parent/guardian will be notified.

**OTHERS:**

- Any other operator who is not a student will receive a warning. Any staff member or police officer may report a violation of this policy to the school administration.

**NOTE 11: Federal Gun-Free Schools Act.** The federal Gun-Free Schools Act of 1994 is Section 14601 of the Improving America's Schools Act, which takes effect in October 1994 and includes re-authorization of the Elementary and Secondary Education Act (ESEA). It requires each state, as a condition of receiving any federal funds under the ESEA, to require school districts and other local educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a firearm to school. An exception is made to permit the chief administering officer (i.e., the superintendent of schools) to modify the expulsion requirement of a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

**NOTE 12: Gambling:** Betting on an uncertain outcome, as of a contest; to take a risk in the hope of gaining an advantage; a wager. (as defined in The American Heritage Dictionary, 4<sup>th</sup> edition)

**STUDENT SUSPENSION PROCEDURE**

When a student is suspended, the following procedures, and any other procedures required by law, will be followed:

1. Prior to suspension, an informal hearing before the principal or designee will be held. At this hearing, the student will be informed of the reason(s) for the suspension, and will be given an opportunity to respond. In an emergency situation which requires the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.
2. The principal or designee will make every attempt to notify parent or guardian of the student about the suspension and state the cause(s) leading to it.  
  
If the suspension is imposed during the school day, the parent or guardian may be required to transport the student home.
3. The principal or designee will send a letter to the parent or guardian confirming the suspension. This notification shall contain:
  - a. the reason(s) for suspension
  - b. the number of days of suspension
  - c. the re-admittance date
4. The student will be given an opportunity to complete any class work, including examinations, that may have been missed during the period of suspension. A time limit equal to the number of days of the suspension will be allowed for the completion of such work.
5. A suspended student (internal or external) can not participate in any school-sponsored activities or sports during the suspension.
6. After a suspension, students may receive follow-up counseling. (See Student Referral Form in the Appendix)
7. When a student has accumulated fifteen days of suspension (less than ten consecutive), he/she will be required to have a meeting with the Principal. Terms of a probationary period will be determined by the Principal and agreed to in writing by the student, parent/guardian and the Principal.

**APPEALS PROCEDURE FOR SUSPENSIONS**

Parents have the right to appeal student suspensions to the building principal. Appeals must be put in writing by the parent/guardian and must be given to the principal before the date of the suspension or before the school day begins on the day of the suspension. The appeal letter must include the reason for the appeal. The student will be allowed to attend classes until a decision by the principal has been rendered. If safety is deemed an issue resulting in disciplinary action, the student will be suspended immediately with the appeal to be filed before the end of the suspension. The student will not be allowed to attend school until the suspension ends or the principal makes a decision. The principal's decision may be appealed to the Superintendent within **five (5)** days of the principal's decision. The appeal to the Superintendent shall only be on the basis that the hearing was not in accord with this Code and Handbook.

**STUDENT EXPULSION**

There are two laws pertaining to student expulsion. The first law (M.G.L. Chapter 71, Section 37H) pertains to some expellable offenses, such as possession of a dangerous weapon or controlled substance; assaulting staff or faculty; or being a non-performing student.

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other education 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 falls into the status of a Non-Performing Student may be considered for expulsion (refer to previous page.)

(d) Any student who is charged with a violation of either paragraph (a), (b), or (c) 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), (b), or (c).

(e) 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.

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

The second law concerning student expulsion pertains to felony complaints or convictions (M.G.L. Chapter 71, Section 37H ½).

(a) Student expulsions pertaining to a felony complaint or conviction – Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend such student for a period of time determined appropriate by said principal if said principal 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 this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

(b) 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 head master 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 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.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **STUDENT EXPULSION PROCEDURE**

The following procedures, and any other procedures required by law, will be used when a recommendation is made for the expulsion of a student.

1. Written notice of intent to take action will:
  - a. Be served upon the student and parent or guardian by certified mail and regular mail by the Principal;
  - b. List the reason for the expulsion hearing;
  - c. State the date, time, and place of the hearing for expulsion;
  - d. Describe alternative educational programs, if any, accorded the student prior to commencement of the expulsion proceedings;
  - e. Inform the student and parent or guardian of the right to:
    - (1) Have legal counsel at the hearing (at parent/student expense)
    - (2) Examine the student's records before hearing
    - (3) present evidence and witnesses; give testimony
  - f. In the case of Special Education Students set forth the following: the nature of the Special Need; the relation of the Special Need to the grounds for expulsion, if any; and the nature and adequacy of the alternative Special Education services.
  - g. The Principal's decision pertaining to the outcome of the student expulsion will be put in writing.

### **APPEALS PROCEDURE FOR EXPULSIONS**

Any student who has been expelled from school has the right to appeal to the Superintendent. An expelled student shall have **ten** days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The Superintendent shall hold a hearing with the student and the student's parent/guardian within **five** calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall have the final decision.

### **SPECIAL EDUCATION INFORMATION**

1. 603 CMR 28.00, the Massachusetts Special Education Law (previously Chapter 766), requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Educational Plan. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code or disciplinary measures are required, these will be written into the IEP.

2. When a special needs student approaches 10 or more days of suspension in a school year, a review of the IEP will be held to determine the appropriateness of the student's program. The student's TEAM will be reconvened and will conduct a Manifestation Determination Hearing. If the Manifestation Determination does not

find that the student's disability is related to his/her misconduct then the student will be disciplined in accordance with the foregoing discipline policies while being provided FAPE (Free Appropriate Public Education) as determined by the TEAM. If the TEAM determines that the disability is related to the student's misconduct, then the TEAM will take appropriate steps to ensure that the IEP is fully implemented and to address possible changes in the student's IEP.

3. If the suspension will result in an exclusion of more than 10 days in a school year, all the above steps will be followed, and, in addition, written notification and request for approval will be filed with the Division of Special Education of the Department of Education and a copy will be given to the student's parents/guardians.

#### **SEARCHES BY STAFF**

##### **A. ADMINISTRATIVE SEARCHES OF STUDENTS, THEIR POSSESSIONS AND STUDENT LOCKERS/CANINE SEARCHES**

When the administration has a reasonable suspicion of the presence of drugs, alcohol, weapons, or other contraband, it has the authority to search the student, his/her possessions, or his/her locker. Searches by school officials of students, their automobiles or belongings will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process. In the absence of an administrator, teachers, advisors, and coaches are delegated to this authority. Belongings can be searched on field trips and at sporting events when there is a reasonable suspicion of the presence of drugs, alcohol, weapons or other contraband.

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Lockers are the property of the Northampton School Department. Students are hereby notified that the combination of their lock is maintained by the school administration and may be used, consistent with this policy, for access to any student's locker: When the administration has a reasonable suspicion of the presence of drugs, alcohol, weapons or other contraband, it may search a student, open and inspect any possessions and/or open and inspect the student's locker. A search will be conducted only by the administration. Parents/Guardians will be notified following the search. Lockers may be opened and inspected during scheduled clean-ups, during reassignment of student lockers, or for other reasonable administrative reasons necessary for administration and management of the schools. This policy is not intended to compromise any student's expectation of privacy. This policy does, however, notify students that their expectation of privacy in their locker is subject to the right of the administration to open and inspect lockers in accord with this policy.

#### **MEMORANDUM OF UNDERSTANDING**

To ensure a safe, violence free educational environment, the Northampton Public Schools and Northampton District Attorney's Office will work cooperatively to support "zero tolerance" for violence, weapons, drugs, harassment and civil violations, in accordance with State and Federal Safe Schools Acts. The Police will communicate regularly with the school administration to share information with the schools on arrest and other community concerns that affect the safety and general welfare of all students.

#### **INTERROGATIONS BY POLICE**

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

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

#### **CORPORAL PUNISHMENT**

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank, or physically punish students. School staff members may, however, use reasonable force, if necessary, to protect students, other persons, or themselves from an assault by a student.

### **MASSACHUSETTS GENERAL LAWS**

#### **CHAPTER 269**

#### **CRIMES AGAINST PUBLIC PEACE**

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

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

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

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to 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.

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

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 sections 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, 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, c665.

## **BULLYING AND HARASSMENT**

### **Guiding principle:**

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

### **Goals:**

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

This policy will:

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

### **Definitions:**

**Bullying** is defined as the victimization, intimidation or mistreatment by others in the school community, based on unequal physical, psychological or social power or perceived power. Bullying does include **cyberbullying** (as defined below) and may constitute a crime. Bullying includes behaviors that can cause physical and/or emotional harm, are unwelcome, intentional, and usually repeated. Bullying can be verbal, physical, direct (face-to-face) and/or indirect (e.g. through another person, in writing, etc). Bullying generally involves a *pattern of conduct* that is directed at another person, rather than a single, isolated incident.

Bullying does not include elements of bias (as defined below under **Harassment**).

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

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

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

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

**Cyberbullying** is defined as any willful and repeated harm inflicted through, but not limited to, Web pages, social networking sites, email, instant messaging or text messaging using computers, cell phones and other electronic devices. The following are examples of cyberbullying, when they are intentional and result in social-emotional harm and/or distress:

- Sending text messages over the Internet or using a cell phone or texting device or medium
- Posting text, images, audio, or video to a Web page
- Sending or posting text, images, audio, or video on or over the Internet or through a cell phone or electronic network, including social networking sites
- Sending a threatening, intimidating, graphic or sexually explicit picture or video via the Internet or using a cell phone or electronic network, including social networking site
- Sending a threatening, intimidating, graphic or sexually explicit or video via the Internet or using a cell phone or electronic network, including social networking sites

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

**Hazing** is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to

the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Retaliation** is defined as any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

**Reporter** is defined as a person reporting an incident under this policy who is a third party and not the recipient of the alleged behavior that violates the policy.

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

#### **Policy scope:**

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

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

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

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

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

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

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

**Any member of the school community who wishes to make a complaint regarding bullying and/or harassment behavior can find a universal reporting form in each school's main office, guidance office and nurse's office. The form can also be found online for download at <http://npssafeschools.northampton-k12.us> . Forms should be returned to the person designated on the form to receive them. Parents/guardians of any students involved in a complaint will be notified by administration of the complaint within 24 hours of it's receipt. Investigation of the complaint will be completed within 1-5 school days whenever possible, and any extensions to this time frame will be communicated to parents/guardians of the students involved.**

#### **District Procedures:**

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

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

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

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

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

#### **Consequences:**

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

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

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

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

#### **Oversight and Accountability:**

The Superintendent will present the district's "Bullying Prevention and Intervention Plan" to the School Committee by December 1<sup>st</sup>, 2010. The plan will be reviewed and revised by the district administrative team every two years and such revisions will subsequently be presented to the School Committee.

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

#### **Other Legal Remedies:**

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

The Massachusetts Commission Against Discrimination (MCAD)  
U.S. Department of Health & Human Services, the Office for Civil Rights (OCR)

#### **Legal References:**

##### **Chapter 92 of the Acts of 2010 AN ACT RELATIVE TO BULLYING IN SCHOOLS**

M.G.L. 71:37H  
STUDENT CONDUCT

M.G.L. CH. 269, S.17.  
CRIME OF HAZING; DEFINITION; PENALTY

M.G.L. Chapter 71, S. 37H and 37L;  
M.G.L. Chapter 76, S. 16 and 17;  
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0  
also Mass. Dept. Of Education, Advisory Opinion on  
STUDENT DISCIPLINE

M.G.L. 71:37H  
STUDENT HANDBOOKS

M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00  
SCHOOL SAFETY

Title II, ADA of 1992  
Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education For All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 1993  
M.G.L.76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78  
Board of Education 603 CMR 2600  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78  
RELATING TO DISCRIMINATION

Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX)  
Board of Education 603 CMR 26:00

#### **Sexual Harassment Policy**

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

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

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

**Definition of Sexual Harassment:**

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

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

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

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

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

- unwelcome sexual advances-whether they involve physical touching or not;
- unwanted sexual flirting;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body , comment on an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- stalking;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiring into one's sexual experiences; and
- discussion of one's sexual activities.

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

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

**Complaints of Sexual Harassment:**

If any of the employees or students of NPS believes that he or she has been subjected to sexual harassment, the individual has the right to file a complaint with the NPS. This may be done in writing or orally.

All staff may report allegations of sexual harassment against them to the building principal or the direct supervisor or to the sexual harassment coordinator.

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

If you would like to file a complaint, you may do so by contacting:

Sexual Harassment Coordinator  
Northampton Public Schools  
212 Main Street, Suite 200  
Northampton, MA 01060  
Telephone: (413)-587-1331  
FAX: (413)-587-1318

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

**Sexual Harassment Investigation:**

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

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

**Disciplinary Action:**

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

### **State and Federal Remedies:**

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

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

Adoption date: May 12, 2005

SOURCE: Massachusetts Commission Against Discrimination

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX)  
Board of Education 603 CMR 26:00

### **CIVIL RIGHTS / ANTI-DISCRIMINATION POLICY**

#### **INTRODUCTION**

This Civil Rights Policy is a formal statement of the longstanding commitment of the Northampton Public Schools to civil rights and to multi-racial and multi-cultural respect, appreciation and harmony.

In addition to the procedures for filing claims and the requirements for reporting violations provided in this Civil Rights Policy, students, staff and members of the community are encouraged to share with the Superintendent any concerns about civil rights in the Northampton Public Schools. Northampton Public Schools are committed to the vigorous enforcement of this Civil Rights Policy and the provisions of the Discipline Code of the Northampton Public Schools, being those provisions of the Discipline Code dealing with racist or other discriminatory behavior.

The word "staff" or the term "members of the staff" as used in this Civil Rights Policy means all employees of the Northampton Public Schools, whether members of the faculty, administrators or members of the non-instructional staff.

#### **COMMITMENT TO MULTI-CULTURAL UNDERSTANDING, NON- DISCRIMINATION AND COMPLIANCE WITH LAW; STANDARDS OF CONDUCT**

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

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

#### **504's**

Section 504/ADA is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone whom:

1. Has a mental or physical impairment which substantially limits one or more major life activities (Major life activities including activities such as caring for one's self) and performing manual tasks, (walking, seeing, hearing, speaking, breathing, learning and working)
  2. Has a record of such an impairment
  3. Is regarded as having an impairment
- \*added 5/98

In order to fulfill its obligation under Section 504, the Northampton School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing under an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parents or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individual's having access to those records; 4) as for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions or concerns/grievances, feel free to contact **Ms. Barbara Black, 504 Coordinator for the school district, at (413) 587-1471.**

#### **INSTRUCTIONAL PROGRAMS AND MATERIALS AND OTHER ACTIVITIES**

The major function of the Northampton Public Schools is to provide the best possible education for all students in the Northampton Public Schools. An important part of that education is to motivate and guide students toward becoming responsible citizens in a pluralistic society; to develop an appreciation and respect for cultural, history and activities and contributions of persons and groups of different races, nationalities, sexes and colors. The curriculum of and the instructional materials used in the

Northampton Public Schools shall comply with all applicable state and federal laws. No student in the Northampton Public Schools shall be denied access for reason of race, color, sex, religion, national origin, \*handicap, or sexual orientation to any educational program or other service or activity of the Northampton Public Schools or in any other way be discriminated against for reasons of race, color, sex, religion, national origin, \*handicap, or sexual orientation. Nothing contained in this Civil Rights Policy shall (i) prohibit the Northampton Public Schools from limiting participation in a sport (insofar as permitted by applicable law) to males or females, as the case may be, or from providing separate teams for males and females (insofar as permitted by applicable law), or (ii) require the Northampton Public Schools to offer a sport provided for one sex to members of the other sex, other than as provided by applicable law.

#### **TRAINING FOR ADMINISTRATORS, TEACHERS AND OTHER INSTRUCTIONAL STAFF**

Administrators, teachers and other instructional staff will receive training in matters pertaining to civil rights and the fostering of multi-cultural understanding and harmony, including the following:

1. Sensitivity to minority disability issues and stereotypes;
2. Awareness and validation of individual and cultural differences as well as commonalities;
3. incorporation into the curriculum of multi-cultural awareness, understanding and appreciation, the presentation in fair perspective of the culture, history, activities and contributions of persons and groups of different races, nationalities, sexes and colors, and other equity issues;
4. Curriculum training regarding materials which violate Equal Educational Opportunity (EEO-636) standards;
5. Sensitiveness to interactions with various groups (e.g., TESA model);
6. Development of skills in dealing with racist or other discriminatory behavior;
7. Implementation of and compliance with this Civil Rights Policy, including standards of acceptable and unacceptable behavior and procedures for reporting, investigating and dealing with violations; and
8. Civil rights laws as they pertain to education.

#### **TRAINING FOR NON-INSTRUCTIONAL STAFF**

Non-instructional staff will receive training in matters relating to civil rights and the fostering of multi-cultural understanding and harmony, including the following:

1. Sensitiveness to minority and disability issues, stereotypes, and the interactions with various groups;
2. Development of skills in dealing with racist or other discriminatory behavior;
3. Implementation of and compliance with this Civil Rights Policy, including standards of acceptable and unacceptable behavior and procedures for reporting, investigating and dealing with violations; and
4. Civil rights laws as they pertain to education.

#### **IMPLEMENTATION AND ENFORCEMENT:**

(I) COMPLAINT PROCEDURES FOR PARENTS, GUARDIANS AND STAFF;

(II) REPORTING BY STUDENTS AND STAFF;

(III) ACTION WITH RESPECT TO VIOLATIONS; GENERAL PROVISIONS

#### **(I) COMPLAINT PROCEDURES FOR PARENTS, GUARDIANS AND STAFF**

1. (a) A parent or guardian of a student in the Northampton Public Schools may file complaints alleging violations of this Civil Rights Policy with respect to his/her student.

(b) A member of the staff of the Northampton Public Schools may file complaints regarding alleged violations of this Civil Rights Policy with respect to himself/herself; provided, however, that the staff shall report violations of this Civil Rights Policy by students in accordance with subsection (II) (entitled "Reporting by Students and Staff") and not under this subsection.

2. Complaints shall be filed and resolved in accordance with the following procedures:
  - (a) Complaints are to be in writing and submitted to the Director of Pupil Services.

(b) The Director of Pupil Services shall submit a copy of each complaint to the Superintendent.

(c) Within a reasonable time (ordinarily not more than twenty days after the receipt of the complaint), and after appropriate investigations in accordance with subsection III, and Section 504, the Director of Pupil Services or his/her designee shall meet at a mutually convenient time with the person filing the complaint to describe the resolution of the matter and any steps that have been or will be taken in regard thereto. Any other staff member questioned by the 636 Coordinator and, if the Superintendent deems it desirable, the Superintendent, will also attend the meeting.

#### **(II) REPORTING BY STUDENT AND STAFF**

1. Students shall maintain and promote in the Northampton Public Schools and at all activities sponsored by or associated with the Northampton Public Schools, wherever held, respect for racial, ethnic, national, religious, disability, gender and cultural diversity and a harmonious, civilized and supportive environment conducive to equal opportunity and a positive self-image for each student.

2. (a) Students shall as promptly as practicable report to a faculty member or administrator

(i) any act or statement of which he/she becomes aware that would, in any way, tend to cast aspersion on the race, color, sex, religion, national origin, \*handicap, or sexual orientation of any individual, whether or not such statement or behavior is directed toward or otherwise involves him/her or a racial, ethnic, national, religious or gender group of which he/she is a member; and

(ii) any other violation of this Civil Rights Policy with respect to him/her.

(b) A faculty member or administrator to whom such act, statement or other violation is reported shall as promptly as practicable report such act, statement or violation as follows:

(i) if one or more students are accused of such act, statement or other violation, the report shall be made to the principal(s) of the student or students so accused (unless the violation is originally reported to such principal(s); and

(ii) if one or more persons other than students are accused of such act, statement or violation, the report shall be made to the Director of Desegregation.

3. In addition to reports made under paragraph 2(b) of this subsection, a member of the staff who observes a possible violation of this Civil Rights Policy by students shall as promptly as practicable report such violation to the principal or principals of the student or students allegedly committing the violation (unless the staff member observing the violation is such principal).

4. A Principal shall inform the Director of Desegregation of all violations of this Civil Rights Policy reported to the principal under this subsection (II) or of which the principal has knowledge.

5. The Director of Desegregation shall inform the Superintendent of all violations of this Civil Rights Policy reported to the Director of Desegregation under this subsection or of which the 636 Coordinator otherwise has knowledge.

### **III. ACTION WITH RESPECT TO ALLEGED VIOLATIONS; GENERAL PROVISIONS**

1. Any violation of this Civil Rights Policy alleged to have been committed by one or more students shall be promptly investigated by the principal or principals of the student or students so accused (or the designee of any such principal) as the respective principal or designee deems necessary or desirable to determine whether a violation occurred. A violation of this Civil Rights Policy committed by a student or students constitutes an offense under the Code of Discipline for Northampton Schools, and the Code of Discipline shall apply to any such violation.

2. Any violation of this Civil Rights policy alleged to have been committed by one or more persons other than students shall be promptly investigated by the Superintendent or his/her designee. If a violation is determined to have occurred, the Superintendent shall, subject to all applicable provisions of law and any applicable collective bargaining agreement, take such action as he/she deems appropriate.

3. Nothing contained in this Civil Rights Policy shall prevent an alleged violation from being investigated or otherwise handled, at the request or with the permission of the Superintendent, by a person or persons other than or in addition to the persons specified.

4. All members of the staff and all students shall cooperate fully with any investigation or other inquiry pertaining to an alleged violation of this Civil Rights Policy.

### **RECRUITMENT**

The Northampton Public Schools seek to attract and retain administrators, teachers, and other staff who possess outstanding qualifications, and who manifest the potential for excellence in the performance of their duties and who are committed to multi-cultural education. The Northampton Public Schools comply with all applicable state and federal laws regarding employment and all other personnel practices. Without limiting the generality of the foregoing sentence, the Northampton Public Schools do not discriminate on the basis of race, color, sex, religion, national origin, \*handicap, or sexual orientation in the recruitment, selection, assignment or promotion of personnel.

In addition, the Northampton Public Schools are committed to the practice of affirmative and active efforts and outreach to recruit qualified candidates in under-represented groups. To implement this commitment to minority recruitment, a copy of the job description for each instructional and administrative opening in the Northampton Public Schools is and shall continue to be sent to all the institutions and publications on the list entitled "Recruitment Sources" attached to this Civil Rights Policy as Exhibit A and, in addition, to any other sources deemed appropriate by the Superintendent for a particular position. Not less often than annually the Director of Desegregation shall update and, as appropriate, supplement this list. Further, the Civil Rights and Multi-Cultural Awareness Committee is charged with evaluating and making recommendations no less than once each school year regarding the recruitment, retention and promotion of staff members from under-represented groups.

### **CIVIL RIGHTS AND MULTI-CULTURAL AWARENESS COMMITTEE**

A Civil Rights and Multi-Cultural Awareness Committee is hereby established. The Civil Rights and Multi-Cultural Awareness Committee shall be chaired by the Superintendent or his/her designee and shall consist of the Superintendent, the designee, if any, of the Superintendent as chairman (if such designee is not otherwise included on the Committee), the Director of Desegregation and administrators and faculty members appointed by the Superintendent from various grade levels and buildings in the Northampton Public Schools.

The purposes of the Civil Rights and Multi- Cultural Awareness Committee shall be

(I) to assist in implementing this Civil Rights Policy, including without limitation the provisions of this Civil Rights Policy relating to training;

(II) to assist in monitoring and evaluating compliance with and implementation of this Civil Rights Policy and to make recommendations for improving such compliance and implementation;

(III) to assist in planning and implementing all phases of compliance with Chapter 622 of the Acts of 1971 of The Commonwealth of Massachusetts, including staff development, student training and assessment of activities, with other applicable state civil rights laws and with applicable federal civil rights laws; and

(IV) In addition,

(a) to assist the staff in developing and implementing Civil Rights and Multi-Cultural Awareness Standards, such as

1. awareness of the influence of staff members as positive role models
2. avoidance of overt stereotyping practices, such as lining up or assigning classroom chores by gender
3. the selection of students for awards without regard to race, color, sex, religion, national origin, \*handicap, or sexual orientation
4. careful monitoring to insure that no student is denied access to facilities or programs of the Northampton Public Schools on the grounds of race, color, sex, religion, national origin, \*handicap, or sexual orientation
5. continuing review of exercises and tests for bias, stereotyping and culturally- conditioned items and elimination of such matters from the materials
6. the heightening of student awareness of self-stereotyping and peer pressure
7. continuing evaluation of discipline practices for stereotyping and bias based on race, color, sex, religion, national origin, \*handicap, or sexual orientation
8. continuing evaluation of grouping practices for stereotyping and bias based on race, color, sex, religion, national origin, \*handicap, or sexual orientation
9. continuing evaluation of one's own speech and behavior to insure that such speech and behavior are and continue to be free of overt or subtle statements and behavior that cast aspersions on the basis of race, color, sex, religion, national origin, \*handicap, or sexual orientation
10. continuing evaluation of one's expectations about the behavior and academic achievements of students to insure that such expectations are and continue to be free of stereotypes based on race, color, sex, religion, national origin, \*handicap, or sexual

orientation

11. the avoidance of competition between boys and girls for motivation
12. awareness of the amount of interaction one has with each sex or racial group, and
13. prompt reporting of student violations of this Civil Rights Policy, including acts or statements between or among students that would, in any way, tend to cast aspersions on the race, color, sex, religion, national origin, \*handicap, or sexual orientation

(b) to assist in evaluating and making recommendations with respect to procedures and practices involved in the administration of and services offered by the Northampton Public Schools, such as

1. The provision of services to students of limited English proficiency
2. The evaluation of guidance practices to insure that counseling for choice of courses, recruitment to vocational schools and counseling for higher education and other post-graduate activities continue to be free of bias and stereotyping.
3. The evaluation of scheduling practices and sign-up procedures to insure that they do not contribute to de facto sex or racial segregation
4. The evaluation and monitoring of discipline practices (including detention and suspension data) to insure that such practices are and continue to be free of stereotyping and bias
5. The evaluation of new programs for their impact on educational equity
6. The desirability and feasibility of developing forms to be sent home which are sensitive to varying family patterns and in the primary language of people at home
7. The insuring of equal access for students of all minority groups and both genders to extra-curricular activities and the development and implementation of active efforts to insure such access, and
8. The evaluation and formulation of recommendations not less often than once each school year regarding recruitment, retention and promotion of staff members (including administrators and members of the instructional staff) from under-represented groups.

(c) to assist in planning and implementing means of acquainting students and their parent(s) or guardian(s) with this Civil Rights Policy and the responsibilities of students for complying with and implementing it, and means of increasing the sensitiveness of students to minority issues and stereotyping and the respect of students for and their appreciation of all races, cultures, ethnic groups, nations, religions, and disabilities and

(d) to plan and implement means of acquainting the community with this Civil Rights Policy.

The Civil Rights and Multi-Cultural Awareness Committee may establish and work by and through such permanent or ad hoc subcommittees or groups (the membership of which subcommittees or groups needs not be limited to members of the Civil Rights and Multi-Cultural Awareness Committee) as it may from time to time deem appropriate and shall consult with and enlist the services of students, members of the community and other persons or institutions as it deems appropriate.

#### **NONDISCRIMINATION POLICY – CHAPTER 622**

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

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

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of the City of Northampton, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, \*handicap, or sexual orientation. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, \*handicap, or sexual orientation register your complaint with the Title IX compliance officer.

#### **DESEGREGATION AND EQUITY – CHAPTER 636**

The goal of the Chapter 636/Desegregation and Equity Program in the Northampton elementary schools is to provide for equity and school improvement. The district has a basic curriculum for all of its elementary schools, in addition to features and programs, which make individual schools district.

Each elementary school has a School Council composed of teachers, parents, administrators and community members. These teams meet monthly to study the strengths, interests and aspirations in their schools and to plan ways to enhance the educational diversity among schools. All parents are welcome to attend School Council meetings and are encouraged to join in this grass roots change process.

To gain information about individual schools and registration procedures please call 413-587-1471. Northampton's Desegregation and Equity Program is supported in part by the Chapter 636 Desegregation Grant from the Massachusetts Department of Educational Equality. For more information, call Nathan Zeigler, Associate Director of Pupil Services at 413-587-1451.

## **Northampton Public Schools Tobacco Control Policy**

### **Section 1: Purpose**

The Northampton Public Schools are committed to having a smoke and tobacco free environment for all members of, and visitors to, the school community. It is the policy of the Northampton Public Schools to fully implement the tobacco-free law, on the premise that tobacco prevention, education and treatment services coupled with enforcement is the most effective way to comply with the law.

### **Section 2: Authority**

The Education Reform Act of 1993, Section 37H states "The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by an individual" (students, staff, visitors, parents). The use of tobacco products is prohibited at any school-sponsored event, athletic event and in the school parking lot.

### **Section 3: Penalties**

Students: **First offense (within a given school year)**

- Parent/guardian notified by letter or phone within 24 hours
- 1 day in school suspension at the high school (may be external for middle school or elementary schools).
- Student's name given to Substance Abuse Counselor or Adjustment Counselor for discussion of referral to smoking treatment and education services.

**Second offense (within a given school year)**

- Parent/guardian notified by letter or phone within 24 hours.
- 1 day external suspension (progressive for future offenses)
- Student's name given to Substance Abuse Counselor or Adjustment Counselor for discussion of referral to smoking treatment and education services.

Staff:

**First offense** – Verbal warning. List of smoking cessation resources given.

**Second offense** – Letter placed in professional file.

**Third offense** – One day administrative leave without pay.

**Fourth** and subsequent offense – Three days unpaid administrative leave

Visitors:

**First offense**- Verbal warning. List of smoking cessation resources given. If the visitor does not stop smoking then go to second offense.

**Second offense** – Ask that they leave school property. If the visitor does not leave school property then go to third offense.

**Third offense** – Notify police.

### **Section 4: Enforcement**

- It is the responsibility of all staff members to assist in the enforcement of this policy.
- The Principal or Assistant Principal should be notified of any incident of tobacco use.

### **Section 5: Training and Information**

- No smoking signs will be posted in and around school property (i.e., outside entrances to the school, on athletic fields.)
- The principal shall ensure that all school employees are made aware of the policy and of their responsibility to enforce it.
- Parent and students shall be notified each year of the provisions of this policy through the student handbook.
- The policy will be included in information given to students through the athletic program.
- The policy will be announced at all school-sponsored events and outside activities.
- The policy will be provided to all non-school hour programs per contractual/rental agreement.
- The high school will keep an updated list of community resources for tobacco education and cessation programs. This will be provided to staff, students, visitors on request.

### **Section 6: Definitions**

Tobacco Products: Cigarettes, cigars, chewing tobacco, snuff, bidis or any other form of tobacco

## **Acceptable Network Use Policy**

The Internet is an electronic communications network which provides access to vast, diverse and unique resources in a global community. Our goal in providing Internet access to teachers, staff and students is to promote educational excellence in the schools by facilitating resource sharing and communications. Staff and students are encouraged to use the Internet to pursue intellectual activities, seek resources, access libraries and engage in learning activities.

The intent of this policy is that students and school personnel will use computer networks only for purposes consistent with our educational mission. All school computers are to be used in a responsible, efficient, ethical and legal manner. The codes of conduct of the schools apply to Internet activities, and this acceptable use policy should therefore be considered an extension of the students' codes of conduct and district policies.

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

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

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

Unethical or illegal use of school computers, or use for other than legitimate educational use, will be cause for disciplinary action, including but not limited to revocation of network access privileges, suspension and/or referral to the police or other appropriate authorities. Examples of such inappropriate uses include unauthorized access into school accounts or private files, destruction of others' files, harassment of students or staff, introduction of computer viruses, unauthorized downloading of programs or content, commercial use of school networks, violation of copyright laws, use of inappropriate language, and transmission of or searches for obscene material.

**REGULATIONS AND GUIDELINES GOVERNING  
ACCEPTABLE USE POLICY AND CONTRACT FOR COMPUTER TECHNOLOGY ACCESS FOR STUDENTS**

The Northampton Public Schools recognize that knowledgeable use of computer technology is an increasingly important skill in every aspect of modern day society. In order for the school district to provide network and Internet services to students, the district is obligated to have an Acceptable Use Policy and a contract form signed by students and their parent/guardian, agreeing to comply with the school district's policy and code of conduct which are on the reverse side of this form. Once this form has been signed and returned, a login ID and password will be issued to the student. Access to these services may be limited, suspended or terminated for violation of any of the terms of the Acceptable Use Policy and related school regulations. Additional disciplinary measures as outlined in the Acceptable Use Policy may also be implemented.

**Students using school district computer technology agree to:**

- Abide by the school's "Acceptable Network Use Policy (Internet)" as delineated in the Student Handbook.
- Use only their own login and password and not share these with anyone else.
- Use only those applications or files assigned to the User.
- Not trespass into menus, applications, or files not given specific access to, such as system administration or school accounts.
- Not use/load/run disks that are not from NPS including all personal disks, programs, files from home or other non-school agencies, thereby eliminating the potential of infecting the school system with a virus.
- Not do anything that might jeopardize the integrity of the school's network.
- Treat all computer equipment with the utmost care and respect and not willfully cause damage to said equipment.
- Not waste electronic storage space by saving unnecessary or frivolous files or programs.
- Not use the network or Internet for commercial, obscene, or illegal purposes.
- Respect commonly accepted practices on Internet etiquette.
- NOT use inappropriate, offensive, foul, or abusive language.
- NOT harass by sending annoying, obscene, libelous, threatening or anonymous messages.
- Respect other user's rights to privacy.
- Be aware of potential security risks at all times and take all reasonable steps to minimize risks such as logging off the network when a computer is to be left unattended.

**PENALTIES**

Penalties for violations of the Acceptable Use Policy and/or the Code of Conduct may include suspension or termination of access to computer use, networks or the Internet. Should vandalism occur, the student responsible may be held accountable for the cost of damages, repairs, or necessary replacement. Additionally, if deemed appropriate, the rules and regulations set forth in the Student Handbook may also be applied.

**SAFETY AND SECURITY**

**BUILDINGS AND GROUNDS SECURITY**

**SURVEILLANCE EQUIPMENT**

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate to the individual situation.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the district. All video recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos will be made only as permissible pursuant to applicable law. Videotapes will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district and may be used by the school district as evidence in any disciplinary action.

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses, and/or on school grounds. Such notification may include, but is not limited to, faculty handbook and student handbook.

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

Adoption date: February 10, 2005  
SOURCE: MASC Policy  
US Department of Justice, Office of Justice Programs Published Research Report

**TRESPASS POLICY**

Preamble: The Trespassing Policy is designed to ensure a learning environment free from disruption and to protect the safety and welfare of the school community.

The Administration of the Northampton Public Schools has the authority to issue a Notice of Trespass. The Principal or Assistant Principal of each school is authorized to issue No Trespassing Orders in accord with G.L.c.266 section 120.

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

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

- a. Threats of any kind to a member of the school community
  - b. Disturbing classes
  - c. Illegal actions such as, but not limited to, stealing, dealing drugs, etc.
  - d. Visitors not signing in at the Main Office
  - e. Violating school policies as outlined in the *Code of Student Conduct*
2. Exclusion:
- a. Exclusion is effective from the date of the Notice.
  - b. Administrative Officer may issue Notice for shorter period or specific function on or off school grounds.

C. An appeal or review of the notice may be made in writing to the Principal, or his designee who issued the notice during that year.

D. The Notice of No Trespassing shall apply to all school functions and school activities where the Northampton Public Schools have lawful control of the premises. Activities which are conducted off school premises such as events or classes at other locations (Florence Grammar School) are under the lawful control of the Northampton Public Schools and are included within the prohibition of the Notice of No Trespassing.

For example:

- (1) Home athletic events
- (2) Graduation ceremonies
- (3) Proms/Dances
- (4) Theatre and Musical Performance
- (5) Field Trips

E. The Notice of Trespassing will be issued by the Principal or the Assistant Principal.

### **RESTRAINING ORDERS**

It is the plaintiff's responsibility to inform the administration that a restraining order is in place. A copy of this restraining order must be given to the administration as soon as possible. The plaintiff and defendant will be referred to the School Adjustment Counselor. Violation of contact will result in school and possible criminal consequences

### **SECURITY OF PERSONAL AND SCHOOL PROPERTY**

**CORRIDOR LOCKERS** - Lockers are the property of the Northampton School Department. This locker must be kept in good order and locked at all times when not in actual use. ONLY the student assigned to a locker may use the locker. If a locker does not function properly, the student should notify the principal's office.

Personal possessions stored in the corridor lockers are the responsibility of each student. Students are reminded that any expensive personal property should not be brought to school. Electronic music devices, in particular, should not be taken to school. These items represent a temptation. The School Department is not responsible for any lost or stolen personal property, including items that have been confiscated for unauthorized use. However, in the event that something is stolen, students should report this to the office immediately and fill out a "Lost or Stolen" form. Any student caught stealing will face disciplinary action as outlined in Code of Student Conduct for Northampton High School.

**VALUABLES** - When in Physical Education class, all valuables should be left with the physical education instructor who shall lock them in an appropriate place. Failure to check valuables may result in lost personal possessions of value. Personal possessions are the responsibility of each student. It is always recommended to leave items of value at home.

**EQUIPMENT LOCKER** - Physical education lockers are individually assigned. Students are responsible to provide their own lock to secure their assigned sport / physical education / wellness locker. Students are responsible for keeping their lockers locked **AT ALL TIMES** when they are away from them and to use them for storing their own equipment. Students losing equipment must replace it at their own cost.

**TEXTBOOKS & SCHOOL PROPERTY** - Textbooks are loaned to students and are issued by teachers. When students return textbooks they must pay for damage or wear, if it is excessive. Students losing a textbook must pay the cost of replacement. If a lost book is found, the fine will be returned. Students are responsible for any school equipment or school property that is loaned to them. . Students who fail to return NHS property or pay owed dues will be subject to the following: ineligible to attend senior prom, senior breakfast, graduation, and with holding of final transcript and diploma.

### **TRANSPORTATION INFORMATION**

To insure the safety of students, administration will withdraw the privilege of bus transportation from any student whose conduct is such that it is distracting to the bus driver.

Students who are transported by the Northampton Schools are expected to follow school rules.

Each student must carry his/her bus pass at all times and must show it to the driver each time he/she boards the bus. If a student misplaces his/her bus I.D. he/she is responsible for the cost of a replacement - \$5.00

PLEASE NOTE: STUDENTS WHO DO NOT OBEY THE REGULATIONS GOVERNING PUPILS RIDING ON SCHOOL BUSES MAY FORFEIT THEIR RIGHT TO RIDE AND THEIR FEE.

### **STUDENT CARS**

Student parking is in the lower lot adjacent to the school, as well as the athletic field parking lot. (Staff parking is in the top 2 lots adjacent to the school.) All student cars must have valid permits in order to park in the lower lot adjacent to the school. Permits are not required for cars parking in the athletic field parking lot. Any car that does not have a valid permit and is parked in the lot adjacent to the school may be towed. Students are not allowed to park in the staff parking lot or their vehicle will be towed.

Cars should be parked in authorized spaces only – leaving room for others to enter and exit parking spaces. Cars should be locked at all times since personal losses are the responsibility of the owner or driver of the car. Dangerous driving on or about school grounds will not be tolerated and may result in student's parking privilege being rescinded. Students are NOT to sit in cars or loiter in the parking lot during the school day. After a student is given a warning, they will be suspended.

### **PARKING LOT RULES:**

1. The entire parking lot is for permitted cars only; if your permit is not visible, you will be towed. Everyone must be respectful, driving slowly and cautiously.
2. Everyone must be in a legal spot – not parking on curbs, snow banks or in front of stairwells.

3. The upper 2 lots are for staff only. All staff are expected to have a permit. Any student who parks in the faculty lot may be towed.
4. The lower lot (100 marked spaces) is for seniors / juniors with parking permits. Parking permits will designate specific numbered spaces for students. Seniors will be offered opportunity to purchase parking permits first with any remaining permits offered to juniors. If you do not have a visible permit or are parking in an unassigned space you will be towed. Your permit must be up to date. Parking in the athletic stadium lot is free and always available to students.
5. Parking on the street is appropriate in **legal spots** and is always an option.
6. **Student parking lot is not secured; items of value should be kept on the individual or left at home. NHS is not responsible for any damages to vehicles or theft of personal items.**

### STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

Adoption date: March 13, 2003

Revised: June 9, 2005

### MISCELLANEOUS

#### ASSEMBLIES

Courtesy to those participating in the assembly program is expected by all students with the general rules of good conduct observed. No eating of food is allowed in the auditorium. While all students are strongly encouraged to attend mandatory assemblies, students may be exempt from attendance with prior administrative approval. All students are expected to attend their respective class assemblies. Assemblies are not open to the public. If students do not go to the assembly, it will be considered an unexcused absence unless administrative approval is granted. Disruptive students will be asked to leave. Disciplinary consequences will be enforced.

#### GUIDELINES FOR PROMS and DANCES

1. **ADMISSION** - No admission after designated time.
2. **GUESTS** - Sponsoring student of outside guest must fill out permission slip. Pre-approval of guest is required by administration.
3. **LEAVING THE DANCE** - Students who leave the dance are not permitted to re-enter, regardless of the location of the event.
4. **SMOKING** - Smoking is not allowed anywhere on school property or at any school activity.
5. **POLICE/CHAPERONES** - Minimum of one (1) policeman is required throughout the entire dance. The number of chaperones will be determined by the number of anticipated students.
6. **OUTSIDE OF SCHOOL** - After parking cars, students are to come directly into the dance. Any students loitering in the parking lot or on school property after being asked to leave will be subject to police action.
7. All school rules apply.
8. Students must be in school on the day of dance / prom for a minimum of 3 classes.

#### STUDENT DRESS

Responsibility for student attire rests with the students and their parents or guardians. We expect that students will dress appropriately to the setting. Students' attire must assure both the health and safety of themselves and others. Clothing that is disruptive to the learning environment or considered too revealing or inappropriate to the setting will result in a conference with student, parent or guardian and Assistant Principal. Footwear must be worn at all times. Violations may result in disciplinary action.

#### ELECTRONIC DEVICES

Electronic devices for communication, playing music or games such as cell phones, Ipods, mp3 players and gaming systems is considered a privilege and not a right at Northampton High School. The use of this type of technology requires respect and responsibility. It is important for students to learn how to appropriately use this technology within a variety of settings and situations. Northampton High School's primary focus is to provide a positive, safe and appropriate learning environment. It is in this spirit that we expect all electronic devices to be turned off, put away and out of sight before entering all classrooms. **Electronic devices are not allowed to be used during class time, unless given explicit permission by the classroom teacher. Cell phones are to be turned off and out of sight during class time.**

Students may utilize these devices before and after school, transition between classes and during lunch. All music players must be used with earphones in an individual's ear. No playing music out loud from music player in hall way or classes is allowed. Failure to follow this policy will result in confiscation of electronic device to be returned at the end of school day. Continued violations may result in loss of electronic device privilege and possible disciplinary action.

#### SCHOOL / CLASS VISITATION

Any parent / guardian of an enrolled Northampton High student are welcome to visit and / or observe a class or classes at NHS. Visitations / observations will comply with Northampton Public School policy for visitors in the school as detailed in the NPS policy manual, section K1.

Students and families not enrolled at NHS but are considering enrolling should call the Guidance Department to arrange for a meeting with a Guidance Counselor to gather information about Northampton High School. A guided tour of the building will be offered by the counselor or by a National Honor Society student. In most cases these meetings and tours will occur after school. Potential incoming freshman will be invited to attend our annual 8<sup>th</sup> grade orientation typically held in the first or second week of June.

### **LIBRARY**

The school library is located on the first floor and opens each day at 7:15 a.m. Students may come to the library to fulfill a reference assignment with a class or to pursue independent reading or research. The library remains open until 3:00 p.m. Monday through Thursday; it closes at 2:00pm on Fridays.

All regular library books are charged out for a period of two weeks. If more time is needed, books may be renewed unless other students are waiting to use the material. Magazines and reference books may be checked out overnight after school and must be returned before the start of the first period the following day.

Students must pay for lost or damaged books. Anything taken from the library must be checked out at the desk. This also applies to materials which are to be used only for a class period.

### **CHECK-OUT POLICY**

Before a student transfers, withdraws, or graduates, he/she needs to return any textbooks, library books, or equipment and pay any fines. The student will have all his/her teachers sign off on his/her student check-out sheet. Students who fail to return NHS property or pay owed dues will be subject to the following: ineligible to attend senior prom, senior breakfast, graduation, and with holding of final transcript and diploma.

### **LUNCH PROGRAM**

Every student is expected to eat his/her lunch in the school cafeteria. Students may not leave lunch early nor should they exit the building during lunch without prior permission. Exiting the building without permission will result in disciplinary action (detention or suspension.) Lunch must not be consumed outside the cafeteria.

Students are given three options:

1. Bring a lunch from home and supplement this by cafeteria purchases.
2. Purchase snacks and other light lunch items
3. Purchase the hot lunch. Current price is \$2.50  
Breakfast will be offered in the cafeteria after 7:00 a.m. Current price is \$1.25

Juniors and seniors are eligible to leave school during assigned lunch period with a signed lunch dismissal form. This form is available in the main office and must be signed and turned in to the main office before any student leaves NHS for lunch.

### **CLASS DUES / ACTIVITY DUES**

Class officers and class advisors, with the approval of the principal shall annually decide on policies pertaining to class and activity dues.

### **POSTERS**

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

### **CIRCULATING PETITIONS**

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

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

### **STUDENT PUBLICATIONS**

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations or materials designed to disrupt the educational process will not be permitted.

### **DISTRIBUTION OF STUDENT PUBLICATIONS**

Any student who desires to distribute a student publication which is not officially recognized as a school publication (as herein defined) should submit such a student publication to the principal of the subject school for review and approval prior to such distribution.

Student publications which are not obscene, libelous or disruptive may be distributed on school property during school hours in areas designated by the principal of the subject school. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication, or which causes substantial and material interference with "normal school activities" shall not be permitted.

It is the responsibility of the school and its staff to insure that the right of the students to express themselves freely shall not be infringed while at the same time establishing the kind of environment which is necessary for an orderly program of classroom learning.

## **RELEASE OF STUDENT INFORMATION**

### **TRANSFER POLICY**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parent and eligible student that Northampton High School will forward complete school records of a transferring student to schools in which the student seeks to attend or enroll. A complete school record includes, but is not limited to, "any incidents involving suspension or violation of criminal acts or any incidents reports in which such student was charged with any suspended act." Such transfer of records takes place without consent of the parent or eligible student.

### **NON-CUSTODIAL PARENT'S ACCESS TO SCHOOL RECORDS**

A non-custodial parent who wishes to receive information concerning his or her child, including, but not limited to, report cards and progress reports, the results of testing, notification of a referral for a special needs assessment, notification of enrollment in a transitional bilingual program, absences, illnesses, detentions, suspensions,

expulsions, or withdrawal from school, must submit a written request to the school principal.

The Board of Education has adopted amendments to the Students Records Regulations concerning access to student records by non-custodial parents in order to conform to federal law. The new provisions are in effect since the start of the 2005 – 2006 school year. As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

It is the responsibility of the custodial parent to provide the necessary documentation in order to deny a non-custodial parent access to records.

### **NO CHILD LEFT BEHIND / MILITARY RECRUITERS**

On January 8, 2002, President Bush signed into law the **No Child Left Behind Act of 2001**. This act grants Armed Forces recruiters access to students and student recruiting information. Northampton High School is required to provide a copy of our student directory to the Armed Forces in conjunction with the No Child Left Behind Act of 2001. Northampton High School shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing **not** be released without prior written parental consent.

You can request that the school **not** make your child's information available by simply filling out the form given to your child on the first day of school and returning it to the Main Office or by stopping by the main office and completing the form. If you have any questions or concerns, please call the Principal's Office at 587-1344

### **DEFINITIONS**

1. **School day:** means any day during regular or summer session on which regularly-scheduled classroom instruction takes place and excludes Saturdays, Sundays, and official school holidays.

2. **Publication:** means any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing or any other written or printed matter or visual representation, however produced.

3. **School publication:** means any publication, as defined herein, which is composed, compiled, published or distributed under the official supervision of a faculty sponsor.

4. **Student publication:** means any publication, as defined herein, which is composed, compiled, published or distributed by students.

5. **Distribution:** means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior or subsequent thereto by means of handing out free copies, selling or offering for sale, accepting donations for copies of the publication, or displaying the material in areas of the school which are generally frequented by students. In dealing with material which is "obscene" or "libelous," the term distribution refers to dissemination of one or more copies whereas in dealing with all other types of material, the term distribution refers to a substantial circulation or dissemination of the student publication so as to make the student publication generally available to students of the subject school.

6. **Normal school activity:** means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and scheduled in-school lunch periods.

7. **Minor:** means any person under the age of eighteen (18) years.

8. **Obscene as to minors:** means:

a) whether the average person, applying contemporary community standards would find that the publication taken as a whole, appeals to the prurient interest of minors.

b) whether the publication depicts or describes, in a patently offensive way to minors, sexual conduct specifically defined to mean human masturbation, sexual intercourse or any touching of or contact with the genitals, pubic areas or buttocks of the human male or female, or the breasts of the female, whether alone or between members of the same or opposite sex, or between humans and animals.

c) whether the work taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

9. **Libel:** is the false and privileged publication by writing, printing, picture, effigy, or other fixed representation to the eye which exposes a person to public hatred, contempt, ridicule, or obloquy, or which causes him to be shunned or avoided, or which has a tendency to injure him in his occupation.

When the publication concerns "public officials;" ie, those who hold government office; or "public figures;" ie, those who, by reason of notoriety of their achievements or the vigor and success with which they seek the public's attention, are properly classed as public figures, in order to be libelous, the defamatory falsehood must be made with actual malice; that is, with knowledge that it was false or with reckless disregard for whether it was false or not.

When the publication concerns private individuals, in order to be libelous, the defamatory falsehood must be made negligently; that is, the publisher must fail to exercise the degree of care that a reasonably prudent person would exercise in order to avoid making a defamatory falsehood.

## **NHS Teacher Telephone Directory**

**DIAL 587-1344, and then dial extension number**

Adams, Beth	3203
Armstrong, Patricia	3207
Baldwin, Mark	3128
Bernhard, Michele	3211
Biggs, Susan	3200
Bitgood, Barbara	3110
Brennan, Christopher	3305
Bridgman, James	3108
Brill, Ernest	3300
Brown, Heather	3306
Canuel-Browne, Donna	3222
Coon, Deb	3123
Crago, Susan	3302
Derby, Salem	3017
Dollard, Catherine	3224
Eldredge, Stephen	3020
Flahive, Beau	3129
Foley, Laurie	3112
Gardner, Carolyn	3206
Gordon, Randy	3206
Harp, Reynaud	3115
Jacobson-Hardy, Michael	3016
Jaffe, Sheryl	3318
Johnson, Amy	3201
Keefe, Allison	3205
Kielbasa, Sandra	3104
Kurtz, Kathryn	3212
LIBRARY	1355
Leary, Lisa	3322
Mahar, Scott	3117
Kathryn Mahoney	3209
Marcinek, Paul	3208
Melnik, Robert	3011
Michael, Melissa	3303
Miller, James	587-1356
Mollison, Lee	3207
Morrison, Mark	3202
Moylan, Dan	3215
Parent, Ryan	3100
Pickreign, Linda	3010
Prudhomme, Leslie	3226
Ralls, Kathleen	3118
Rohlich, Wakako	3220
Samolewicz, Melanie	3312
Sass, Jon	3204
Scavatto, Jason	3330
Schlichting, Kim	3106
Selfridge, John	3314
Shorter, Donna	3307
Stavely Hale, Rachel	3210
Strauss, Suzanne	3304
Sullivan, Jillian	3113
Taglieri, Ben	3120
Tingle, Nicole	3216
Todhunter, Kate	3122
Tzoumakas, Antigoni	3213
Walters, Jean	3126
Way, Kate	3211
Woodruff, Courtney	3102

## **SCHOOL DEPARTMENT RESOURCES**

For academic, health, social, safety concerns or those of due process of your rights, school personnel you may need to contact are listed below:

<b><u>RESOURCE</u></b>	<b><u>PHONE</u></b>
Supt Brian Salzer, Superintendent's Office	587-1329
Business Manager Mark McLaughlin, Superintendent's Office	587-1333
Principal Nancy Athas, Principal's Office	587-1341
Assistant Principal Bryan Lombardi, Principal's Office	587-1343
Pupil Services Director Nathan Zeigler	587-1451
Title IX Director James Miller	587-1356
Guidance Counselor Lisann Giordano, Guidance Office	587-1351
Guidance Counselor Yajaira Fuentes, Guidance Office	587-1352
Guidance Counselor Fred Itterly, Guidance Office	587-1349
Guidance Counselor Maureen Moore, Guidance Office	587-1350
Nurse's Office	587-1360
Attendance Officer Kelley Knight	587-1414 ext. 3417
School Adjustment Counselor Kathy Goodwin-Boyd	587-1372
Athletic Director James Miller	587-1356

## **HUMAN SERVICE AGENCIES**

### **ALCOHOL/DRUG ABUSE / EATING DISORDERS**

Alcoholics Anonymous of Western Massachusetts 346 High Street, Holyoke, MA 01040	532-2111
Alcohol Helpline (National)	1-800-ALCOHOL
Brattleboro Retreat 75 Linden Street, P.O.Box 803 Brattleboro, VT 05301	1-800-628-8877
Narcotics Anonymous	538-7479
Dickinson Program (Prevention One) 76 Pleasant Street, Northampton	586-8550
Outpatient Behavioral Health Service 10 Main Street, Florence, MA 01062	586-8550
Overeaters Anonymous (Western Mass. Group) P. O. Box 2911, Springfield, MA 01101	1-413-783-4198

### **COMMUNITY CRISIS PREVENTION PROGRAMS / EMERGENCY HOTLINE NUMBERS**

Drug & Alcohol Referral	1-800-662-HELP
Tapestry Health Systems	586-2539
Local 24-Hour Crisis/Emergency Service Psychiatric - Crisis Hotline	586-5555
National Center for Missing & Exploited Children	1-800-843-5678
National Runaway Switchboard	1-800-621-4000

The agencies or organizations listed above are not affiliated with the Northampton Public Schools. The School Department provides this list as a convenience to its students and assumes no responsibility for the activities of any agency or organization listed.

## **EMERGENCY HOTLINE NUMBERS**

Poison Control	1-800-682-9211
Suicide Crisis Line	1-800-252-TEEN
Rape/Abuse Hotline	1-888-337-0800

## **COMMUNITY RESOURCES**

CASA Latina, 140 Pine Street, Florence	586-1569
First Call For Help (can provide name and phone numbers of other community resources)	1-800-339-7779 or 582-4237

## **HUMAN SERVICE AGENCIES**

### **PREGNANCY/FAMILY PLANNING/PARENTING**

Birth Option Counseling – Tapestry 586-2539  
16 Center Street, Northampton, MA 01060

Brightside for Families and Children 1-877-777-7774  
2112 Riverdale Road, W.Springfield, MA 01089

### **ADDITIONAL RESOURCES: AIDS/SEXUALLY TRANSMITTED DISEASES**

AIDS Hotline (Mass.) 1-800-235-2331

AIDS Hotline (Public Health Service) 1-800-227-8922

Sexually Transmitted Diseases Hotline 1-800-227-8922  
(National)

### **ADDITIONAL HUMAN SERVICE AGENCIES ADVOCACY**

YWCA 586-6807

Victim-Witness Assistance Unit 586-5780

### **CHILD ABUSE**

Child At Risk Hotline 1-800-792-5200

Family Advocacy Project 1-413-794-9816  
(Baystate Medical Center)

Mass.Department of Social Services 1-800-792-5200

Parental Stress Hotline 1-800-632-8188

Parents Helping Parents 1-800-882-1250

### **COUNSELING & MENTAL HEALTH SERVICES**

Children's Aid and Family Services 529-1764

1-800-232-0510

Franklin Hampshire Community Mental Health 586-8680  
Center, Child & Family Services (Service Net)

50 Pleasant Street, Northampton, MA 01060

### **HEALTH SERVICES INFORMATION**

American Red Cross 584-8887

Hampshire County Hospice 584-1060

Mass. Department of Public Health 586-7525

Poison Control 1-800-682-9211

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