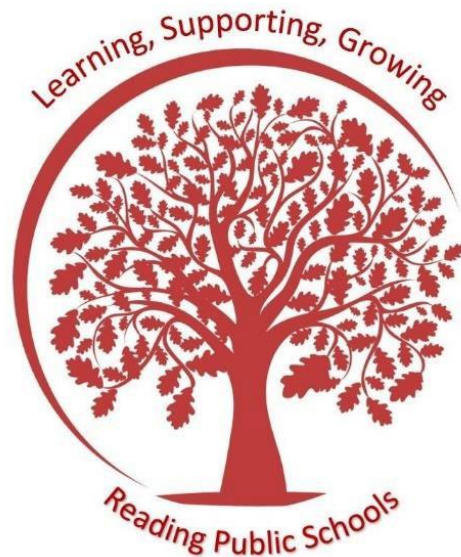


Reading Public Schools

School Committee Meeting Packet

September 7, 2023



Open Session 7:00p.m.

Reading Memorial High School Library

Reading, MA



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2023-09-07

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda: Revised

Purpose: Open Session

Meeting Called By: Thomas Wise, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

7:00 p.m.	A.	Call to Order
7:00 p.m.	B.	Public Comment Consent Agenda 1. Minutes (08-24-2023) 2. Friends of RMHS Cheer Donation 3. Pegasus Springs Foundation Sense of Belonging Donation 4. Surplus Property Warrant Reports 1. 08-24-2023 2. 08-31-2023 Reports 1. Superintendent 2. Liaison/Sub-Committee
7:20 p.m.	E.	New Business 1. MBTA Communities Presentation & Discussion 2. RMHS Student Handbook Review & Approval (A)
8:00 p.m.	C.	Personnel 1. Review Draft Superintendent Goals for FY23-24
8:30 p.m.	E.	New Business 3. Meeting Management & Presentation Protocol Discussion
	F.	Information / Correspondence 1.

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



Town of Reading Meeting Posting with Agenda

8:45 p.m.	Adjourn
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**Times are approximate

Join Zoom Meeting

<https://readingpsma.zoom.us/j/83657021146>

Meeting ID: 836 5702 1146

One tap mobile

+16469313860,,83657021146# US

+13017158592,,83657021146# US (Washington DC)

Reading Public Schools
School Committee Meeting Packet
September 7, 2023



Consent Agenda



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

School Committee

Date: 2023-08-24

Time: 6:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

Attendees: **Members - Present:**

Shawn Brandt, Carla Nazzaro, Erin Gaffen, Tom Wise, Charles Robinson and Sarah McLaughlin

Members - Not Present:

Others Present:

Superintendent Dr. Thomas Milaschewski, Assistant Superintendent of Student Services Dr. Jennifer Stys, and Director of Finance and Operations Dr. Derek Pinto

Minutes Respectfully Submitted By: Olivia Lejeune on behalf of the chairperson.

Topics of Discussion:

A. Call to Order – Mr. Wise called the meeting to order at 6:01 p.m. to review the agenda.

B. Public Comment – None

Consent Agenda

1. Minutes (08-10-2023)
2. Warrant Reports (8-10-2023 and 8-17-2023)

Mrs. Gaffen motioned to approve the consent agenda, seconded by Mr. Brandt, and the vote passed 6-0.

C. Personnel

1. Appointment of Superintendent to MSBA Killam Designer Selection Panel (A)

Mrs. Nazzaro gave a brief overview of the MSBA designer selection process and panel. After receiving clarification, the memo in the packet is updated to reflect membership information. The MSBA would like to see the Superintendent, Town Manager, and someone from the building committee on the panel. After a review of the town charter, the town council suggested each board vote to assign their representative to the panel.

Mrs. Gaffen motioned to appoint Dr. Milaschewski, the Superintendent of Reading Public Schools, to the Massachusetts School Building Authorities designer selection

panel for the Killam School Building Project. The motion was seconded by Mr. Robinson, the vote passed 6-0.

E. New Business

1. Review and Approval of District-Wide Student Handbook (A)

Dr. Stys provided the committee with an update on the District-Wide Student Handbook. Last year, we made some great gains in standardizing the handbook. This year we worked towards making the handbook more user-friendly. Dr. Stys pointed out that the handbook is designed to notify legal requirements, so it tends to feel more technical. We have linked the laws within the handbook and added a table of contents that directly links to each section of the handbook.

Mrs. Gaffen motioned to approve the District-Wide Student Handbook, seconded by Mrs. Nazzaro. The committee discussed the removal of sex education in the handbook and translation requirements for technical language. It was noted some links do not work for those looking at the handbook outside of the district. Dr. Stys ensured the links would be reviewed and updated. After no further discussion, the vote passed 6-0.

2. Outline Community Math Pathways Committee Timeline, Process, & Expectations

Dr. Milaschewski provided the committee with a brief update on the process for the Community Math Pathways Committee. In the packet, there is a memo outlining what to expect. Before the next School Committee meeting on September 7th, we will have the launch of the Math Pathways Committee. This will be a recorded, virtual meeting that can be shared afterward. The plan is to discuss in more detail the plan going forward. Given the urgency of this project, the committee would close out their findings by November 2nd and make a recommendation to the administration on the best path forward therefore, we do anticipate some movement on this item in the next few months. It is important to have community involvement and that has helped us in the past.

Meetings will be held open to the public so even if you are not on the committee, you would be welcome to join and listen in to the conversation happening at the table.

D. Old Business

1. Second Reading – DBDA – Special Education Reserve Fund (A)

Mrs. Gaffen motioned to approve the second reading of policy DBDA – Special Education Reserve Fund, seconded by Mr. Brandt. Mr. Wise opened it up for conversation in which the committee reviewed proposed edits. After no further discussion, the vote passed 6-0.

2. Liaison, Subcommittee, and Charter Review Committee Appointment Notification

Mr. Wise briefly summarized the memo in the packet. Mr. Robinson has been appointed to the Charter Review Committee, Mr. Wise and Mr. Brandt will pick up the Select Board, Mr. Brandt will pick up the Finance Committee and Mrs. Gaffen will pick up the Coalition.

E. New Business

3. Policy Updates – Review and Vote on Amended Policies (A):

Mrs. Gaffen motioned to waive the reading of all policies in section E3 of the agenda, seconded by Mr. Brandt, the vote passed 6-0.

Mr. Wise reviewed the following policies, and the committee discussed each one individually:

Policy ADF: Mrs. Gaffen motioned to adopt policy ADF – School District Wellness Program, seconded by Ms. Nazzaro, and the vote passed 6-0.

Policy DJE: Mrs. Gaffen motioned to adopt policy DJE – Procurement Requirements, seconded by Mr. Brandt, and the vote passed 6-0.

Policy KCD: Mrs. Gaffen motioned to adopt policy KCD – Public Gifts to the Schools as amended, seconded by Ms. Nazzaro, and the vote passed 6-0.

Policy DBJ: Mrs. Gaffen motioned to adopt policy DBJ – Budget Transfer Authority, seconded by Mr. Brant, and the vote passed 6-0.

4. Appointment of School Committee Member to Wellness Committee

Mr. Wise stated this appointment was briefly discussed in the ADF policy conversation. The intent is for this committee to meet quarterly and have a School Committee member appointed. Mrs. Gaffen volunteered to be appointed to the Wellness Committee. Mr. Wise appointed Mrs. Gaffen to the Wellness Committee

B. Reports

1. Assistant Superintendent of Student Services – Dr. Stys thanked SEPAC for speaking at our leadership meetings with principals, assistant principals, and team chairs. This week we kicked off our new staff orientation with 57 new staff attending. It has been an exciting week and we are thrilled to have such enthusiastic and talented new staff. Some of the highlights include the teaching staff receiving an overview of reading and the brain, training on target literacy instruction, Crafting Minds Progress Monitoring training, and Seeing Stars training. Thank you to the committee for the support around literacy in the district.
2. Director of Finance and Operations – Dr. Pinto updated the committee starting with IT. The team distributed freshman laptops last week ahead of schedule. The Food Service Department is finishing up the installation of new equipment. Transportation routes have been finalized and we have met with the transportation company to make slight adjustments. Dr. Pinto and Ms. Lejeune will be riding the bus on the first day of school.

3. Superintendent – Dr. Milaschewski reminded the committee that staff start back on Monday and we welcome students back on Wednesday. We are still hiring for a few positions, so please let us know if you have anyone interested.
4. Liaison/Sub-Committee
 - a. Mr. Robinson – SWEC has met twice and both meetings were held to discuss the RFI and finalization. There has also been a recreation meeting in which pickleball was the highlight of the discussion.
 - b. Mrs. Nazzaro – The Killam School Building Committee meets regularly. At the last meeting, the Request for Services document was discussed, and it is going out soon to be submitted to the MSBA. The committee has been presented with two separate schedules from the MSBA in which the more accelerated schedule was approved.
 - c. Mr. Brandt – No Report
 - d. Ms. McLaughlin – No Report
 - e. Mrs. Gaffen – No Report
 - f. Mr. Wise – The Finance Committee met and free cash, while not fully certified, was reported at \$18.1 million, which is below the approximately \$19 million that was certified last year. The stabilization fund is still where it was. That is quite good considering what was spent out of free cash last year.

Another thing for the committee to note, some things have been pushed back in meetings given other topics so the next meeting will be a bit heavier with one item specifically being the superintendent goal discussion. The committee will also discuss the RMHS student handbook and review a presentation on the MBTA communities.

G. Executive Session

1. Joint Session with the Finance Committee – To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body (Reading Teachers Association, Paraprofessionals, and Secretaries)

Ms. Gaffen motioned to enter into joint Executive Sessions and not return to open session with the Finance Committee to discuss strategy with respect to collective bargaining Reading Teachers Association, Reading Paraeducators Association, and Reading Administrative Secretaries Association as the chair states an open meeting will have a detrimental effect on the bargaining position of the Reading School Committee, seconded by Ms. Nazzaro.

Roll Call Vote – Roll Call Vote to adjourn to Executive Session, Mr. Robinson – yes, Ms. Nazzaro – yes, Mr. Brandt – yes, Ms. McLaughlin – yes, Ms. Gaffen – yes, and Mr. Wise – yes. The vote passed 6-0.

<https://www.youtube.com/watch?v=ucg6sw2qzL4>

Meeting Adjourned 6:52pm

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: September 5, 2023
RE: Vote to Accept Friends of RMHS Cheer Donation

Please vote to accept a donation of \$800 from the Friends of RMHS Cheer. The purpose of this donation is to purchase custom mix music for the 2023 competition season for the RMHS cheerleading team.

Please find attached the award letter from Connie DiMeo, President & Secretary of Friends of RMHS Cheer.

Thank you.

Friends of RMHS Cheer
26 Milepost Road
Reading, MA 01867

August 27, 2023

Dr. Thomas Milaschewski, Superintendent of Schools
Members of the Reading School Committee
82 Oakland Road
Reading, MA 01867

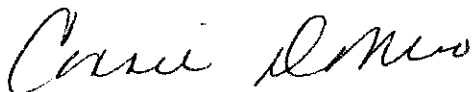
Hello,

Friends of RMHS Cheer would like to make a donation in the amount of \$800.00.

The purpose of this donation is to purchase custom mix music for the 2023 competition season for the Reading Memorial High School cheerleading team. Please see the attached invoice.

If you need additional information or would like to discuss, I can be reached at 781-439-1552.

Sincerely,



Connie DiMeo
President & Secretary
Friends of RMHS Cheer

cc: RMHS Athletic Department



MEMORANDUM

15 Lincoln Street, #315 • Wakefield, MA 01880 • 781-486-4554

To: Thomas Milaschewski, Superintendent, Reading Public Schools
From: Craig Martin, Pegasus Springs Foundation
cc: Sarah Marchant, Principal, A.W. Coolidge Middle School
Rochelle Rubino, Principal, W.S. Parker Middle School
Date: August 15, 2023
Re: Donation to support “Sense of Belonging” middle school goals

Pegasus Springs Foundation is pleased to present you a donation of \$20,000 to support the middle schools’ “Sense of Belonging” goals. We agree whole-heartedly that all students deserve to feel part of an unconditionally supportive learning environment where they feel safe, know they are understood and respected as individuals, and have a strong sense of belonging within the community. As research confirms, we know it is in such an environment where young people can best learn, grow, and achieve—or, as you say in one of the School Improvement plans, that “students must also feel a strong sense of belonging in their communities” in order to maximize their learning opportunities.

As this most likely is a multi-year goal, we are also happy to consider renewing additional funding for the following school year, given an update on your progress and the specific steps being taking to achieve your goals. Specifically, we would look forward to learning more about ways in which you are creating an effective Tier 1 approach that positively impacts the entire school, how you are integrating themes and approaches into the school’s daily programming, and how data and feedback from students might be demonstrating progress toward your goals.

Your updates can help inform us on how we might best assist similar efforts in other school communities, and we encourage you also to make the overall integration of your Tier 1 efforts a model that you could share with other schools. As you move forward, feel free as well to let us know if there are any other ways that we might be able to help support these efforts to benefit your students.

Memo Coolidge & Parker Middle Schools

To: Reading School Committee
Thomas Milaschewski

From: Sarah Marchant & Rochelle Rubino

Date: September 5, 2023

Re: Donation

Dear Reading School Committee Members,

Please accept this donation in the amount of \$20,000 from the Pegasus Springs Foundation in support of our “Sense of Belonging” work at Coolidge and Parker Middle Schools, in alignment with the District and School Goals. We are very appreciative of the support of the Pegasus Springs Foundation as we work to create a strong sense of community and belonging among all Coolidge and Parker community members; their ongoing support of our district goals around equity, inclusion, and social-emotional well-being have had a tremendous impact over the years.

Coolidge and Parker will be utilizing this grant to offer the Challenge Day Program to all 8th graders in the district. The goals of the Challenge Day experience are to help all participants (students, staff, and community members) to build a sense of care and community, to build empathy, and to internalize that no one is alone. In addition to 8th graders, the program will include participation by middle school staff. If spots remain open, we will also include District staff, parents and community members.

We are grateful for the current and historic support of this program from so many of our community constituents. This includes our district leadership; the School Committee; the Reading Education Foundation (who granted funding in year 1); the Coolidge and Parker School Councils (in their development of our SIP and the integration of Challenge Day as one action item); the Coolidge and Parker staff; as well as the Coolidge and Parker PTOs.

As the current data reflects, there is a mental health crisis happening post-pandemic with teens across our nation. Our middle schools vow to create environments that work to support student well-being; we prioritize this importance, as when students are well emotionally, they are then able to maximize their academic potential. We do so through enrichment activities, strong SEL staffing and support, strong Tier 1 SEL programming, strong Advisory programming, and strong Tier 2 & 3 interventions. The student feedback we have collected in the past about Challenge Day validates that this experience is one that contributes greatly to fulfill these goals. While this is one piece of a much larger plan to support Sense of Belonging in the district, we are very appreciative to be able to hold this experience again this year.

Thank you for your consideration.

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Derek Pinto, Director of Finance and Operations
DATE: September 5, 2023
RE: Request to Surplus Property

In compliance with the surplus disposition requirements of Massachusetts procurement law MGL Chapter 30B, I ask that the School Committee declare the items outlined below as surplus property:

AM Barrows Elementary School			
Item	Number	Age	Reason
Student Chairs	25	15 years	Oldest/no room in storage due to fire code
Desks	24	15 years	Oldest/no room in storage due to fire code
File cabinet	1	30 years	In horrible condition
toilet	1	?	Not needed and no room for storage
Bathroom sink	1	?	Not needed and no room for storage
metal carts	2	?	In poor condition

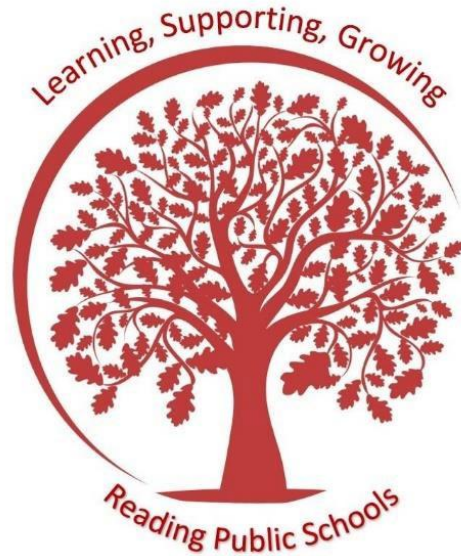
Once declared, the school department will take the required steps to offer these items to Town departments, or resold, or disposed of in accordance with the laws and regulations of the Commonwealth of Massachusetts. Please feel free to contact me with questions about this request.

Thank you.

Reading Public Schools

School Committee Meeting Packet

September 7, 2023



New Business

Memo

To: Reading Public Schools School Committee

From: RMHS Principal, Jessica B. Callanan

Date: August 31, 2023

Subject: Approved Changes to RMHS Handbook for 2023-24

The following changes and / or updates to the RMHS Student Handbook were voted on and approved by the RMHS School Council on August 30, 2023. Attached is a copy of the 2022-23 RMHS Student Handbook with the track changes to highlight where updates were made and will be incorporated and published as the 2023-23 RMHS Student Handbook once approved by the RPS School Committee.

- Change all dates from 2022-23 to 2023-24
- Change all references to “guidance counselor” to “school counselor”
- Change all references to “administration or Assistant Principals” to “principal or designee”
- Update names and contact information where needed
- Correct minor grammar errors or tense agreements
- Update calendar from 2022-23 to 2023-24 and add link to RMHS website link
- Delete dated references to COVID or past graduating classes
- Add in the Academic Honors / Speakers of Graduation section, “Traditionally, both the valedictorian and salutatorian give a speech at the graduation ceremony. In the event of a GPA tie valedictorian and salutatorian will be determined out to the one hundredth.”
- When the National Honor Society (NHS) advisors and faculty council update the requirements for students to gain admittance to NHS the new policies and requirements will take the place of the current in the 2023-24 RMHS Handbook.
- Change references to “Foreign Language” to “World Language.”
- Add to RMHS Health Services - Screening section that “parents may opt out of screenings by sending written notice to the School Nurse.”
- Update / Replace Health Services section with District Health Policy and add link
- Remove all references to “suspension” in areas that it no longer applies due to changes in law and replace with “disciplinary consequences and / or interventions.”
- Change “library” to “library media center.”
- Remove expired links that no longer work.
- Change “no pass period” in Safety and Security section to “no pass period / hold.”
- Delete references to free and reduced lunch being temporary or not for all students
- Change references to “official pass” to “approved pass.”
- In Section K re: Mid-year and Final Exams and Senior Exam Exemption Guidelines the sentence that reads, “Seniors who earn an average of at least a B though the end of 3rd

quarters (83-86) and have been absent less than 6 days during second semester will be exempt from taking the final assessment.” Change 3rd quarter to 4th quarter.

- Insert passage from attorney and replace sections of RMHS handbook that are redundant as a result (Below):

Reading High School Language:

CODE OF CONDUCT

Disciplinary action for code of conduct violations shall be issued in compliance with all student discipline due process requirements, pursuant to [READING PUBLIC SCHOOLS 2023-2024 STUDENT HANDBOOK](#).

A safe, inclusive, and engaging learning environment is essential to the academic and social-emotional development of all students. A comprehensive education should endow students with the skills to develop and maintain respectful, healthy, and productive relationships among themselves and with faculty members, and should prioritize citizenship and responsible behavior at school and at school-sponsored events.

The purpose of this Code of Conduct is to 1) outline expectations for maintaining positive relationships and upholding the fundamentals of good citizenship within the Reading Memorial High School community and 2) establish accountability for students who fail to act as safe, respectful, a safe, inclusive, and engaging learning environment is essential at school and during school-sponsored events.

The Reading Memorial High School Code of Conduct and the potential approaches to accountability for violations of the Code of Conduct apply to students during the school day, when students are on Reading Public Schools grounds, while students are engaged in or attending school or school-sponsored activities, and while students are traveling to and from school or a school-sponsored activity. Students may be held accountable for violations of the Code of Conduct while away from school at other times if the conduct or incident is related to school, adversely impacts the school community, disrupts the school environment, or creates an unsafe environment at school.

Accountability: An essential part of learning is the expectation that students be required to account for the decisions they make and behaviors they engage in. At Reading High School, accountability should include students accepting responsibility for their actions and engaging logical, timely, and equitable consequences for these actions. The Code of Conduct is rooted in the theory of restorative and progressive accountability and attempts to limit the use of exclusionary accountability practices (i.e. suspension) when appropriate.

- Restorative Accountability: Either in lieu of or in conjunction with traditional, progressive accountability practices, the school administration may recommend approaches to accountability, especially when incidents arise as the result of conflict between Reading Memorial High School community members.

- Any approach to an incident or conflict will be with the intent to assist a student or students to accept accountability by working with them to:
 - Acknowledge responsibility,
 - Directly engage with the person or people impacted, and
 - Agree to a plan to avoid similar incidents or behavior moving forward.
- A resolution to an incident will also be with the intent to restore a sense of safety and belonging for any Reading Memorial High School community member impacted by an interaction or incident.
- Prior to facilitating any response to an incident, the administration will confirm that all parties are willing participants, and have been oriented to the response protocols. Additionally, when possible, the administration will enlist the support of the school counseling faculty, or other sources of student support, to assist with the process.
- Accountability interventions may consist of but are not limited to:
 - Conferences
 - School or community conferences
 - Community service
 - Additional supports for community members in need
 - Restitution
 - Academic and social-emotional support upon reentry/return to school
- Progressive Accountability: When requiring students to account for their behavior or decisions, the staff may consider consequences that consist of, but are not limited to the following, in accordance disciplinary due process requirements:
 - Parent Outreach The school faculty will prioritize parental engagement when requiring a student to account for violations of the Code of Conduct. This engagement may be in the form of email communication, a phone call, or a meeting. Parents may be required to meet with the school administration when students repeatedly violate the Code of Conduct. This includes violations of the Attendance Policy.
 - Confiscation of Belongings: If the administration determines that a student has something in their possession that either violates the law or substantially disrupts the learning process for that student or for other students, the administration may confiscate those items.
 - Withholding of Privileges: This may include the withholding of privileges during the school day or after school activities.
 - Short Term Suspension: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for no more than ten (10) school days.
 - Long Term Suspension: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for more than ten (10) to ninety (90) school days.
 - Expulsion: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for more than 90 school days, including permanent removal from school.
 - When considering progressive accountability measures, the administration will consider all relevant facts, which include, but are not limited to
 - Previous incidents involving the student,
 - The severity of the disruption caused by a student's actions,

- The degree of the safety risk or the harm to a student or other students or staff members, and
 - The degree to which a student is willing to change their behavior, or has been willing and able to change their behavior in the past.
- When school administrators consider suspending students from school, as the result of an inappropriate exchange, incident, or behavior, they will adhere to the notification protocols and due process requirements contained in Massachusetts General Law Ch. 71, Sections 37H, 37H1/2, and 37H3/4.

Behavioral Expectations: The physical and emotional safety of all students and Reading High School community members is a top priority of the Code of Conduct. Additionally, in keeping with the Core Values and Beliefs of the Reading Public Schools, Reading High School community members are expected to foster respectful and responsible relationships and contribute positively to a diverse and inclusive learning environment. Students who detract from these community goals, or fail to act as positive community members, will be required to account for their behavior in accordance with the school's or progressive approach to accountability.

Students will not engage in the following list of behaviors:

- Discrimination against a student based on that student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Targeting, ridiculing, or using as a source of humor another student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Create, post, or inappropriately comment on any online or social media item that harasses, threatens, intimidates, abuses, or demeans individuals or groups on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, creed, national origin, or disability status.
- Possession, intent to possess, consumption, distribution, selling, purchasing, or being under the influence of any drug or drug paraphernalia, alcoholic beverage, or intoxicant of any kind, to include the possession, use, or distribution of tobacco related products, electronic cigarettes, vaping products, and vaping paraphernalia.
- Possession of a weapon of any kind, including, but not limited to knives, blades, guns, or other dangerous instruments such as lighters and pepper spray. This includes the possession of mock weapons.
- Sexually harassing another person, either by words or actions. This includes words, expressions, or images posted online or on social media platforms.
- The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint.
- Assaulting, fighting, or striking another person, or threatening to assault, fight, or strike another person.
- Profanity, obscenity, discourtesy, or disrespect directed toward school staff members.
- Insubordination, or failure to comply with, or ignoring the requests of a staff member. This includes a student's failure to properly identify themselves when asked by a staff member for their name. It is the expectation of all students that they comply with staff

members' directives. If a student disagrees with a directive, they should at first comply and then appeal to their counselor or assistant principal for support.

- Dishonesty, which includes, but is not limited to academic dishonesty (i.e. cheating and/or plagiarism), forgery, and dishonesty about incidents or behavior.
- Theft, or attempts to steal, the belongings of another. This includes the theft or attempt to steal school equipment, materials, or supplies.
- Vandalism or the destruction or attempt to destroy school property or the property of others. This includes the misuse of lockers.
- Leaving the building, school property, or a mandatory school sponsored event without permission.
- Being present in an unauthorized area of the building or the Reading High School campus. This includes, but is not limited to, loitering in bathrooms, unsupervised use of the athletic facilities before, during, and after school, parking in unauthorized (i.e. faculty) parking spaces, and being in the lower parking lot during school hours.
- Failure to report to an assigned detention, to include assigned teacher detentions.
- Ordering food and having it delivered to school during school hours.
- Disrupting school by pulling a fire alarm or falsely reporting a risk that leads to an emergency response (i.e. a bomb threat).
- Inciting or provoking another student to violate school rules, disrupt school or a school-related event, or engage in dangerous or inappropriate behavior.
- Any behavior not listed above that compromises the discipline and routine of the school day or a school-sponsored event or a person's physical or emotional safety, or that the administration determines is inappropriate for the school environment.
- All employees are required to report to the Principal any incident in which a student is found in possession or use of a dangerous weapon on school property or a student-sponsored event. Principals will file reports under as required by M.G.L. Chapter 71, Section 37L. This state law then requires follow up reporting and assessment for students.

Attendance Expectations: There are occasions when violations of the school Attendance Policy may also be violations of the Code of Conduct, and students may be held accountable for those violations.

The following attendance related concerns are considered violations of the Code of Conduct:

- Tardiness to school, before 8:15 am. Students can be assigned an Office Detention if they arrive tardy to school more than three times in a single term. Students who arrive tardy to school more than 8 times in a single term may be ineligible to participate in extracurricular activities, which may include athletics, for the remainder of that term. This includes students who arrive late to school with or without parental notes or call-ins.
- Tardiness to school, after 8:45 am. Students who arrive to school after 8:45, without appropriate documentation (i.e. signed doctor's note), have missed more than 15 minutes of class and will therefore be considered to have skipped their first period. These absences will count against the student's absence limit in that class. Additionally, students may be assigned an Office Detention for skipping that class.
- Tardiness to class, by less than 15 minutes. When students arrive late to a class by less than 15 minutes, without a proper pass or permission, that student may receive a

Teacher Detention. If a student's tardiness continues, the teacher may submit a referral to the administration.

- Tardiness to class, by more than 15 minutes. When a student arrives late to a class by more than 15 minutes, without permission, that student will be considered to have skipped that class.
- Skipping class. When a student misses more than 15 minutes of a class, without permission, that student has skipped class. The administration will address students who skip class. That absence will count against a student's absence limit for the class. Additionally, students may receive an Office Detention for skipping class. Students may not be permitted to make-up work or receive credit for work missed as a result of skipping. If students continue to skip class, the administration will consider interventions consistent with a progressive accountability approach.
- Truancy. Students are truant from school when they are absent without parental permission or knowledge. Absences due to truancy will count against a student's absence limit. Students who are truant from school may not be permitted to make-up work or receive credit for work missed during their absence.

When working with students to account for attendance specific violations, the administration will make every effort to avoid exclusionary accountability (i.e. suspension). However, there may be occasions when a student's poor classroom attendance disrupts the school learning environment and compromises the experience of other students. Additionally, there may be cases when students continually fail to account for or improve their poor attendance or tardiness. In these instances, the administration may consider exclusionary accountability.

Student Leadership: Any student who holds a leadership position at Reading High School will be held to a high standard of behavior to maintain their position. If a student leader engages in a significant violation of the code of conduct or exhibits chronic behavioral problems, the principal or designee maintains the right to remove the leadership position from the student.

Bus Expectations: Any violation of the bus code of conduct is expected to be resolved as soon as possible. The bus driver and monitor will work closely with each school Principal, the METCO Director, and the METCO Coordinator to make sure the bus rules and guidelines are followed. To ensure students have a safe and efficient ride to and from Reading every day, all students must adhere to the following rules and guidelines on the bus.

Rules:

1. Respect
 - Be respectful to the driver, monitor and peers.
 - Always remain seated.
 - Use appropriate language and content.
 - Physical contact, even as a form of greeting, is discouraged.
 - No horseplay or play fighting.
 - Recording of other students is not allowed.
2. Responsibility
 - North Suburban Transportation prohibits eating on the bus, please respect that by eating prior to entering the bus.
 - Use of musical devices and cell phones with headphones is allowed.

- Speakers may not be used on the bus.
 - Clean up after yourself.
3. Seating
- All students will sit two to a seat.
 - No student will have their own seat unless designated by a building principal, METCO Coordinator, METCO Director, or bus monitor/bus driver.
 - Any student refusing to let a student who needs a seat sit with them will be subject to disciplinary actions.

 - High School students will be given the opportunity to pick their own seats. If this becomes problematic, then the Principal, METCO Coordinator, or METCO Director will assign seats.
 - All 9th grade students will sit in the front of the bus, 10th graders will sit behind the 9th graders, 11th graders will sit behind the 10th graders and seniors get preference to the back seating.

Discipline: All disciplinary outcomes are meticulously determined by the principal, following a comprehensive framework established by the district handbook and in strict adherence to both Massachusetts state laws and relevant federal regulations. This structured approach ensures that each disciplinary decision is fair, consistent, and aligned with the established guidelines, fostering a safe environment for all students while upholding their rights and responsibilities.

All incidents on the bus can result in school suspension or any school disciplinary actions.

A bus suspension does not necessarily include a suspension from school. Students suspended from the bus are still expected to attend school. Any student who is suspended from the bus and does not attend school will be marked absent for the day(s). It is the parent/guardian's responsibility to arrange for transportation to and from school during a bus suspension.

SEX EDUCATION

In accordance with [General Laws Chapter 71, Section 32A](#), all parents/guardians of students in our school are notified by means of this handbook of the high school courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues for high school level courses and curriculum: Diverse Voices, Anatomy & Physiology, Health, Biology, Psychology, Environmental Science and Child Development.

Under Massachusetts Law, parents/guardians may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the principal.

Student Handbook 2022- 2023

Commented [JC1]: 2023-24



Reading Memorial High School

62 Oakland Road
Reading, Massachusetts 01867
Phone: (781) 944-8200
Fax: (781) 942-5435

Mr. Kevin Tracey, Principal

Commented [CJ2]: Ms. Jessica B. Callanan,
(Interim) Principal

<https://www.reading.k12.ma.us/memorial/>

Commented [JC3]: Replace with
<https://rmhs.reading.k12.ma.us/>

“We believe our work centers on the pursuit of knowledge and the cultivation of intellectual, emotional and physical well-being.”

Paper copies are available for view in the Main Office

August 2022

Commented [CJ4]: September 2023

Dear Members of the Reading Memorial High School Community,

This handbook includes helpful information, policies, and procedures about our high school that reflect the traditional brick and mortar in school experience. It also includes our behavioral expectations for students, which is designed to keep all members of our high school community safe and secure. As part of our Core Values and Beliefs, we expect all RMHS students to act with **respect** towards all members of the school community, take **responsibility** for their actions, **persevere** through challenges and exhibit **scholarship** in their studies. RMHS is a great place. Here, we value our students and see them as individuals. However, we must all be responsible and contribute to a culture of respect, safety, and tolerance. Know that upon entering and exiting this building you represent Reading Memorial High School, a school rich in tradition yet unafraid to embrace change.

It is important that all students feel safe to learn and grow academically, socially, and personally. As you plan for the upcoming year, I encourage you to take advantage of opportunities, as they are plentiful here at the high school. The rules, as outlined in this handbook, are in place to make your high school experience a safe one. Know that each year is a fresh start for our students. Take advantage of that fresh start. Thank you in advance for your help in keeping our school a safe place to achieve inside and outside of the classroom. With Respect,

RMHS Administration

Commented [CJ5]: we

Handbook Disclaimer

The laws, School Committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Reading Memorial High School. In addition to these written provisions, there may be times where, to further insure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance, or School Committee policy not written in this handbook. If a new law or ordinance, or School Committee policy is passed, it supersedes current rules.

The Reading Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Reading Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, age, disability, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

Please see the [RPS Handbook 23-24.pdf](#) for additional information, and rights and responsibilities of all Reading Public Schools students.

Commented [CJ6]: their

Commented [CJ7]: Updated link to new RPS School Committee Approved Handbook

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E. Attendance Guidelines

Commented [JC15]: Change to "Notification - Reporting a Student Absence"

F. Loss of Credit Policy

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G. Tardiness Policy

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H. Due Process Hearing for Attendance Review and Credit Recovery

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I. Dismissal

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J. Vacation Absence Policy

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K. Truancy Policy

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L. Attendance and Participation in Co-Curricular and Athletic Activities

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M. Massachusetts Laws Governing School Attendance

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N. Age of Majority

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O. Withdrawal

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P. Additional Links for Support

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IX. Code of Conduct and Behavioral Expectations

A. General Behavioral Guidelines — Code of Conduct

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B. Accountability

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N. Overview of Consequences and Interventions

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X. Reading Public Schools Virtual Technology Procedures and Protocols, Computer Network and Internet Acceptable Use Policy For 6-12 Students

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XII. Appendices

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I. RMHS Core Values and Beliefs and Portrait of the Graduate

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The primary goal of Reading Memorial High School is the preparation of students to be literate, skilled, creative, healthy, competent and informed citizens-appreciative of the arts; capable of critical thinking and problem-solving; and able to function intellectually, emotionally and physically within a complex, interdependent and pluralistic world.

The Core Values that guide all members of the RMHS Community and all of our actions and decisions are:

- RESPECT
- RESPONSIBILITY
- PERSEVERANCE
- SCHOLARSHIP

As educators, we believe our work centers on the pursuit of knowledge and the cultivation of intellectual, emotional and physical well-being. We help our students enhance their ability to think by teaching the symbols and concepts through which thought, and creativity take place, and by developing the skills for using those symbols and concepts. The uses of intelligence with which we are concerned include critical thinking, observing, information gathering, processing and evaluating, listening, logic, computation, oral and written communication, and the application of these skills in decision-making and problem solving. We help our students by imparting knowledge of their bodies and providing opportunities for physical activity.

We believe that a positive learning community:

- is safe, caring, consistent, fair, flexible, open and democratic.
- meets the needs of all students through educational programs that promote individual fulfillment in a variety of ways as well as encompasses the complex interdependence of the world and the community.
- achieves educational excellence in an environment which promotes the free and open exchange of ideas; encourages mutual respect, creative expression and problem-solving skills; fosters human dignity; and recognizes and respects racial, ethnic, cultural and sexual differences.
- promotes individuality; nurtures self-esteem, health and well-being; and encourages participation in a democratic society.

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We believe that the education of our young people is the shared responsibility of the school, student, family and community.

II. Portrait of a Graduate - Reading Public Schools

RPS Graduates are leaders of their own learning journey who demonstrate kindness and empathy towards others and a commitment to wellness. They persevere through challenges, embrace multiple perspectives, and aspire to be their best selves in the service of others to better our community and our world.

Learn - Grow - Teach

RPS Graduates are critical thinkers and creative problem solvers. They take ownership of their learning journey and are open to struggle to foster personal growth. They are confident in their beliefs and consider the thoughts and ideas of others. They embrace collaboration to help teach others and remain curious life-long learners.

Empathize - Consider Perspectives - Practice Communal Care

RPS Graduates show kindness and empathy towards others and a commitment to personal wellness and communal care. They are able to persevere through challenges and demonstrate resilience. They authentically reflect through hearing and understanding the experiences, perspectives, and needs of people around them. To navigate relationships with generosity and patience, they listen actively and compassionately.

Engage - Serve - Thrive

RPS Graduates responsibly shape our world through collaboration with their community. They engage with and communicate multiple perspectives, aspire to be their best selves in the service of others in order to thrive, and bring their skills and knowledge to action for the benefit of each other and our world.

III. Expectations for Student Learning

- **Students will Act Effectively and Responsibly**
 - Students will use sound reasoning to defend their own actions, thoughts and decisions.
 - Students will demonstrate an understanding of the need to act responsibly and ethically in making life decisions related to economics, civics, and health related behaviors.
 - Students' actions and thoughts will demonstrate an awareness of their place as citizens in a global society.
- **Students will Search for Knowledge and Understanding**
 - Students will pursue learning with persistence as demonstrated through reading, comprehension, and interpretation in an effort to effectively access information and deepen their understanding and quality of their work.
 - Students will demonstrate cultural literacy.

- **Students will Communicate with Clarity**
 - Students will communicate clearly and effectively in written form.
 - Students will effectively articulate in oral form a stand on issues and support their position with credible information and cogent arguments.
 - Students will use technology to communicate responsibly and effectively.

- **Students will Think Creatively and Critically**
 - Students will demonstrate flexibility in his/her thinking by considering multiple solutions to a problem.
 - Students will work collaboratively with team members to produce/create complex, well-conceived answers and solutions.

IV. Academic Information

A. 2022-2023 School Year Calendar [2023-24 RPS / RMHS School Calendar](#)

Commented [CJ39]: update dates and insert link to website only

Reading Public Schools | 2023-2024 CALENDAR

<p>AUGUST '23</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>21-25 New Staff Induction 28-29 Staff In-Service 30 First day of School (1-12) 30-31 Pre-K & K Orientation</p> <p>Teacher Days: 4 Student Days: 2</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>JANUARY '24</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>01 New Year's Day: No School 02 School Resumes 12 MS & HS Early Dismissal 15 M.L. King Day: No School</p> <p>Teacher Days: 21 Student Days: 21</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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<p>*Note: On 11/22/23, 12/22/23 and the last day of school, the below release schedule will be observed:</p> <table border="1"> <thead> <tr><th colspan="3">District-Wide Early Release Schedule</th></tr> <tr><th>School</th><th>Start</th><th>Early Release:</th></tr> </thead> <tbody> <tr><td>Elementary</td><td>8:25 AM</td><td>11:20 AM</td></tr> <tr><td>Middle</td><td>7:50 AM</td><td>10:45 AM</td></tr> <tr><td>High School</td><td>8:30 AM</td><td>11:15 AM</td></tr> </tbody> </table> <p>Total Student Days: 180 Total Teacher Days: 185</p>	District-Wide Early Release Schedule			School	Start	Early Release:	Elementary	8:25 AM	11:20 AM	Middle	7:50 AM	10:45 AM	High School	8:30 AM	11:15 AM	<p>JUNE '24</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>13 Last Day of School* (No Snow Days) 19 Juneteenth 21 Last Day of School* (5 Snow Days)</p> <p>Teacher Days Without Snow Days: 9 Student Days Without Snow Days: 9</p>	S	M	T	W	Th	F	S						1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																								
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School Closed
 District-Wide Early Release
 Teacher In-Service Days: No students
 Early Dismissal for HS/MS

B. RMHS Bell Schedule 2022-23 [2023-24 RMHS Bell Schedule](#)

Commented [CJ40]: update date and bell schedule

Table

Monday-Wednesday-Friday								
Block	Time	1	2	3	4	5	6	7
1	8:30 – 9:28	B	A	A	A	A	A	A
2	9:31 – 10:28	C	C	B	B	B	B	B
3	10:31 – 11:28	D	D	D	C	C	C	C
4	11:31 – 1:01	E	E	E	E	D	D	D
Lunch Schedule								
		First Lunch 11:31 – 12:01		Class 11:31 – 11:59				
		Class 12:04 – 1:01		Second Lunch 12:01 – 12:31			Class 11:31 – 12:28	
				Class 12:35 – 1:01			Third Lunch 12:31 – 1:01	
5	1:04 – 2:01	F	F	F	F	F	E	E
6	2:04 – 3:02	G	G	G	G	G	G	F

Tuesday-Thursday								
Block	Start	1	2	3	4	5	6	7
1	8:30 – 9:18	B	A	A	A	A	A	A
2	9:21 – 10:08	C	C	B	B	B	B	B
Flex	10:11 – 10:58	Flex	Flex	Flex	Flex	Flex	Flex	Flex
3	11:01 – 11:48	D	D	D	C	C	C	C
4	11:51 – 1:23	E	E	E	E	D	D	D
Lunch Schedule								
		First Lunch 11:51 – 12:22		Class 11:51 – 12:22				
		Class 12:24 – 1:23		Second Lunch 12:22 – 12:53			Class 11:51 – 12:51	
				Class 12:57 – 1:23			Third Lunch 12:53 – 1:23	
5	1:26 – 2:12	F	F	F	F	F	E	E
6	2:16 – 3:02	G	G	G	G	G	G	F

C. Graduation and Promotion Requirements

Each student who successfully passes all of the required courses listed in the table below, in addition to receiving passing scores on the Massachusetts Comprehensive Assessment System (MCAS) Subject Tests in English Language Arts, Mathematics and Science will earn a diploma from Reading Memorial High School. Students are enrolled in major academic courses based on teacher, counselor, and parent/guardian recommendations.

English: 4 years	Math: 4 years
Science: 3 years	Social Studies: 3 years
Foreign Language: 2 years	Business/Technology: 1 year or 2 semesters
Physical Education: 4 Semesters	Health Issues: 1 Semester (11th grade)
Intro to Health: 1 Semester (9th grade)	Fine and Performing Arts: 1 year or 2 Semesters

Commented [JC41]: Change to "World"

- The [MassCore](#) strongly recommends 4 years of math for all students

All students must pass 90 credits in order to graduate from Reading Memorial High School. Also, Seniors must pass a minimum of 19 credits during their senior year.

Course credit is awarded on a yearly basis. Semester 1 includes Term 1 and 2 and the mid-year assessment. Semester 2 includes Terms 3 and 4 and the end of year assessment. Only the final course grade will appear on the transcript.

- All students must carry between 23-25 credits per year, unless approved and signed off by the administration.
- 1 credit course - meets 3 or fewer times a cycle for a semester
- 2 credit course - meets 4 or more times a cycle for a semester

Commented [JC42]: Change to "principal or his/her designee"

CREDIT REQUIREMENTS FOR PROMOTION AND GRADUATION	
End of Grade 9	18 Credits
End of Grade 10	40 Credits
End of Grade 11	65 Credits

End of Grade 12	90 Credits
<ul style="list-style-type: none"> • <i>Students must pass a minimum of 19 credits during senior year</i> 	

D. Course Selection Process

The Program of Studies is posted on the RMHS webpage and updated every year. The Program includes a description of every course to be offered in the next academic year. Students are required to make their first choices and alternates on the course selection sheets provided and then to have these selections signed off by teachers in the appropriate department as well as by a parent/guardian. In the event that a student does not submit a course selection sheet, a schedule of courses will be devised by the student's guidance counselor working in cooperation with an assistant principal.

Commented [JC43]: Replace with school

Commented [JC44]: Change to "the principal or his/her designee"

E. Course Changes

It is recommended that students choose courses carefully with the advice of their current teachers and counselors. If a student finds a course difficult, s/he may request to transfer to a more appropriate level of the same course. Schedule changes should be made by the counselor during the first week of each semester. After that, the process for requesting a course change is as follows:

Student or parent/guardian-initiated request

- A change request should be directed to the student's guidance counselor who will discuss the request with the student and outline the process to be followed.
- The student and parent/guardian will begin the process by discussing the change request with the classroom teacher. Efforts to be successful in the course will be considered. Meeting with the teacher of the course for extra help and completion of assigned work are evidence of effort.
- The department chair will approve the change request.
- The counselor will make the schedule change and inform the new teacher receiving the student of the reason for the change.
- The student must continue to attend the originally scheduled course until s/he is notified that the schedule change has been finalized by the guidance counselor and, if necessary, the appropriate administrator.
- The parent/guardian will be made aware when a schedule is changed.

Commented [JC45]: Replace with school

Commented [JC46]: Replace with school

Commented [JC47R46]: Replace with school

Teacher, counselor or administrator-initiated request

- The change request should be directed to the appropriate guidance counselor.

Commented [JC48]: Replace with school

- The teacher or administrator will discuss the change request with the student and parent/guardian.
- The department chair will approve the change request.
- The counselor will make the schedule change and inform the new teacher receiving the student of the reason for the change
- The parent/guardian will be made aware when a schedule is changed.

Students wishing to drop a year-long course must seek permission from the assistant principal. A grade of "WF" will be assigned to any course that is dropped after the third week.

Commented [JC49]: Change to "principal or his/her designee"

F. Grading System and Associated Honors

The permanent transcript includes all end of year course grades. Transcripts sent as part of the student's college application process report only the final grades for grades 9-11. Transcripts sent during senior year also include Quarter 1 and/or Semester 1 grades. Quarter 3 senior year grades are sent as needed.

Report Card Grade Scale

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66

D-	60-62
F	0-59
P	Pass
N	No Credit
I	Incomplete *
X	Medical Excuse
W	Withdrawn
WF	Withdrawn and failure - no credit given

- **Note on Incomplete Grades:** Work is incomplete because of illness or other verified reason. Incompletes must be made up within two weeks of the end of the quarter. Those not made up within two weeks may be considered failures. A student is not eligible for the honor roll until all work is made up.
- **Summer School Eligibility:** Students who receive a failing grade of 50-59 are eligible to take summer school to make up course credits. Students who receive a failing grade below a 50 (0-49) must retake the failed course the following school year.

G. Honor Roll

Honor Roll is computed at the end of each quarter. Honor Roll is calculated in the following way:

- Quarterly grades are the basis for determining honor roll.
- There must be a minimum of 4 graded courses.
- There can be no "Incompletes."

HIGH HONOR ROLL	HONOR ROLL
All grades of A- and above	All grades of B- and above

H. Weighted Grade Point Average

RMHS does not communicate Class Rank or Deciles on student transcripts. Both Weighted and Unweighted GPA will be communicated on the student's official transcript. RMHS has

adopted the University of Massachusetts Weighted GPA Scale which will be implemented for the graduating classes of 2023 and 2024 and all subsequent graduating classes.

Unweighted Grade Point Average

The Unweighted Grade Point Average (GPA) includes all graded courses taken at RMHS and is based on a 4.0 scale. Unweighted GPA will also be reported on transcripts.

Weighted Grade Point Average / Weighting Scale

- Only courses taken during the school day at RMHS are included in the calculation of GPA. Credit towards graduation may be awarded for courses taken at other high schools, summer school, night school, colleges, etc., but those courses are NOT included in the calculation of GPA.
- Exceptions may be made for a student who has exhausted a sequential program of courses offered at RMHS.
- The GPA calculation is cumulative and year end grades for the calculation.
- Courses taken on a Pass/Fail basis will be awarded credits but are not included in the calculation of cumulative Grade Point Average.
- Most elective courses (such as those in business, art, music, and PE/wellness) are not leveled. They will therefore be assigned no weight and will not be included in the calculation of the Weighted Grade Point Average.
- There are multiple levels of weighting given to classes in the English, Social Studies, Mathematics, Foreign Language and Science Departments as well as in Introduction to Financial Accounting, Honors Accounting, and AP Art. Courses are weighted according to their level of rigor. For example, an Advanced Placement course carries a higher value than a College Preparatory course. Course levels and corresponding weighting are as follows:

Commented [JC50]: Change to "World"

Grade	College Preparatory		Honors		AP	
	Unweighted	Weighted	Unweighted	Weighted	Unweighted	Weighted
A/A+	4.0	4.0	4.0	4.5	4.0	5.0
A-	3.7	3.7	3.7	4.2	3.7	4.7
B+	3.3	3.3	3.3	3.8	3.3	4.3
B	3.0	3.0	3.0	3.5	3.0	4.0
B-	2.7	2.7	2.7	3.2	2.7	3.7

C+	2.3	2.3	2.3	2.8	2.3	3.3
C	2.0	2.0	2.0	2.5	2.0	3.0
C-	1.7	1.7	1.7	2.2	1.7	2.7
D+	1.3	1.3	1.3	1.8	1.3	2.3
D	1.0	1.0	1.0	1.5	1.0	2.0
D-	.7	.7	.7	1.2	.7	1.7
F	0	0	0	0	0	0

I. Academic Honors / Speakers for Graduation

The Valedictorian and Salutatorian are named at the end of third quarter or the beginning of fourth quarter senior year based on their weighted cumulative GPA. At a minimum, a student must be enrolled as a full-time student at RMHS throughout both junior and senior year to be eligible for Valedictorian and Salutatorian. Traditionally, both the valedictorian and salutatorian give a speech at the graduation ceremony. In the event of a GPA tie valedictorian and salutatorian will be determined out to the one hundredth decimal place.

Commented [JC51]: Addition to Section I. Academic Honors / Speakers for Graduation

J. Grade Reporting/Report Cards

Students, parents and/or guardians can access student grades via their log-in to Plusportals at any time. Grades will be updated via student's Plusportals account at least four times during each quarter (roughly every 2-3 weeks). Mid-quarter grades and quarterly report cards are posted online for all students. Year-end report cards will be sent electronically at the start of the summer. Paper copies are available upon request.

K. Mid-Year and Final Exams

- Exams are scheduled for 4 days at the end of each semester (in January and in June). Two exams are scheduled per day.

- Semester-length courses generally have a 2 hour exam which counts for 20% of the student's semester grade. In courses where an exam may be inappropriate, an alternative evaluative activity is scheduled. In courses that meet every other day, appropriate assessments are scheduled.
- Students are not required to be in school except when they have a scheduled exam. •
The usual school support services are available to students during exam days.

Senior Exam Exemption Guidelines

Seniors who earn an average of at least a B through the end of 3rd quarter (83-86), and have been absent less than 6 days during second semester will be exempt from taking the final assessment.

- The only absences that will be considered excused for the purposes of exam exemption include: illnesses documented by a physician, bereavement, field trips, school-sponsored exam (for example, AP exam) or extreme personal circumstances if verified and approved by administration.

Commented [JC52]: Change to "the principal or his/her designee"

L. National Honor Society

****The qualifications for student acceptance to the RMHS National Honor Society Chapter are currently under review by the NHS Advisors and Faculty Council to NHS. These new guidelines will be accepted and applied once approved and an addendum will be added to the RMHS School Handbook to reflect the changes.***

Commented [JC53]: Add, approved by the RMHS School Council

Selection to the RMHS Chapter of National Honor Society conforms to the guidelines set by the National Council. Eligible students are invited to provide information to the RMHS Faculty Council to support their candidacy for membership. The selection process is open to juniors and seniors who meet the following criteria:

- The student must maintain a weighted GPA of 3.5. The average is calculated based upon grades in five college preparatory departments: English, Math, Social Studies, Science and Foreign Language. However, low grades in subjects not included in the GPA will be considered a character issue to be considered by the Faculty Council.
- The student must have devoted a minimum of 40 hours during the past year to community service. Service must be documented and verified by a supervising adult.
- The student must have fulfilled a minimum of 2 significant leadership roles in school or community activities since starting high school. Leadership must be documented and verified by a supervising adult.
- The student must be considered of outstanding character. A letter of reference attesting to the student's character is required. (Outstanding character is demonstrated by: honesty, integrity, responsibility, respectfulness, fairness, citizenship, and behavior consistent with school rules and public law.)

Commented [JC54]: Change to "World"

- Students meeting the scholastic criterion for membership are asked to submit a portfolio showing that they fulfill the other three criteria. Teachers are given a chance to submit their observations about how well individual students meet the criteria. The National Honor Society Faculty Council then selects those students who will be inducted into the society. The portfolio requires a statement by the student regarding any discipline issues beyond the classroom that involve the high school administration or police since the start of high school. Any violation of school rules or public law substantial enough to result in suspension from school will be grounds for not considering a student for selection as a member until at least 12 calendar months have passed.

Once selected, members are expected to continue to meet the selection criteria. Each member must:

- Maintain a 3.5 GPA
- Volunteer at least 20 hours of service every 6 months
- Participate in RMHS chapter activities.
- Continue to demonstrate good character.
- Fulfill at least one significant leadership role each year.

A member's records will be reviewed at the start of each semester. Not meeting the above standards will leave the member subject to the possibility of probation for a semester. Should non-compliance extend into another semester, the member will be considered for dismissal from the Society and a hearing will be scheduled. Any report of flagrant violation of either school rules or public law by a member will cause the Faculty Council to:

- Review the report.
- Hear the member's account of the situation.
- Determine whether probation, dismissal, or no action is merited.

TIMELINE FOR POTENTIAL NHS MEMBERS

- At the end of sophomore year, students who have a GPA of 3.45 or above are invited to a meeting to learn about the criteria for selection to NHS.
- At the end of first semester, juniors who meet the academic eligibility requirements are notified of a meeting explaining the selection process with instructions and the deadline for submitting a portfolio, usually due by mid-March. The induction ceremony is held in May.
- In September, seniors who are academically eligible are notified of the opportunity to submit a portfolio in time for a fall induction ceremony.

Contact Information:

Information about the selection process and downloadable forms are available online. Contact the NHS faculty advisor ~~Ms. Holly Beth Murphy~~ for more information.

Commented [JC55]: Delete person's name

M. Century Club

The Century Club is an annual recognition of academically outstanding students in the high school. All courses are included in the selection of Century Club members. There is no application process. To be eligible a student must have completed a minimum of 10 credits (freshmen 11 credits) during each of the first three-quarters of the current school year. Students with I (Incomplete) grades during the current year will not be eligible. The eligible students with the highest unweighted grade-point average are automatically selected: 40 seniors, 30 juniors, 20 sophomores, and 10 freshmen. Students selected are inducted into the Century Club as a part of the high school's annual Awards celebration at the end of the year.

N. Summer School

While we hope for all of our students to be as successful as they can be, some students benefit from additional instruction and reinforcement during the summer months. Summer school is recommended for students who have failed required courses but have earned an average higher than or equal to a 50% (F) in that course. Students whose average is 49% or lower must repeat the course and are not eligible for summer school. **Guidance** has information on approved summer school options at RMHS and other sites.

Commented [JC56]: Replace with "The School Counseling Department"

- Credit is only awarded for courses previously failed at RMHS.
- The original grade and the summer school grade appear on the student's transcript.
- Summer school grades have no effect on weighted GPA
- All make-up work done during the summer vacation shall be subject to evaluation within two weeks after the fall opening of school.

O. Financial Obligations

Students who owe the Reading Public Schools money for lost or damaged books & materials, for vandalism damage, or for other reasons will be expected to pay for the cost of replacement as promptly as possible. Students are encouraged to look and return the lost books/items and ensure credit to their account. The parents of students owing bills will be notified in writing via e-mail at the end of the school year or end of season if it is a sport or activity.

Athletic & Student Activities:

- Families for whom athletic and/ or co-curricular activities user fees present a hardship may apply for fee waivers through the Federal Free and Reduced Meals (FFRM) program. Please see the Financial Assistance Information document on the RPS District Food Services web page.
- Applications for the FFRM are found online under Food Services.

- User fees are payable the first week of each season. The online payment system ESchool is the preferred method of payment.
- If paying by check, submit to the Athletic/Student Activities Department, Room 220. Checks are payable to: Town of Reading.
- All outstanding financial obligations out of the Athletic & Student Activities Office must be resolved before the next season in order for students to participate in extracurricular activities and athletics.
- At the end of the school year any outstanding debt will be reported to the main office for collection.

Library Books and Materials:

- Students who fail to return library books and materials can use materials in the library but will not be permitted to sign-out overnight books or materials until they have settled their debts.
- At the end of the school year any outstanding debts will be reported to the main office for collection.

Commented [JC57]: Add "media center"

Other Material or Equipment:

- Students who lose equipment that has been issued or loaned to them, such as computers, books, gym locks, will not be issued replacements until they have settled their debts.
- At the end of the school year any outstanding debt will be reported to the main office for collection.

Damaged Property:

- Students who owe money for breakage due to negligence or vandalism will be expected to make restitution.
- If restitution as a single payment is not possible, the student and the building principal will make an agreement on how and when restitution will be made.
- At the end of the school year any outstanding debt will be reported to the main office for collection.

Senior Financial Obligations:

- Include any of the item's listed above books, locks, athletic/activity fees, equipment, etc.
- Any outstanding debts from freshmen year to senior year that have failed to be collected can be included in the final total to be collected.
- Students will be able to participate in the graduation week activities/ceremony only after any outstanding financial obligations have been resolved

P. Student Records

The Reading Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent/guardian's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent/guardian and student rights regarding their student records:

Inspection of Record: A parent/guardian, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or student within ten (10) days of the request, unless the parent/guardian or student consents to a delay. In the event the parent/guardian/student requests copies of a student record, the District may charge the parent/guardian(s)/student for said copies at the District rate.

Confidentiality of Record: With a few exceptions, no individuals or organizations but the parent/guardian, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent/guardian or the student.

Amendment of Record: The parent/guardian and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exceptions under state and federal law, the parent/guardian and student have the right to request that information of the record be amended or deleted. The parent/guardian and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent/guardian and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Directory Information: Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters, institutions of higher education and businesses with which the Reading Public Schools are contracted to conduct business upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date of birth, major fields of study, dates of attendance, weight and height of members of athletic teams as required, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parent/guardian(s) may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records: The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent/guardian and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records: It is the practice of the Reading Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent/guardian or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents: Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access: Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent/guardian or eligible student shall not be necessary.

Complaints: A parent/guardian or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

V. Student Supports

A. Academic Support

Students are encouraged to seek academic assistance from their classroom teachers. Students may be recommended for additional support by teachers, guidance counselors, or other building professionals. Academic assistance opportunities include, but are not limited to:

- Flex Block
- General Peer Tutoring - contact Guidance for more information
- National Honor Society Tutoring – contact the NHS Coordinator or Guidance Counselor
- Academic Support Center - subject specific support for students, executive function and study skills coaching (available to students through drop in, teacher referral and long term assignment as needed to build necessary skills for success)

Commented [JC58]: Replace with "school"

Commented [JC59]: Replace with "the School Counseling Department"

Commented [JC60]: Replace with "school", change C in counselor to lower case

B. District Wide Curriculum Accommodation Plan

In accordance with M.G.L. c.71, §38Q1/2 and 603 CMR 28.03(3), the Reading Public Schools has developed and adopted a district-wide curriculum accommodation plan to meet the needs of diverse learners in the general education environment. Responsibility for implementation of this curriculum accommodation plan in each school building is the responsibility of the building

principal. For more information regarding the specific services that may be available, please contact the guidance department or the building administration.

Commented [JC61]: Change to "School Counseling Department"
Commented [JC62]: Change to "principal or his/her designee"

C. Education Proficiency Plans

Students who score below the Proficient level on MCAS exams in English Language Arts or Mathematics are required to continue to enroll in coursework in that academic area. The Guidance Department will prepare an Educational Proficiency Plan to guide the student's progress towards greater skill attainment.

D. Services and Accommodations for Students with Disabilities

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L.c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a learning center. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent/guardian(s). Within forty-five (45) school days of receipt of the parent/guardian(s) consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

Section 504 of the *Rehabilitation Act of 1973, protects the rights of individuals with disabilities in programs and activities that receive federal funding or federal financial assistance. These regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504. An appropriate education may comprise education in regular classes, education in regular classes with the use*

of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling, and medical diagnostic services necessary to the child's education.

An appropriate education will include:

- education services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;
- the education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;
- evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
- establishment of due process procedures that enable parents and guardians to:
 - receive required notices;
 - review their child's records; and
 - challenge identification, evaluation and placement decisions.

Due process procedures must also provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The quality of education services provided to students with disabilities must equal the quality of services provided to nondisabled students. Teachers of students with disabilities must be trained in the instruction of individuals with disabilities. Facilities must be comparable, and appropriate materials and equipment must be available.

In addition, students with disabilities may not be excluded from participating in nonacademic services and extracurricular activities on the basis of disability. Persons with disabilities must be provided an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school, and referrals to agencies that provide assistance to persons with disabilities and employment of students. The Reading Public Schools is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

For more information regarding the services available to students with disabilities please contact the school **guidance counselor** or the Reading Public Schools' Director of Special Education at

Commented [JC63]: Replace with "The School Counseling Department"

(781) 942-9129. <https://www.reading.k12.ma.us/departments/student-services/>
<https://www.reading.k12.ma.us/departments/student-services/sepac/>

E. Behavioral Health

As always, it is important to share concerns with trusted adults throughout the building. This may include a trusted teacher or staff member in the building. Additionally, **guidance and adjustment** counselors, nurses, school psychologists, social workers, administrators and the School Resource Officer (SRO) are available to assist students with issues that interfere with their school experience. Referrals for assistance outside of school may be recommended in consultation with students and families. More information about resources for students' behavioral health is available via the [Behavioral Health link](https://www.reading.k12.ma.us/departments/behavioral-health/) at: <https://www.reading.k12.ma.us/departments/behavioral-health/>

Commented [JC64]: Change to school counselors

F. RMHS Counseling Department

Counselors assist students in making choices concerning their personal growth and development that are realistic, suitable and align with the student's goals. Emphasis is placed upon educational, vocational, and personal interests. Conversations between students and counselors are held in private and treated confidentially. Students can make appointments to meet with their counselor at any time by arranging one directly with the counselor or by seeing the **guidance secretary**.

Commented [JC65]: Change to "administrative assistant to the School Counseling Department."

Each student is assigned a counselor for 4 years alphabetically by last name. Please see the counseling department page on our RMHS website to see a detailed distribution

The Developmental Counseling Program

Counselors meet with students in each grade level to present a sequentially designed program of **guidance workshops beginning in the fall of the freshman year**. These sessions are conducted often during our flex blocks in a classroom setting with approximately 15 to 25 students. Topics covered include:

Commented [JC66]: Change to "school counseling"

- Grade 9: Transition from middle to high school and expectations at the high school level
- Grade 10: Career interests/aspirations
- Grade 11: Standardized testing and post-secondary issues/planning
- Grade 12: Transitional issues of moving on from high school to work or post-secondary education.

Group and individual tests of learning ability, academic aptitude, academic achievement, vocational aptitude and interest, or personality traits and characteristics may be administered by the Student Services Department in order to gather objective data concerning the student's relative strengths and weaknesses. This objective data is used by **the guidance personnel** in assisting individual students with program planning and program changes.

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Each year the Counseling Department arranges a series of educational and occupational conferences with representatives of colleges and universities, institutions of further training, business, industry, labor, and the armed services.

G. RMHS Health Services

The School Nurses can be reached at 781-944-8200, Ext. 867. Medical excuses from Physical Education should be brought to the Health Office. A complete and detailed account of the RPS Health Policies and Procedures can be found on the RPS website at <https://www.reading.k12.ma.us/en-US/health-services-83f6862d/medical-policies-8ca35643>.

• Screening

- Hearing and vision screening is performed for all 10th grade students.
- All 10th grade students will have their height and weight checked.
- Postural screening is performed on all 9th grade students unless verification of a recent screening by a physician is provided.
- SBIRT (Screening, Brief Intervention and Referral to Treatment) will be conducted for all 10th graders.
- Parents / Guardians may opt out of some or all of health screenings annually by providing written notice to the RMHS Health Office.

Commented [JC68]: Add - approved by RMHS School Council and Health Director for RPS.

• Medication in School

- The school nurse may dispense Tylenol and/or Ibuprofen if the parent/guardian has signed permission for the nurse to do so as noted on the Emergency Information Health Form. This form will be provided to each student on the first day of school.
- The only two medications that students are allowed to carry in school are Epi-Pens and inhalers, provided the nurse has doctor's orders and parental/guardian permission forms updated each year.
- Any prescription medication to be dispensed from the Health Office must be in a container with a pharmacy label which includes the student's name, drug's name, dosage, and time and duration of administration.
- If a student is attending a school-sponsored event and requires medication, the nurse must be notified and the same process should be followed. The nurse will then provide an approved list of names to administration.
- Any over-the-counter (OTC) medication, with the exception of Tylenol and Ibuprofen, requires the labeled medication provided to the Health Office.
- Doctors' orders and parental/guardian permission forms are required for all medication, with the exception of Tylenol and Ibuprofen.
- The administration of medication in schools are subject to the provisions of 105 C.M.R. § 210.006.

Commented [JC69]: Change to "principal or his/her designee"

- **Physical Examinations**

- All athletes are required to have a physical exam by the school doctor or their personal physician before they can compete in the sports program.

- **Illness**

- Any student who becomes ill during school should report directly to the Health Office. The student should bring a pass from the classroom teacher.
- If a child is demonstrating symptoms of illness that require dismissal from school, the parent/guardian or responsible party shall be notified. Parental/guardian permission is necessary for dismissal, unless the student has reached Age of Majority and filled out the necessary form.
- When reporting to the Health Office, students must be sure that they are signed in by the Nurse.

- **Immunizations**

- State law requires that all students attending high school should have been sufficiently immunized during middle school years.
- Parent/guardian(s) will be notified if a student needs a booster (DPT, polio and MMR) according to school health records.
- Parents/Guardians will be notified if a student needs any immunizations. Lack of compliance with this law could mean risk of exclusion from school.

- **Accident Reports**

- Students who are injured during school hours must report to the school nurse and file an accident report in the Health Office if necessary.
- If an injury occurs during an after-school activity, it should be reported immediately to the advisor or coach.

- **Home Hospital Tutoring**

- If a child will be absent from school for medical reasons for more than 10 school days, contact the school nurse or **guidance** to discuss the procedures for obtaining tutorial services if the student is physically unable to attend school for medical reasons. It is the physician's responsibility to fill out the "28R/3 form." Parent/guardian(s) may have to remind their physicians to take this action.

Commented [JC70]: Change to "school counselor"

H. Library Media Center ~~(Does this need to be updated?)~~

Commented [JC71]: Delete as part of editing clean up

Library hours are typically 8:00 am – 3:30 pm, Monday – Friday. To attend the **library** during study, students are required to obtain a library-issued pass and may do so prior to school at between 8-8:30 am or after school the day before until 3:30 pm as availability may be limited. Students must first check in with their assigned study hall teacher for attendance purposes prior to reporting to the **library**. **Students** are expected to be in either their study or the **library**. If

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Commented [JC74]: Add "media center"

Commented [JC75]: Add "media center"

students go to a directed study, they may not leave halfway through the period to go to the library, except for an academic emergency and only with a pass from their study teacher.

Students may not use cell phone devices to game in the library at any time. Failure to comply with these policies may result in loss of access to the library. ~~(Is this changing w/ new library media specialist and pass system? Should we update the whole section?)~~

The following tips are provided to guide students in taking full advantage of the Library Media Center:

- The Library Media Center is PC and Mac friendly/ Wireless internet access ●
Students have access to powerful research databases in all core subject areas.
- Equipment available for overnight reserve includes:
 - Laptops
 - Audio
 - Video and still cameras
 - Projectors
- Students and others may reserve project rooms for quiet or group study. Sign up at the front desk.
- Students may stop by or make an appointment with for help in the following:
 - Managing research projects
 - Finding and evaluating sources
 - Digital video
 - Writing and Editing
 - Bibliography and documentation

~~The library prides itself on its student-friendly policies. If students have suggestions or would like to request materials, please email Insert New Library Media Specialist's Name and email@reading.k12.ma.us~~

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I. Communication

Communication between school and home is a key ingredient to school success. The RMHS website and portal is one of the primary methods for broadcasting information from the school to families. Parent/guardian(s) can keep updated regarding students' grades by checking them on plus portals (<https://www.reading.k12.ma.us/memorial/>), as grades are updated at least three times in every quarter. Teachers may also be contacted via telephone voice message or e-mail in order to engage in more interactive dialogue regarding student performance. Please understand that due to the nature of a teacher's role and responsibilities, teachers will not necessarily have the opportunity to answer emails and phone calls immediately during the school day. Consider the following when contacting a teacher or staff member:

- Urgent and time sensitive issues can be facilitated by contacting the student's guidance counselor or Assistant Principal.
- Responses from teachers to parent/guardian(s) can usually be expected within 2 school days. Although teachers will make every attempt to check their email and phone messages daily, due to the nature of the profession, this may not be possible. Teachers are only able to check messages when they are not instructing students. > Reading Public School email is a public record.
- Refer to the [RMHS Protocols for Communication](#)

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Commented [JC82]: Change to "principal or his/her designee"

J. Parent/Guardian Involvement

There are a variety of ways parents/guardians can contribute to the student experience at RMHS. Volunteer opportunities are available through the various booster organizations for co-curricular activities. The PTO meets quarterly and provides a forum for parents/guardians to learn about and support our school. The School Council is an advisory body to the Principal with parent/guardian, teacher, community, and student representatives.

VI. Safety and Security

A. Visitors

All visitors to Reading Memorial High School between the hours of 8:00am and 3:30pm must report to the main entrance, state their purpose for entering the building, and then sign in at the RMHS Main Office. Visitors must obtain a badge that will be displayed visibly during their visit. This practice will ensure that only properly identified and approved visitors will be admitted to offices where they may have direct or incidental contact with students. Finally, parents/guardians must present a photo ID when picking up a student for dismissal.

B. School Resource Officer

The School Resource Officer (SRO) Brian Lewis has an office on Main Street within RMHS along with Cooper, our comfort dog. Officer Lewis is available to students to discuss concerns at any time and is a valuable resource in keeping our school safe and respectful for all. Officer Lewis can be reached at blewis@ci.reading.ma.us or 781- 670-2806 RMHS Direct Line or 781-944-1212 Police Department Direct Line.

The Reading Police Department sponsors a 100% anonymous Text A Tip line.



C. Fire Drill / Evacuation / Lockdown Procedures

FIRE DRILL/EVACUATION PROCEDURE

- Exit under the direction of the teacher or as posted in the room (using the nearest exit).
- Do not go to lockers unless so instructed.
- Move out of the building, quickly, and quietly.
- If an alarm sounds during passing time, exit the building using the closest exit and check-in with a faculty member outside.
- Move far enough away from the building to allow fire apparatus speedy access to the building.
- **All students must remain with their teacher in order to ensure proper supervision and that attendance is taken during this important school safety event.**
- Remain standing, away from parked cars.
- Do not return to the building until authorized by an administrator.

ALICE PROCEDURE: ENHANCED LOCKDOWN

- An Enhanced Lockdown may be announced/utilized during situations that involve a dangerous person. Depending upon the information provided regarding the person and the location to this danger, students and staff may elect to do any of the following actions:
- Evacuate if able (door, window, etc.) and run to safety with hands visible. If necessary, run in a zigzag motion and follow law enforcement commands.
- Lockdown in the nearest classroom, office, kitchen, or other securable location. Barricade using heavy objects and silence mobile devices.
- As an absolute last resort, counter the dangerous person by moving about the room, making and throwing objects to distract, using body weight and force to gain control

NO PASS PERIOD (HOLD)

- In the event of a medical emergency or other special circumstance, a "No Pass" period will be announced in order to ensure that responding personnel are not impeded in the execution of their duties.
- Students should remain in their regularly scheduled classrooms or report to the nearest alternate location should they be in a hallway when the "No Pass" period is announced.
- This period of time should be brief and regular educational practice should continue.
- Staff and students will be informed promptly when the "No Pass" period has ended.

Commented [JC83]: Add "Hold" - approved by School Council to align with new language

VII. Student Life

A. Cafeteria and School Lunches ~~(Will this be the same w/ the new cafe manager?)~~

There are three thirty-minute lunch blocks daily. Hot lunches are served every day with two different menus usually available. A la carte items are also available. Lunch is to be eaten in the cafeteria or in designated areas approved by school administrators. Free and Reduced Lunch application forms are available via the Food Services link online. ~~Free breakfast and lunch programs will continue through the 2022-23 school year.~~ The first breakfast and lunch for each student during the school day is free, additional meals are available for the established price. <https://www.reading.k12.ma.us/departments/food-services/>

Commented [JC84]: Grammar edit

Commented [JC85]: Delete - part of elimination of COVID references. Also add, while students should still continue to fill out free and reduced lunch forms to ensure they qualify for all possible assistance, school breakfast and lunch are now universally and permanently free for all students. This includes a student's first breakfast and first lunch daily, meals beyond 1 at each still incur a cost.

B. Lockers

~~Lockers will be in use for the 2022-23 school year.~~ Every student will be assigned a locker with a specific combination or a lock.

Commented [JC86]: Delete - COVID reference

1. **Students are advised to lock up valuable personal belongings.**

2. Students are not to share lockers.
3. Personal locks are not to be attached to lockers. Lockers and locks issued to students are the property of the Reading Public Schools and are issued to students for their use while a student at Reading Memorial High School and therefore, there is no expectation of privacy on the student's behalf. RMHS reserves the discretion to search student lockers at any time.
4. Master keys and combinations are kept by school officials.
5. The school does not assume liability for lost or stolen items.
6. Students must clean out lockers at the end of the school year. Any remaining articles will be disposed of at that time by the school staff.
7. Vandalizing and/or defacing of lockers may result in suspension and/or monetary restitution.

Commented [JC87]: Replace with "disciplinary consequences"

C. Parking Regulations

Students who drive automobiles or motorcycles to school should note the following regulations:

1. A student must register and receive a parking tag from the Main Office before being granted permission to park on school premises.
2. Students are only to park in areas designated for students.
3. Students may not be in or near any automobiles during the school day without permission. Students with no cause to be in or around cars will be considered to be "Out-of-Bounds" and will be subject to disciplinary consequences up to and including suspension.
4. Permission may only be granted by the administration to any student who makes a valid request to go to his/her car during the school day.
5. Any student violating these rules will not be permitted to park on school grounds. Furthermore, students violating motor vehicle laws will be reported to the Reading Police Department. **Students are reminded to be especially careful driving and parking on Oakland Road, Park View Road, Longfellow Road, and Birch Meadow Drive.**

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Commented [JC89]: Change to "principal or his/her designee"

IDLING OF MOTOR VEHICLES

For the safety of staff and students, said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

D. Insurance

- Every student is given the opportunity to purchase an accident insurance policy each fall.
- All accident or injury insurance claims must be filed by the student on a special form following an accident. The form can be obtained in the office of the assigned assistant principal and is required to support an insurance claim using the school's insurance policy.

Commented [JC90]: Change to "principal or his/her designee"

E. Working Papers

- Every individual from fourteen to seventeen years of age in the Commonwealth of Massachusetts must have a working certificate to hold a job (MA General Laws, Chapter 149, Section 86).
- Working certificates are issued through the **Guidance Office**.
- Proof of age must be presented.
- Students must appear in person to obtain working papers.
- A new work certificate must be obtained with each job change. If you are a student, your certificate is good only for part-time work.

Commented [JC91]: Change to "School Counseling"

F. Guests

Students are discouraged from bringing guests to school as it may interfere with the educational process. If a student wishes to bring a guest to school, permission must be obtained from the **assistant principal or the principal 72-hours prior to the visit, and it will be granted only if there is a valid reason for the guest to be present in school.** The guest must check into the office on the day of the visitation and be introduced to the **assistant principal or principal.** Guests are permitted to attend certain school dances, such as semi-formal and formal dances, for which the guest has filled out and had authorized "Permission to Attend" form. Guests must be under the age of 21.

Commented [JC92]: Change to "principal or his/her designee"

Commented [JC93]: Change to "principal or his/her designee"

G. Release of Students From Class For An Activity

- Students must obtain permission from the teacher excusing them from class prior to the activity (minimum 2 days).
- Release of the student is at the discretion of the excusing teacher.
- Students who fail to obtain the permission of their teachers and miss class are subject to a zero for that period's work.

H. Truancy from Directed Study

1st Offense	2 administrative detentions
2nd Offense	4 administrative detentions
Additional Offenses	Possible in-house suspensions

Commented [JC94]: Replace with "additional disciplinary consequences and interventions"

I. Pass System ~~(Is this changing w/ new pass system?)~~

Commented [JC95]: Delete as part of editing clean up

Every student is assigned to a particular classroom or supervised area each period of each school day. Students leaving any assigned area during class period must have an **official**

~~written~~ pass from the **assigned teacher**. Any student without an ~~official~~ pass is considered unauthorized from class and will be subject to the penalties for cutting class.

Commented [JC96]: Change to "approved:"

Commented [JC97]: Change to "approved"

J. Assemblies

Assemblies are scheduled periodically for class meetings or special presentations on topics relevant to the RMHS school community. Respectful attention is expected during any school assembly. Whistling, raucous applause, talking, using electronic devices and other distracting actions are forbidden.

K. Dance Contracts

This contract states the rules that must be followed at all school events, on or off campus. This includes dances/semi-formals/proms/banquets (heretofore referred to as dances). By signing this contract, the student comprehends and will abide by its rules. All students are subject to a bag search and breathalyzer check before admission to a school dance and during the event. Furthermore, it is understood that if the student breaks a rule, s/he will be subject to the consequences listed below. In order for a student to attend any school-sponsored events, both the student and parent/guardian must sign the dance contract. Go to Appendix D for a copy of the Dance Contract Form.

Rules and Consequences

- Students must attend school the day of the dance or they will not be admitted.
- If the event is on a weekend day, students must be in school on Friday or last school day of the week to be eligible to attend.
- Students are expected to wear the appropriate attire for the occasion.
 - ~~Consequence: Students will be denied admission.~~
- Consumption of alcohol or any controlled substance will not be allowed before or during the dance.
 - ~~Consequence: Parent/guardian(s) and police will be notified. A five to ten day suspension will result after a due process hearing.~~
 - ~~Consequence: Suspension from sports and extracurricular activities. MIAA rules will apply. (Refer to updated MIAA rules, Rule 62, in your Student Handbook.)~~
 - ~~Consequence: Failure to abide by this rule will result in exclusion from up to three dances, and the student must have administrative approval before attending a dance. This will carry over to the following school year if applicable.~~
- Inappropriate language, gestures, and/or behaviors are unacceptable.
 - ~~Consequence: A student will be removed from the dance and suspension may result.~~
- Once a student leaves the dance, they may not return.
 - ~~Consequence: There will be no re-admittance for any reason.~~
- Students must remain within the physical boundaries of the dance area.

Commented [JC98]: Consequences related to suspensions deleted per School Council vote

Commented [JC99]: delete

Commented [JC100]: delete

Commented [JC101]: delete

Commented [JC102]: delete

Commented [JC103]: delete

- ~~Consequence: If a student is found beyond the specific dance area, s/he will be removed from the dance. Parent/guardian(s) will be notified, and the student will be sent home.~~
- Students must adhere to any specific rules for a particular dance.
 - ~~Consequence: Failure to comply with rules will result in the student's removal from the dance.~~
- Entrance to the dance will be closed one half hour after the stated beginning time. (If a student is to be late for a valid reason, prior authorization for entry must be obtained from the assistant principal.)
- Certain RMHS Dances may be open to guests. For these events, the **Permission to Attend Form** must be submitted and approved before a ticket may be purchased. Go to Appendix B for a copy of the Permission to Attend Form.
 - ~~Consequences: Any non-RMHS students and their host will be asked to leave the dance.~~

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Commented [JC105]: delete

Commented [JC106]: Change to "principal or his/her designee"

L. Dress Code

Reading Memorial High School students should take pride in their personal appearance so that it reflects the qualities of appropriate dress and good grooming. When in school or representing the school, (e.g., athletics, band, drama, competitions, and field trips), the following are guidelines for student dress:

- Student dress should insure the health of the individual student.
- Student dress should insure the safety of the individual student and the school property therein.
- Student dress should not create disruption which would directly interfere with the educational process.
- The creation of a safe environment in our school requires the identification of students by teachers, administrators, and other personnel in our building. The wearing of hoods or other material that covers the face, other than face coverings worn in accordance with Reading Public Schools policy EBCFA interferes with the identification of students. Therefore, barring religious, public health, and/or medical circumstances, students are not allowed to wear hoods while in the school building. Students are permitted and/or required to wear face coverings in compliance with Reading Public Schools policy EBCFA.

In an effort to maintain a respectful school environment that is focused on teaching and learning it is requested that students follow these specific guidelines regarding their attire while attending school.

Students are asked to refrain from wearing:

- Shirts/tops that do not sufficiently cover the torso. • Excessively short pants, shorts, skirts or dresses.
- Articles of clothing that depict cigarettes, alcohol, drugs, drug paraphernalia or language/gestures that are lewd, obscene or that [violate the anti-discrimination policies listed herein](#).

M. Food Regulations

- Due to sanitation issues, food must remain in the cafeteria or in approved designated areas. If students are found with open containers of food outside those areas, they will be told to dispose of them.
- Blatant disregard for the cleanliness of the building will result in further disciplinary action such as detention, after-school custodial work, restorative justice, restitution, or loss of café privileges.

N. Identification

All students asked to identify themselves by a staff member must do so. Failure to comply or providing a false name will be considered insubordination and will result in a disciplinary consequence ~~up to and including suspension.~~

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O. Leaving School Grounds

Students enrolled in internship programs such as Field Seminar and Career/Community Service Internships, Real World Problem Solving, or part of the Field Biology class have specific permission to leave school grounds during the school day as part of their educational program. With the exception of those leaving for legitimate reasons, ~~and with the exception of any open campus policies in place during hybrid and partial hybrid learning,~~ students are not allowed to leave the campus. Those students who leave without permission during any part of the day are subject to ~~immediate suspension after being given the right to a due process hearing.~~

Commented [JC108]: Delete - COVID language

Commented [JC109]: Change to "disciplinary consequences."

The following areas are out of bounds for students:

- Any area outside the building, including parking lots, walkways, and roads, without permission.

In the vicinity of any cars in the parking lots during the school day or during any fire drill or emergency evacuations. If a student needs to go to his/her car to get a book or lunch money, s/he must have permission from ~~an administrator.~~ Students who are found to be "out of bounds" will incur ~~suspension.~~ If a student is found to be sitting in a car for any length of time, s/he may be subject to ~~suspension.~~

Commented [JC110]: Change to "the principal or his/her designee."

Commented [JC111]: Disciplinary consequences

Commented [JC112]: Change to "additional disciplinary consequences."

P. Skateboards and Inline Skates

Students who ride skateboards or wear inline skates to school must carry them to and from their lockers and keep them in their lockers for the school day.

VII. Attendance

Reading Public Schools' Attendance Policy and Quick Guide

The administration and faculty of Reading Public Schools believe the learning experiences that take place through the classroom environment constitute the heart of the educational process. Time lost from class is time lost from learning, time that is irretrievable, particularly in terms of the opportunity for teacher instruction and the exchange of ideas. Research has shown a direct correlation between attendance and grades, indicating high attendance contributes to high achievement. **Attending school regularly inspires purpose and a strong sense of belonging and allows students to engage in rigorous purposeful tasks at school.** Repeated absences (including tardiness and dismissals that result in class absences) often result in incomplete and unsatisfactory work, ultimately affecting course grades. Consequently, the Reading Public Schools policy is meant to foster strong attendance so that each student may have the opportunity to receive the necessary knowledge, experience, and skills for future success.

Commented [JC113]: Delete and add new portion from attorney

B. Attendance Expectations

There are occasions when violations of the school Attendance Policy may also be violations of the Code of Conduct, and students may be held accountable for those violations.

The following attendance related concerns are considered violations of the Code of Conduct:

- Tardiness to school, before 8:45 am. Students can be assigned an Office Detention if they arrive tardy to school more than three times in a single term. Students who arrive tardy to school more than 8 times in a single term may be ineligible to participate in extracurricular activities, which may include athletics, for the remainder of that term. This includes students who arrive late to school with or without parental notes or call-ins.
- Tardiness to school, after 8:45am. Students who arrive to school after 8:45, without appropriate documentation (i.e. signed doctor's note), have missed more than 15 minutes of class and will therefore be considered to have skipped their first period. These absences will count against the student's absence limit in that class. Additionally, students may be assigned an Office Detention for skipping that class.
- Tardiness to class, by less than 15 minutes. When students arrive late to a class by less than 15 minutes, without a proper pass or permission, that student may receive a Teacher Detention. If a student's tardiness continues, the teacher may submit a referral to the administration.
- Tardiness to class, by more than 15 minutes. When a student arrives late to a class by more than 15 minutes, without permission, that student will be considered to have skipped that class.

- **Skipping class.** When a student misses more than 15 minutes of a class, without permission, that student has skipped class. The administration will address students who skip class. That absence will count against a student's absence limit for the class. Additionally, students may receive an Office Detention for skipping class. Students may not be permitted to make-up work or receive credit for work missed as a result of skipping. If students continue to skip class, the administration will consider interventions consistent with a progressive accountability approach.
- **Truancy.** Students are truant from school when they are absent without parental permission or knowledge. Absences due to truancy will count against a student's absence limit. Students who are truant from school may not be permitted to make-up work or receive credit for work missed during their absence.

When working with students to account for attendance specific violations, the administration will make every effort to avoid exclusionary accountability (i.e. suspension). However, there may be occasions when a student's poor classroom attendance disrupts the school learning environment and compromises the experience of other students. Additionally, there may be cases when students continually fail to account for or improve their poor attendance or tardiness. In these instances, the administration may consider exclusionary accountability.

Student Leadership: Any student who holds a leadership position at Reading High School will be held to a high standard of behavior to maintain their position. If a student leader engages in a significant violation of the code of conduct or exhibits chronic behavioral problems, the principal or designee maintains the right to remove the leadership position from the student.

Commented [JC114]: New portion from attorney

B. Quick Guide for RPS attendance policies:

Topic	Details
Excused Absences	<ol style="list-style-type: none"> 1. Illness supported by a doctor's note 2. Medical appointment (a doctor or dentist certificate should be provided for appointments scheduled during the school day) 3. Death in the student's family 4. Observance of a religious holiday 5. Court appointments 6. College visits (gr.11/12 only) 7. School sanctioned absences: representing the school, field trips 8. Extreme personal circumstances as determined by administration <p>Parents or guardians must contact the school main office via email or phone to report a student absent with the above listed reasons.</p>
Notification	<p>Parents/guardians must notify the school of an absence, tardy or dismissal by phone, email or Google form. RMHS Attendance Line: (781)-670-2819</p>

Commented [JC115]: Change to "principal or his/her designee"

<p>Unexcused Absences</p>	<p>Parents or guardians are legally responsible for ensuring a child under their control attends school daily.</p> <p>A school administrator will reach out to engage an RPS family when a student is having an attendance issue to help mitigate the problem and provide support to the family. At a minimum, the school administrator will reach out in the follow circumstances:</p> <ul style="list-style-type: none"> ● Each time a student is absent and it has not been reported by the guardian, the school's office staff must communicate with the family (ex: robocall, personal call from administrative assistant) ● 5 absences per semester ● 8 absences per semester <p>Students who are chronically absent as outlined in the attendance policy could be subject to loss of credit or have other consequences.</p>
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<p>Truancy</p>	<p>Truant - Under state law, a school-aged child who is not excused from attendance and who "willfully" fails to attend school.</p> <p>Habitually Truant- A school aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations and willfully fails to attend school for more than 8 school days in a quarter.</p>
<p>Tardies</p>	<p>Students are expected to arrive on time per their school's designated arrival time. Late arrivals impede time on learning. RMHS starts promptly at 8:30am.</p>
<p>Dismissal</p>	<p>If a parent/guardian wishes to have a student dismissed early from school for any reason, a note/email must be given to the school's main office prior to morning attendance on the day the dismissal is desired.</p> <p>Medical dismissals must be determined by the nurse.</p> <p>A student is considered absent if they report to school after 12:00 p.m. or is dismissed prior to 12:00 p.m.</p>

Co-Curricular activities, Sports	<p>All students must be in attendance at school in order to participate and/or attend co-curricular activities that day. This includes PTO sponsored events and after school programs. To be considered in attendance for the day (and be eligible for co-curricular activities) a student must either arrive <u>before 12 p.m.</u> and remain for the rest of the day or arrive on time and not be dismissed until <u>after 12 p.m.</u> Exceptions may be made, such as college visits, family emergencies, funerals, scheduled appointments etc. These all require a note and must be cleared by the Vice Principal who will notify the Director of Athletics in advance, whenever possible. If a student athlete is dismissed by the school nurse due to illness; he/she is ineligible to participate in athletics that day. If a contest is scheduled on a weekend day or over a school vacation, the student must be in attendance the preceding Friday in order to participate.</p>
Credit Recovery	<p>More than 8 unexcused absences in any class per semester may result in potential loss of credit for that semester only.</p>
Massachusetts Laws	<p>Department of Elementary and Secondary Education's attendance policy Commonwealth of Massachusetts Chapter 76 laws on attendance: https://malegislature.gov/laws/generallaws/parti/titlexii/chapter76</p>
<p>Chronic Absenteeism</p>	<p>Students may receive a letter citing chronic absenteeism which is excessive absences in a combination of both excused and unexcused absences</p> <p>Massachusetts defines Chronically Absent as missing at least 10% of days enrolled (e.g., 18 days absent if enrolled for 180) regardless of whether the absences are considered excused, unexcused and/or for disciplinary reasons. Being chronically absent can have a significant impact on a student's ability to read at grade level, perform academically, and graduate on time.</p> <p>DOE Guidelines</p>
<p>District Wide Calendar</p>	
Age of Majority	<p>When a student turns 18 years old, they reach the Age of Majority, at which time they may assume all responsibility for their academic affairs and earn the privilege of writing their own excuse notes and submit appropriate documentation. See below to read the steps to take to enact Age of Majority.</p>

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Withdrawal	<p>At RPS, we are committed to partner with your family to help your child experience a rigorous and purposeful education in our buildings. We will work with your family to help your child matriculate through our program and achieve high school graduation and a diploma. Research has shown that young adults experience more opportunity and success when they graduate high school.</p> <p>See below for policies and expectations.</p>
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C. Excused Absences

The following reasons are considered excused absences from school/class:

1. Illness supported by a doctor's note
2. Medical appointment (a doctor or dentist certificate should be provided for appointments scheduled during the school day)
3. Death in the student's family
4. Observance of a religious holiday
5. Court appointments
6. College visits (grades 11/12 only)
7. School sanctioned absences: representing the school, field trips
8. Extreme personal circumstances as determined by administration

Commented [JC117]: Change to "principal or his/her designee"

Please consult with your student's main office staff regarding questions about legitimate absence from school.

Students are expected to make up any missed work within parameters defined by the teacher.

D. Suspension

Days missed because of suspension will not be counted as absences. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. The student is responsible for making up all missed work. Students who are suspended for more than ten (10) consecutive days will also have the opportunity to receive educational services. who are suspended for more than ten (10) consecutive days will also have the opportunity to receive educational services.

E. Notification - Reporting a Student Absence

If an absence meets the excused criteria above, a student must bring verification from a doctor's office, college, court, or home (if it is a death in the family or a religious holiday) to their school's main office **on the day of their return** for the absence to be considered excused.

These notes will provide an assurance that parent/guardian(s) are aware of their child's absenteeism and present documentation in the event of a loss of credit appeal determination.

Parents/guardians must notify the school of an absence, tardy or dismissal by phone or email before the start time of the school day. **The attendance line at RMHS is (781)-670-2819.**

F. Unexcused Absences

Parents or guardians are legally responsible for ensuring that their child attends school daily. If a student accumulates 5 unexcused absences or 10 half days in any semester, or a combination of the two equal to 5 full days of absence the school administration may address the situation. If a child reaches five (5) unexcused absences (as allowed by law) the school will notify the parent/guardian of the student's attendance record. Upon eight (8) unexcused absences, the school will schedule a parent/guardian conference to discuss and/or investigate the root cause and plan the implementation of intervention. Excessive unexcused absences could result in a loss of credit/loss of other privileges and may be reported to the Department of Children and Families. Department of Children and Families.

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Absences are considered unexcused unless it meets the excused criteria above.

Each time a student is absent and it has not been reported by the guardian, the school's office staff must communicate with the family (ex: robocall, personal call from administrative assistant) A student is considered absent if they report to school after 12:00 p.m. or are dismissed prior to 12:00 p.m. A student who has been absent from school is not eligible to take part in any practice session, game, event, or co-curricular activity which is scheduled for the same day.

Students are expected to make up any missed work within parameters defined by the teacher.

Any student changing classes during the marking period will have their total accumulation of absences in the former class carried over to the new class.

G. Vacation Absence

Family vacations should be planned for those times when school is not in session. If vacation interferes with the school year, the principal should be notified in writing in advance. All classes missed will be counted toward cumulative absences in each class. Vacations are unexcused absences.

As the last of the school year is a tentative date, referring to days reserved for Snow Day makeup and other emergencies should be considered. Please refer to the Reading Public School's calendar.

"Teachers are not required to provide advance assignments to students, and the school and the individual teacher(s) are not required to assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns,"(per the Reading Public School Policy Manual, Section J, Student Attendance).

Students are expected to make up any missed work within parameters defined by the teacher.

H. Truancy

A student will be considered truant when they are "willfully" absent from school without permission of parent/guardian or school administration, or when a student is deliberately late to school or leaves early without permission. This applies to students at all grade levels.

Commented [JC119]: Change to "principal or his/her designee"

Truancy will result in an unexcused absence for each class period missed due to the absence. These absences will be subject to the Loss Of Credit Policy. Students who are truant are subject to disciplinary consequences up to and including suspension.

Commented [JC120]: delete

Students who are proven truant and are members of extra-curricular activities are ineligible to participate in the activity for the duration of the truancy as well as during the resultant disciplinary consequences unless excused by the Principal or designee.

Progressive Consequences and Interventions - The following are examples of will occur when a student is truant from class:

First Offense

The Assistant Principal/Principal will have a conference with the student to determine the reason for the truancy.

Commented [JC121]: Change to "principal or his/her designee"

The Assistant Principal will assign a detention

Commented [JC122]: Change to "principal or his/her designee"

The school will notify parent/guardian(s) by telephone and/or email.

Students may not be eligible to make-up work missed because of the truancy or work that is due on the day of the truancy.

Second & Subsequent Offenses

On the second proven truancy in the same course, the teacher will notify the appropriate Assistant Principal who may issue an in-house suspension.

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The Assistant Principal will notify the parent/guardian.

Commented [JC124]: Who will determine appropriate disciplinary consequences.

Students will not be eligible to make-up work missed because of the truancy or work that is due on the day of the truancy.

Commented [JC125]: Change to "principal or his/her designee"

Under M.G.L. c. 119, § 21, a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a parent or

legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is "habitually truant." A school aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school may file a CRA or may file a CRA or assist parent/guardian(s) with pursuing "CRA" services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of sixteen for educational neglect if a child is chronically absent without excuses. In this context, DCF defines neglect as failure by a caregiver, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate education for the child. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

I. Tardies

Arrival to school and classes should be ON TIME. On time in the morning means in class by the start of the school day. **Please note the high school starts promptly at 8:30.**

Only legitimate medical or court-ordered reasons supported by official documentation will be considered excused. It is incumbent upon the student to obtain and deliver this official documentation for being tardy upon return, or the tardiness will be considered unexcused. A student who is tardy on the day of a quiz/test may be expected to make-up this assessment on the same day.

If a tardy meets the excused criteria listed in the Excused Absence Policy, a student must bring verification from a doctor's office, college, court, or home (if it is a death in the family or a religious holiday) to their school's main office **on the day of their return** for the absence to be considered excused.

Secondary School Specific: A student not in their first period class at the designated school start time is considered tardy to school and must sign in with the main office. The tardy count is cumulative over the course of the quarter.

- One unexcused tardy equals $\frac{1}{2}$ of an absence
- More than 8 unexcused absences in any class may result in loss of credit in that class
- Frequent tardiness to school may also lead to disciplinary measures including detention, or loss of privileges
- The parent/guardian will also be informed of recurring tardiness issues

- If a student misses more than ½ of a period due to tardiness or dismissal, the missed period will be logged as an absence for that class.

A student is considered absent if they report to school after 12:00 p.m. or is dismissed prior to 12:00 p.m.

J. Dismissals

If a parent/guardian wishes to have a student dismissed early from school for any reason, a note/email must be given to the school's main office prior to morning attendance on the day the dismissal is desired. Written notes will be verified by a phone call to the parent/guardian. Parent/guardian(s) are strongly urged to make medical and dental appointments at times that do not conflict with the school schedule. Students should not be calling or texting home to be dismissed during the day.

Parents/guardians must present a photo ID when picking up a student for dismissal.

All medical dismissals MUST BE processed through the Nurse's Office.

The student should report to their school's main office to sign out at the dismissal time.

Teachers will note students who have missed a test/quiz/lab as a result of dismissal after feeling ill at school. On the second occasion, the school nurse may contact the parent/guardian. Any further occurrence may be considered "test avoidance" and, upon investigation by a designated administrator and a meeting with student and parent/guardian, the designated administrator may determine that no makeup will be allowed. The school nurse or teacher will notify the administration who will contact the parent/guardian.

Unscheduled dismissals are also permitted under certain circumstances. These dismissals will require the following:

- A personal appearance from the parent/guardian
- Approval from the administration.

A student is considered absent if they report to school after 12:00 p.m. or is dismissed prior to 12:00 p.m.

K. Participation in Co-Curricular and Athletic Activities and Attendance

All students must be in attendance at school in order to participate and/or attend co-curricular activities that day. This includes athletic events, dances, and proms.. etc.. If the event occurs on a weekend, students must be in attendance on the Friday preceding the event. A student is considered absent if they report to school after 12:00 p.m. or is dismissed prior to 12:00 p.m. Exceptions may be made if the absence from school is considered legitimate by administration.

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Commented [JC127]: Change to "principal or his/her designee"

Commented [JC128]: Change to "principal or his/her designee"

Students who are dismissed or tardy/absent (arrival after 12:00) must see their school administration prior to dismissal or upon arrival for a decision on participation.

Students who are on suspension cannot participate and/or attend extra-curricular activities on the day(s) they are suspended. If the suspension should occur on a day prior to a non-school day, students cannot participate until they are reinstated in school as members in good standing on the next school day.

Commented [JC129]: Replace with "a school administrator"

L. Credit Recovery

More than 8 unexcused absences (or 16 tardies/dismissals) in any class per quarter will result in potential loss of credit for that semester. (RMHS)

When a student has more than 8 unexcused absences in a quarter, their parent/ guardian may be invited in for a conversation around attendance. During that meeting, the student will make commitments to mitigate the attendance problem. Progress will be tracked and communicated with the student and their parent/guardian.

If a student is passing an academic class, and has more than 8.5 absences in that class, they may be eligible for credit recovery. The credit recovery assignment will be communicated to the student and their parent/guardian. The student will have two weeks (14 calendar days) to complete the assignment to reinstate the credit.

M. Massachusetts Laws Governing School Attendance

A. Laws Governing School Attendance Chapters 76 of the General Laws Relating to Education in the Commonwealth of Massachusetts specifically state the responsibility of parent/guardian(s), pupils, and the school regarding attendance. • School attendance prior to age 16 is compulsory.

The laws specific to school attendance, include:

M.G.L. c. 76 § 1 - Compulsory attendance for students under the age of 16

M.G.L. c. 76, § 2 - Parent responsibility to ensure that a child in their care attends school

M.G.L. c. 76, §§ 1A, 1B - Parents' responsibility to notify the school or absence. School's responsibility to contact the parent when no such notification has been received and school's responsibility to make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance.

M.G.L. c. 76, § 19 - School's responsibility to appoint one or more supervisors of attendance.

M.G.L. c. 76, § 20 - Specifies some of the duties of the supervisors of attendance

M.G.L. c. 76, § 18 - Drop out prevention - sets forth a specific process before students are permanently withdrawn from school.

When students turn 18 years old, they reach the "age of majority," at which time they may assume all responsibility for their academic affairs and earn the privilege of writing their own excuse notes. First, they must fill out a form , which will then be mailed home to inform their

parent/guardian(s). they must receive the written permission of their parent/guardian(s) and approval from their Assistant Principal or designated school attendance personnel. Students who receive this permission are responsible for the notes written. Students who have reached the age of majority still will not be dismissed without an appropriate reason and are subject to all the same rules and procedures.

Commented [JC130]: Change to "principal or his/her designee"

M.G.L. c. 119, § 21- a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child is habitually truant. "Habitually truant" is defined as "a school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter."

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M.G.L. c. 119, § 51A - a report can be filed on behalf of a child under the age of sixteen for educational neglect if a child is chronically absent without excuse not attending school on a regular basis. In this context, DCF defines neglect as failure by a caregiver, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate education for the child.

N. Age of Majority

When a student turns 18 years old, they reach the Age of Majority, at which time they may assume all responsibility for their academic affairs and earn the privilege of writing their own excuse notes and submit appropriate documentation. To implement age of majority, the student must visit their Assistant Principal to complete and submit a form which will be mailed home to inform parent/guardian. Students who receive the age of majority will not be dismissed without an appropriate reason and will be subject to all community rules and procedures.

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- School attendance prior to age 16 is compulsory.
- When students turn 18 years old, they reach the "age of majority," at which writing their own excuse notes. First, they must fill out a form in their school's main office which will then be mailed home to inform their parents/guardian. Students are responsible for the notes written.

O. Withdrawal

Pursuant to M.G.L. c. 76, § 18: . No student (16 years or older) who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date

and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

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P. Additional Links for Support

- [Attendance Works](#)
- [Present, Engaged and Accounted For](#)
- [Undroppable](#)
- [Absences add up](#)
- [School Refusal Guidance NASP](#)
- [Anxiety & Depression Association of America: School Refusal](#)

IX. Code of Conduct and Behavioral Expectations , Discipline and Interventions

~~This section of the handbook outlines the basic rules and regulations of Reading Memorial High School. We expect students to respect the rights and well-being of all individuals and to take responsibility for their actions. We believe that the following expectations and policies inspire positive participation in all areas of the school, promote learning, and encourage the respect for self and for others that lie at the heart of our school community. We leave many specific applications of the following rules unstated, taking for granted the honesty and good judgment of our students.~~

~~We expect the cooperation of parents and guardians in upholding our standards, as we are in partnership, working together to inspire future leaders of our community. We will work with students to support their understanding of and adherence to the values and principles of this community, with safety for our community members remaining our number one priority.~~

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In any situation involving a threat to student or staff safety, or in which the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, the principal or assistant principal may, consistent with the procedures set forth below, order the immediate removal of a student from the campus. Depending on the facts of the case, the removal may be extended through the appropriate due process procedures. Depending on the facts of the case, the removal may be extended through the due process procedures.

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Philosophy of Discipline

RPS Graduates are leaders of their own learning journey who demonstrate kindness and empathy towards others and a commitment to wellness. They persevere through challenges, embrace multiple perspectives, and aspire to be their best selves in the service of others to better our community and our world. We expect students to conduct themselves in a manner which promotes a safe, orderly, and respectful learning environment for all, and to take responsibility for their actions.

The goal of positive discipline is to teach students to develop safe, socially responsible behavior that promotes self respect and respect for the feelings and property of others. Remember that discipline and punishment are not the same. Discipline is guidance and teaching that promotes positive behavior. Restorative discipline is proactive and supportive as much as it is responsive. It aims to create conditions in which issues are less likely to arise, and in which, when they do arise, we have the connections and skills needed to handle them and restore the community as needed. Logical consequences help students look more closely at their behaviors, consider the results of their choices, learn from their mistakes in a supportive atmosphere, and desire to meet expectations.

We believe that the education of our young people is the shared responsibility of the school, student, family, and community.

Students will be held responsible for their conduct while they are on school grounds, while they are in attendance at all school sponsored activities, and in all situations where the school code of conduct applies. All students are expected to remember that their actions reflect who they are and what they value. It is important for all students to demonstrate respect for those around them and to contribute to the school community in a positive manner. Students are expected to abide by the policies as set forth in the student code of conduct and to respect the authority of all school personnel. Below is a list of school-wide and classroom expectations.

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A. Code of Conduct

Disciplinary action for code of conduct violations shall be issued in compliance with all student discipline due process requirements, pursuant to [READING PUBLIC SCHOOLS 2023-2024 STUDENT HANDBOOK](#).

A safe, inclusive, and engaging learning environment is essential to the academic and social-emotional development of all students. A comprehensive education should endow students with the skills to develop and maintain respectful, healthy, and productive relationships among themselves and with faculty members, and should prioritize citizenship and responsible behavior at school and at school-sponsored events.

The purpose of this Code of Conduct is to 1) outline expectations for maintaining positive relationships and upholding the fundamentals of good citizenship within the Reading Memorial High School community and 2) establish accountability for students who fail to act as safe, respectful, a safe, inclusive, and engaging learning environment is essential at school and during school-sponsored events.

The Reading Memorial High School Code of Conduct and the potential approaches to accountability for violations of the Code of Conduct apply to students during the school day, when students are on Reading Public Schools grounds, while students are engaged in or attending school or school-sponsored activities, and while students are traveling to and from school or a school-sponsored activity. Students may be held accountable for violations of the Code of Conduct while away from school at other times if the conduct or incident is related to school, adversely impacts the school community, disrupts the school environment, or creates an unsafe environment at school.

B. Accountability

An essential part of learning is the expectation that students be required to account for the decisions they make and behaviors they engage in. At Reading High School, accountability should include students accepting responsibility for their actions and engaging logical, timely, and equitable consequences for these actions. The Code of Conduct is rooted in the theory of restorative and progressive accountability and attempts to limit the use of exclusionary accountability practices (i.e. suspension) when appropriate.

- Restorative Accountability: Either in lieu of or in conjunction with traditional, progressive accountability practices, the school administration may recommend approaches to accountability, especially when incidents arise as the result of conflict between Reading Memorial High School community members.
 - Any approach to an incident or conflict will be with the intent to assist a student or students to accept accountability by working with them to:
 - Acknowledge responsibility,
 - Directly engage with the person or people impacted, and
 - Agree to a plan to avoid similar incidents or behavior moving forward.
 - A resolution to an incident will also be with the intent to restore a sense of safety and belonging for any Reading Memorial High School community member impacted by an interaction or incident.
 - Prior to facilitating any response to an incident, the administration will confirm that all parties are willing participants, and have been oriented to the response protocols. Additionally, when possible, the administration will enlist the support of the school counseling faculty, or other sources of student support, to assist with the process.
 - Accountability interventions may consist of but are not limited to:

- Conferences
 - School or community conferences
 - Community service
 - Additional supports for community members in need
 - Restitution
 - Academic and social-emotional support upon reentry/return to school
- Progressive Accountability: When requiring students to account for their behavior or decisions, the staff may consider consequences that consist of, but are not limited to the following, in accordance disciplinary due process requirements:
 - Parent Outreach The school faculty will prioritize parental engagement when requiring a student to account for violations of the Code of Conduct. This engagement may be in the form of email communication, a phone call, or a meeting. Parents may be required to meet with the school administration when students repeatedly violate the Code of Conduct. This includes violations of the Attendance Policy.
 - Confiscation of Belongings: If the administration determines that a student has something in their possession that either violates the law or substantially disrupts the learning process for that student or for other students, the administration may confiscate those items.
 - Withholding of Privileges: This may include the withholding of privileges during the school day or after school activities.
 - Short Term Suspension: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for no more than ten (10) school days.
 - Long Term Suspension: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for more than ten (10) to ninety (90) school days.
 - Expulsion: Will be determined by an administrator accordance with disciplinary due process procedures; student's removal from school for more than 90 school days, including permanent removal from school.
 - When considering progressive accountability measures, the administration will consider all relevant facts, which include, but are not limited to
 - Previous incidents involving the student,
 - The severity of the disruption caused by a student's actions,
 - The degree of the safety risk or the harm to a student or other students or staff members, and
 - The degree to which a student is willing to change their behavior, or has been willing and able to change their behavior in the past.
 - When school administrators consider suspending students from school, as the result of an inappropriate exchange, incident, or behavior, they will adhere to the notification protocols and due process requirements contained in Massachusetts General Law Ch. 71, Sections 37H, 37H1/2, and 37H3/4.

C. Behavioral Expectations

The physical and emotional safety of all students and Reading High School community members is a top priority of the Code of Conduct. Additionally, in keeping with the Core Values and Beliefs of the Reading Public Schools, Reading High School community members are expected to foster respectful and responsible relationships and contribute positively to a diverse and inclusive learning environment. Students who detract from these community

goals, or fail to act as positive community members, will be required to account for their behavior in accordance with the school's or progressive approach to accountability.

Students will not engage in the following list of behaviors:

- Discrimination against a student based on that student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Targeting, ridiculing, or using as a source of humor another student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Create, post, or inappropriately comment on any online or social media item that harasses, threatens, intimidates, abuses, or demeans individuals or groups on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, creed, national origin, or disability status.
- Possession, intent to possess, consumption, distribution, selling, purchasing, or being under the influence of any drug or drug paraphernalia, alcoholic beverage, or intoxicant of any kind, to include the possession, use, or distribution of tobacco related products, electronic cigarettes, vaping products, and vaping paraphernalia.
- Possession of a weapon of any kind, including, but not limited to knives, blades, guns, or other dangerous instruments such as lighters and pepper spray. This includes the possession of mock weapons.
- Sexually harassing another person, either by words or actions. This includes words, expressions, or images posted online or on social media platforms.
- The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint.
- Assaulting, fighting, or striking another person, or threatening to assault, fight, or strike another person.
- Profanity, obscenity, discourtesy, or disrespect directed toward school staff members.
- Insubordination, or failure to comply with, or ignoring the requests of a staff member. This includes a student's failure to properly identify themselves when asked by a staff member for their name. It is the expectation of all students that they comply with staff members' directives. If a student disagrees with a directive, they should at first comply and then appeal to their counselor or assistant principal for support.
- Dishonesty, which includes, but is not limited to academic dishonesty (i.e. cheating and/or plagiarism), forgery, and dishonesty about incidents or behavior.
- Theft, or attempts to steal, the belongings of another. This includes the theft or attempt to steal school equipment, materials, or supplies.
- Vandalism or the destruction or attempt to destroy school property or the property of others. This includes the misuse of lockers.
- Leaving the building, school property, or a mandatory school sponsored event without permission.
- Being present in an unauthorized area of the building or the Reading High School campus. This includes, but is not limited to, loitering in bathrooms, unsupervised use of the athletic facilities before, during, and after school, parking in unauthorized (i.e. faculty) parking spaces, and being in the lower parking lot during school hours.
- Failure to report to an assigned detention, to include assigned teacher detentions.
- Ordering food and having it delivered to school during school hours.
- Disrupting school by pulling a fire alarm or falsely reporting a risk that leads to an emergency response (i.e. a bomb threat).
- Inciting or provoking another student to violate school rules, disrupt school or a school-related event, or engage in dangerous or inappropriate behavior.

- Any behavior not listed above that compromises the discipline and routine of the school day or a school-sponsored event or a person's physical or emotional safety, or that the administration determines is inappropriate for the school environment.
- All employees are required to report to the Principal any incident in which a student is found in possession or use of a dangerous weapon on school property or a student-sponsored event. Principals will file reports under as required by M.G.L. Chapter 71, Section 37L. This state law then requires follow up reporting and assessment for students.

B. School-Wide Expectations

- Arrive at school on time with school-issued computer and charger
- Comply with all classroom expectations
- Carry an official school pass when in the hallways, and refrain from wandering the halls
- Refrain from engaging in overt public displays of affection
- Dress appropriately
- Refrain from the use of profanity
- Treat others respectfully
- Respecting physical boundaries
- Clean up after oneself (ex. Classrooms, cafeteria, bathrooms, fieldhouse)
- Follow all school rules and/or guidelines for the use and maintenance of the facility cafeteria, and its related grounds, as well as technology
- Comply with all school rules and/or adopted guidelines when participating in athletics, co-curricular clubs and activities, school-related functions and events, and school-provided transportation
- Keep a proper RMHS identification badge visible.

C. Classroom Expectations

- Arrive to class on time
- Participate in class
- Complete assigned tasks
- Bring the appropriate materials to class, including school-issued computer fully charged
- Remain attentive for the entire period
- Pass in assigned work on time
- Make up missed work in a reasonable timeframe
- Follow any rules and/or guidelines specific to a particular class/laboratory •
Remain in class until the bell rings

Summary of Conduct/Behavioral Expectations and Consequences for Infractions

In the spirit of Positive Behavior Intervention System (PBIS) philosophy, RMHS believes in being clear as a community about sharing and teaching clear expectations to our students. We then hope to acknowledge and recognize the many positive examples of our students successfully demonstrating these expectations throughout the year with our various recognition programs and our award ceremonies. Of course at times, even great kids make mistakes and require clear and consistent interventions and consequences to get them back on track. Below is a summarized list of consequences and expectations followed by a more detailed list of infractions organized by level of severity (minor or major) and the corresponding intervention/consequence. Please note that the consequences and interventions below are merely guidelines. In each case, school administrators are expected to consider the individual circumstances, as well as the student's prior history. A school administrator always has the discretion to impose a more or less severe consequence than described below.

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D. Overview of Consequences and Interventions

Teacher Detention (used with minor infractions)

While teacher detentions are typically associated with work or conduct in the classroom that is unsatisfactory, it should be clear to all students that any member of the faculty or staff has the authority to correct misconduct at any-time, anywhere in the building or on school grounds; therefore, it is not uncommon for a member of the faculty or staff to require a student who is not in any of their classes to report to them for detention. Teacher detention will be served for a period of time after school that is designated by the teacher. Students are expected to serve the detention and any failure to report will result in a referral to administration for office detention(s). It should also be noted that teacher detention takes precedence over all other in-school and out-of-school commitments, work, and participation in co-curricular clubs and activities, or interscholastic athletics.

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Administrative/Office Detention (used with major infractions)

- Office Detention is held after-school Monday through Thursday. Location is in a classroom determined by the Assistant Principals.
- Detention starts promptly at 3:05 P.M. and runs until 3:45 P.M.
- Students should be prepared to work while there. They will not be allowed to return to their lockers.
- Any student who skips detention is subject to added consequences, including possible suspension. Students who disrupt detention or who are in any way insubordinate may be subject to suspension.
- Seniors must make up all detentions before they may attend graduation and receive their diploma.
- Detention takes precedence over any other school related activity, including social commitments and athletic competitions. There are few exceptions.

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- The Assistant Principal may consider outside conflicts or problems (doctor's appointments, work, etc.), if presented beforehand.
- Students are not permitted to communicate with others while in detention.
- Students are to check in their cellphones at the beginning of detention and will receive them back after detention is served.

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Social-Probation (used with major infractions)

Some violations of the code of conduct may cause a student to be placed on social probation for a period of time to be determined by the administration. Social probation is defined as follows: • The student may lose the privilege of participating in athletic events, practices, or games or after-school clubs and activities.

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- The student may not attend school functions, including those open to the public.
- Student leaders (i.e. class officers, captains, etc.) must vacate their position during the term of the social probation.
- Any violation of social probation may result in in-school suspension.

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In-School Suspension (used with major infractions)

In an effort to minimize disruption to a student's education, in-school suspension will often be utilized by administration for frequent or more serious disciplinary issues. Students assigned an in-school suspension will report directly to their Assistant Principal's office with their books and laptop. Their Assistant Principal will then work jointly with the students' teachers and school counselor to provide academic support for the students. Any disruption or non-compliance on the part of the student may result in emergency removal and/or out-of-school suspension. Students are not allowed to use their cell phones during in-school suspension.

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Commented [JC145]: Change to "principal or his/her designee"

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Out of School Suspension (Used with major infractions)

A student may be temporarily removed from school for disciplinary reasons. During the suspension, the student is neither to enter the premises of Reading Memorial High School nor participate in any school activity or athletic event. A suspended student shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Absences due to suspension will be exempt from the Loss of Credit policy.

Expulsion

Students may be expelled consistent with M.G.L. c. 71, Sections 37H and 37H ½.

Student Referrals to the Office for Discipline Purposes

Unless legitimately delayed by a staff member, students who fail to report to the office for scheduled appointments may be subject to disciplinary consequences up to and including suspension.

E. Detailed List of Infractions and Consequences by Level and Type (Major or Minor)

Please note that the consequences and interventions below are merely guidelines. In each case, school administrators are expected to consider the individual circumstances, as well as the student's prior conduct history. A school administrator always has the discretion to impose a more or less severe consequence or determine that an offense should be addressed at a different level than described below.

Level 1 Infractions & Consequences—Minor Infractions:

A student who fails to abide by the classroom or school-wide expectations listed above will generally be warned on a first offense. A second offense may result in the assignment of a teacher or office detention. Recurring offenses will result in an office detention.

Level 2 Infractions & Consequences—Major Infractions:

A student who commits an infraction from the list below will be referred to the office, and the student ~~might be suspended from school for a period of time lasting between one (1) and three (3) school days,~~ depending on the infraction. At the discretion of the administration, office detentions, social probation, restriction from co-curricular activities, restorative justice/restitution/community service or in-school suspension may be incorporated into the resulting discipline as deemed appropriate. Examples of such infractions may include:

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Commented [JC148]: Change to "principal or his/her designee"

1. Verbal abuse, insolence, or insubordination toward school staff.
2. Truancy (see Attendance).
3. Refusing to hand in a personal electronic device if directed to do so by a staff member.
4. Forging, falsifying, stealing or otherwise altering any school-related document or record including passes.
5. Dropping or throwing food in cafeteria or stairwells
6. Disruptive behavior: Any actions that disturb lessons, classes, or disrupt the educational process in the school building or during school-related functions.
7. Food deliveries. RMHS is a closed campus. Students should not order food for delivery to RMHS. If a student violates this policy food/drink will be confiscated. We discourage delivery of flowers, candy, and non-related school materials during the day.
8. Attempt to purchase/Use/possession of tobacco/nicotine product including delivery devices such as vape pens, e-cigarettes, etc. (first offense--see smoking/tobacco policy)
9. Directing vulgar and/or abusive language or gestures at a member of the school community.
10. Gambling, or playing a game of chance for stakes.
11. Intimidating, bullying, or threatening another student (see Harassment).
12. Skipping class and/or leaving the school building without permission from an administrator.
(A student's ability to succeed in school is severely impacted by choosing not to attend class. Students who wish to see their school counselor, social worker, assistant principal, nurse, etc. must obtain a pass through SmartPass and present it to their assigned teacher prior to their appointment. Students may not be eligible to make up work missed because of skipping class or work that is due on the day of the skipped class.)
13. Refusing to identify oneself upon request.
14. Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest.

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15. Lying to a member of the faculty of staff or defying the authority of a member of the faculty or staff through willful non-compliance or insubordination (not following instructions from staff members.)
16. Speeding, reckless driving, or parking in areas other than the student parking lot. (This will also result in the loss of the student's privilege of driving the car on school grounds.)
17. Direct insubordination concerning penalties assigned by the Assistant Principal.
18. Refusing to report to the Assistant Principal when told to do so by a teacher.
19. Any unauthorized use/abuse of computer system or equipment.
20. Improper use of student ID. Students will be issued identification badges which must be visible when in the building and for entrance to classrooms. Anyone in the school without an identification badge will be considered to be an intruder and may be charged with trespassing. Unauthorized use or reproduction of ID's will result in disciplinary action. Defacing, destroying, or altering assigned badges will be considered acts of vandalism and restitution will be required.
21. Horseplay or roughhousing
22. Possession of drug paraphernalia
23. Repeated and/or extreme violations of Level 1 or 2 infractions.

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Level 3 Infractions & Consequences—Major Infractions

A student who commits an infraction from the list below ~~might be suspended from school for a period of time lasting three (3) to five (5) school days.~~ The administrator might also, in his or her discretion, impose the sanctions set forth for Level 1 or Level 2 Infractions. Depending on the nature and severity of the conduct in question, a referral to the police department might also be made. Depending on the infraction, and at the discretion of the administration, Saturday detention ~~or in-school suspension~~ might be incorporated into the resulting discipline.

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1. Fighting (see Fighting).
2. Any student who records a fight without bringing it to the immediate attention of a school administrator will be subject to disciplinary consequences, including suspension. Any student who, by word or action, is determined to have provoked or instigated a fight involving themselves or others will be subject to disciplinary consequences, including suspension.
3. Stealing, or being found to be in possession of stolen personal or school property.
4. Participating in the practice of hazing (see Hazing).
5. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Reading Memorial High School.
6. Destruction, damaging, or defacing of school property, or any other deliberate act of vandalism. (Restitution of property and any associated clean-up costs will be required and police will be notified, if warranted.) parent/guardian(s) should know that under the Laws of Massachusetts parent/guardians are liable in a civil action for any willful act committed by a minor child which results in damage to the property of another person or municipality up to \$1,000.
7. Repeated and/or extreme violations of Level 1, 2 or 3 infractions.
8. Discriminatory Harassment
9. Sexual Harassment

Level 4 Infractions & Consequences—Major Infractions

In the case of serious or flagrant disregard of school rules, the school administration may consider long-term suspension or expulsion (under M.G.L. c. 71, 37H and 37H ½) Principal for an expulsion hearing. The administrator might also, in his or her discretion, impose the sanctions set forth for Level 1, Level 2, or Level 3 Infractions. The student might also be subject to an immediate referral to the police department.

1. Disrupting school by creating or perpetrating a false fire alarm or bomb scare.

Using, possessing, distributing, or selling controlled or banned substances, or items purported to be controlled or banned substances, including but not limited to: drugs (see JICH & JICH-R per Reading School Committee Policy and refer to detailed Chemical Health Policies for RMHS outlined in Section IX Part F of the Handbook)

3. Possession of alcohol, dangerous weapons, and pyrotechnics.

4. Arson, or starting a fire.

5. Sexual Assault/Sexual Harassment

6. Violating another student's civil rights—including hate crimes. Students have the right to be free from discrimination including verbal or physical attacks based on gender, gender identity, race, religion, national origin, ethnic background, color, age, sexual orientation, or disability. Any student who violates another student's or students' rights to be free from discrimination will be subject to disciplinary sanctions which will vary, depending on the seriousness of the offense, from detention up to and including expulsion. Particularly serious violations will also be referred to the police.

7. Assaulting, and/or attempting or threatening bodily harm to a member of the faculty or staff.8. Any attack or assault on another student that would appear to a neutral observer to be unprovoked. (One-sided student on student attack)

9. Student is charged with a felony offense and their continued presence would have a substantial detrimental effect on the general welfare of the school.

10. Repeated and/or extreme violations of Level 1, 2, or 3, or 4 infractions.

F. Conduct at School Sponsored Events

Students are expected to display proper behavior at all school sponsored events. All school rules regarding student behavior apply at school events on campus or on the property of venues off campus.

G. Student Chemical Health Policies

In compliance with chemical health regulations JICH & JICH-R per Reading School Committee Policy

NICOTINE-RELATED SCHOOL POLICIES OVERVIEW:

The Reading School Committee Chemical Health Policy pertains to all students restricting any use/consumption, possession, to buy, sell or give away.

NICOTINE, VAPE AND/OR TOBACCO PRODUCTS:

A student will not be penalized for proactively seeking assistance. Resources are available for any student that is in need of assistance.

The Reading Coalition for Prevention and Support (A division of the Reading Police Department) currently coordinates the education and support program for policy violations with our in-house educators.

All Students Affected	Related Consequences
<p>The Chemical Health Policy for nicotine violations at 'in-school activities' or 'at school sponsored events' affects ALL students at Reading Memorial High School (RMHS) students at Reading Memorial High School (RMHS).</p>	<p>-Possible School Suspension -1st offense- participate in the Chemical Health Education Program, operated by The Coalition -2nd or higher offense- follow referral process for outside services, operated by The Coalition</p>
Extracurricular Students Affected	Related Consequences
<p>Students enrolled in RMHS extracurricular activities agree to additional requirements when they join an activity.</p> <p>These students are held accountable for any nicotine violations that occur out of school (24/7 including summers).</p> <p>Impacts student participation in extracurricular activities from the beginning of the summer after 8th grade until 12th grade completion of extracurricular activities.</p>	<p>Loss of competitive play/activity but student remains on team/club. Length of time varies by type of offense starting at 25% of season</p> <p>Student may lose leadership roles/captaincy</p> <p>1st NICOTINE OFFENSE -Referral to Chemical Health Education Program, operated by The Coalition & RMHS</p> <p>2nd NICOTINE OFFENSE - Referral to Primary Care Provider and completion of recommendations, operated by The Coalition & RMHS</p> <p>3 RD NICOTINE OFFENSE OR MORE • - - Follow-up with Primary Care Provider for nicotine cessation and completion of recommendations, operated by The Coalition & RMHS</p>

ALCOHOL/DRUG SCHOOL POLICIES OVERVIEW

The Reading School Committee Chemical Health Policy pertains to all students and restricts—any use/consumption, possession, to buy, sell or give away ALCOHOL & DRUGS.

A student will not be penalized for pro-actively seeking assistance in accordance with the Good Samaritan Law.

The Reading Coalition for Prevention and Support (A division of the Reading Police Department) currently coordinates the education and support program for Chemical Health Policy violations. Resources are available for any student that is in need of assistance.

<p>All Students Affected</p>	<p>Related Consequences</p>
<p>The Chemical Health Policy for any alcohol/drug violation at 'in-school activities' or 'at school sponsored events' affects ALL students at Reading Memorial High School (RMHS).</p>	<ul style="list-style-type: none"> • Possible School Suspension for any alcohol/drug offense (5 to 10 days) • 1st offense- participate in the Chemical Health Education Program, operated by The Coalition • 2nd or higher offense- follow referral process for outside services, operated by The Coalition
<p>Extracurricular Students Affected</p>	<p>Related Consequences</p>
<p>Students enrolled in RMHS extracurricular activities agree to additional requirements when they join an activity.</p> <p>These students are held accountable for any alcohol/drug violation that occurs out of school (24/7 including summers).</p> <p>Impacts student participation in extracurricular activities from the beginning of the summer after 8th grade until 12th grade completion of extracurricular activities.</p>	<ul style="list-style-type: none"> • Loss of competitive play/activity, student remains on team/club. Length of time varies by type of offense starting at 25% of season. • Student may lose leadership roles/captaincy. <p>1st OFFENSE</p> <ul style="list-style-type: none"> • Referral to Chemical Health Education Program, operated by The Coalition & RMHS <p>2nd OFFENSE</p> <ul style="list-style-type: none"> • Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by The Coalition <p>3rd OFFENSE OR MORE</p> <ul style="list-style-type: none"> • Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by The Coalition

Details of Chemical Health Policy and Approved Programs Explanation In School or School Sponsored Event Violations- ALL STUDENTS

This section applies to students that attend RMHS and violate the School Chemical Health

Policy. The partner for the approved programs is the Reading Coalition for Prevention and Support. The primary difference between 'in school' and 'out of school' is the addition of school suspension and potential fines/community service at the discretion of the administrator.

Penalties for Tobacco, Nicotine, Vaping

First Offense	Second Offense	Third Offense	More than 3 Offenses
One day suspension (possible)	Three day suspension	Three day suspension	Five day suspension
Payment of a fine or 6 hours of community service	Payment of \$75 fine	Payment of \$75 fine	Payment of \$75 fine
Notification to parent/guardian and parent/guardian conference	Notification to parent/guardian and parent/guardian conference	Notification to parent/guardian and parent/guardian conference	Notification to parent/guardian and parent/guardian conference
Referral to Approved Program (The Coalition/RMHS Chemical Health Education Program Class)	Referral to Approved Program (Visit to Primary Care Provider)	Referral to Approved Program (Return to Primary Care Provider)	Referral to Approved Program (Return to Primary Care Provider)
Confirmation of class completion provided by The Coalition	Confirmation of visit to PCP provided to The Coalition	Mandatory parent/guardian conference prior to re-admission to school	Mandatory parent/guardian conference prior to re-admission to school

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Penalties for Alcohol & Other Drugs including possession or use of a substance other than nicotine occurring 'in school' or 'at a school sponsored event'

- Possible Suspension
- Referral to The Coalition Chemical Health Education Program class (1st violation only)
- Conditions set by School Administrators. For a full explanation of the suspension and hearing process, please view the official policy.

Out of School Violations- Approved Program

This section applies to students that participate in afterschool activities. This section is for those students who violate the Chemical Health Policy 'outside of school'. The partner for the approved programs is the Reading Coalition for Prevention and Support.

FIRST Violation due to possession or use of a substance

- Student Meeting with School Administrator(s)
- Parent/guardian Notification
- Student must complete the Approved Program
- Student experiences 25% loss of competitive sport/club/activity season if engaged in extracurricular activities at RMHS.

The Approved Program for FIRST Violations contains three elements carried out by the staff of The Reading Coalition for Prevention and Support and Reading Memorial High School (RMHS):

1. Group Education: The Coalition & RMHS host a monthly Chemical Health Education Program (CHEP) class for 2 hours after school. The Coalition provides the class schedule to the School Administrators for the school year. RMHS will send a letter home with the next class date following the issuance of a first violation. The Coalition & RMHS staff will host the class as directed.
2. Youth Support: At their class, students will be given a date to return to meet individually with the designated staff member to debrief on their experience in the class. At their debriefing meeting, students will receive their official "Letter of Completion."
3. Family Follow-up: The Coalition will contact parent/guardian after the child completes the class and mail a packet of resources for follow-up.

Student Responsibilities

- Attend Chemical Health Education Class and complete assignments.
- Attend debriefing meeting with Class Facilitator to obtain "Letter of Completion"
- Attend practices/meetings.
- Remain in good standing with their team/club/activity.
- Sit out 25% of competitive play/activities as directed by Assistant Principal

SECOND Violation due to possession or use of a substance

- Student Meeting with School Administrator(s)
- Parent/guardian Notification
- Student must complete the Approved Program for SECOND Violations
- Student experiences loss of competitive sport/club/activity for 40-60% of the season

The Coalition and RMHS coordinate the approved program for SECOND violations that comply with the School Chemical Health Policy. The requirement for SECOND violations due to nicotine including vaping is a visit with the child's Primary Care Provider (PCP). The 57 approved program for SECOND violations for all other substances is a Substance Use Assessment by a Licensed Professional with a specialty in addiction counseling. A list of suggested providers will be included in the information sent to parents/guardians by The Coalition.

Assessment: The Coalition will send a letter to the family outlining the requirement for their child to meet with a Licensed Health Professional to assess their child's level of substance use.

The Health Professional will complete the required Coalition form and make recommendations for follow-up.

Counseling: Students that complete their assessment and follow the recommendations from their Health Professional including counseling may reduce their competitive season penalty from 60% to 40%. Most professionals recommend at least 3 sessions of counseling and support for students.

Confirmation: For nicotine violations, the PCP will return the required form to The Coalition. For other substance use violations, the Licensed Professional will provide progress updates to The Coalition. The Coalition will communicate with the necessary school officials upon completion of requirements.

Student Responsibilities

- Attend PCP appointment and complete recommendations.
- Return with required signed paperwork provided by THE COALITION indicating completion of recommendations.
- Remain in good standing with their team/club/activity.
- Sit out 40%* of competitive play/activities as directed by Assistant Principal (if requirements above are met)

*Increases to 60% loss if program requirements are not met to seek assistance of a healthcare provider.

THIRD Violation due to possession or use of a substance

- Student Meeting with School Administrator(s)
- Parent/guardian Notification
- Student must complete the Approved Program for 3rd violations which includes a formal substance abuse evaluation or re-assessment and comply with treatment recommendations.
- Student experiences loss of competitive sport/club/activity for six months to one year.

Student Responsibilities

- Follow recommended program by Treatment Provider
- Provide required paperwork as directed
- Sit out competitive play/activities as directed by Assistant Principal

H. Academic Integrity: Cheating & Plagiarism

In order to develop the skills to become effective communicators, learners and ethical citizens of the 21st century, students must maintain high standards of personal and academic integrity. Cheating and plagiarism undermine the educational process and deny students the opportunity to maximize their learning potential. Cheating is defined as obtaining an unfair advantage in completing academic work. Examples of cheating include but are not limited to: 1. Copying another student's homework, paper, project or idea 2. Using books, calculators, translators, notebooks, "cheat sheet", or other resource during a test or to complete an assignment which

has not been authorized by the teacher 3. Using unauthorized electronic resources (cell phones, text messages, iPods, etc.) to access information during an assessment 4. Copying or allowing another student to copy answers during a test, quiz or exam 5. Any form of unauthorized communication during an assessment or about an assessment 6. Purchasing an assignment from another person or online resource 7. Discussing a test/quiz with students who have not yet taken that test/quiz. Plagiarism occurs when a student copies information and/or ideas from another source, fails to give credit to that source, and passes the information off as his/her own. Examples of plagiarism include but are not limited to: 1. Failure to properly cite text, pictures, or ideas obtained directly from books, articles, internet resources, instant messages, or emails 2. Failure to cite quoted material or paraphrased material 3. Use of false data or citations 4. Buying research papers or paying someone to write research papers and submitting them as original work 5. Allowing someone else to submit your work as their own 6. Submitting someone else's work as your own Consequences for Cheating and Plagiarism (Please note that offenses are cumulative over a student's high school career)

First Offense 1. The teacher will notify administration to establish that this is a first offense. 2.

The student cannot receive a passing grade on the assignment and may receive a score of zero. 3. The teacher will notify the student's parent or guardian and guidance counselor 4. The student should meet with his/her guidance counselor. 5. If the student has applied for entry in the National Honor Society, NHS advisors will be notified of the infraction. 6. Administration reserves the right to impose disciplinary measures, including suspension.

Second Offense: 1. The teacher will notify administration. 2. The student will receive a score of zero on the assignment. 3. The teacher will notify the student's parent or guardian and guidance counselor 4. The student will meet with his/her guidance counselor. 5. Administration will document the incident in the student's discipline file. 6. If the student has applied for entry in the National Honor Society, NHS advisors will be notified of the infraction. 7. Administration will impose disciplinary measures that could include suspension.

Subsequent Offenses: All of the above with second offense and disciplinary measures consistent with progressive discipline at the discretion of administration.

K. Assault of a Faculty/Staff Member, Dangerous Weapons and Narcotics (M.G.L. c. 71, Section 37H)

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions: 1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, vaping paraphernalia may be subject to expulsion from the school or school district by the principal. 2. Any student who assaults a principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. 3. Any student who is charged with a violation of either paragraph (1) or (2) 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. 4.

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After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2). 5. 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. 6. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period 60 of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76. 7. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner. 8. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level. (Mass. Gen. Laws ch.71, §37H) I. Conduct of Students Outside of School If a student were to engage in unlawful and/or improper conduct outside of school, thus raising serious question about the effect that his/her presence in school might have on the rest of the student body or the staff, the principal/Assistant Principal may consider such out of school activity sufficient cause for disciplinary action including suspension and or expulsion in accordance with the procedures delineated with in other parts of this handbook. Massachusetts General Law relevant to felony charges which occur outside of school provides as follows:

- I. M.G.L. c. 71, §37H1/2 - Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension: provided, however, that such suspension shall

remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for their request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within 61 three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension. (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of 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 their request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76. IX.

K. Bus Expectations

Any violation of the bus code of conduct is expected to be resolved as soon as possible. The bus driver and monitor will work closely with each school Principal, the METCO Director, and the METCO Coordinator to make sure the bus rules and guidelines are followed. To ensure students

have a safe and efficient ride to and from Reading every day, all students must adhere to the following rules and guidelines on the bus.

Rules:

1. Respect

- Be respectful to the driver, monitor and peers.
- Always remain seated.
- Use appropriate language and content.
- Physical contact, even as a form of greeting, is discouraged.
- No horseplay or play fighting.
- Recording of other students is not allowed.

2. Responsibility

- North Suburban Transportation prohibits eating on the bus, please respect that by eating prior to entering the bus.
- Use of musical devices and cell phones with headphones is allowed. Speakers may not be used on the bus.
- Clean up after yourself.

3. Seating

- All students will sit two to a seat.
- No student will have their own seat unless designated by a building principal, METCO Coordinator, METCO Director, or bus monitor/bus driver.
- Any student refusing to let a student who needs a seat sit with them will be subject to disciplinary actions.

- High School students will be given the opportunity to pick their own seats. If this becomes problematic, then the Principal, METCO Coordinator, or METCO Director will assign seats.
- All 9th grade students will sit in the front of the bus, 10th graders will sit behind the 9th graders, 11th graders will sit behind the 10th graders and seniors get preference to the back seating.

L. Discipline

All disciplinary outcomes are meticulously determined by the principal, following a comprehensive framework established by the district handbook and in strict adherence to both Massachusetts state laws and relevant federal regulations. This structured approach ensures that each disciplinary decision is fair, consistent, and aligned with the established guidelines, fostering a safe environment for all students while upholding their rights and responsibilities.

All incidents on the bus can result in school suspension or any school disciplinary actions.

A bus suspension does not necessarily include a suspension from school. Students suspended from the bus are still expected to attend school. Any student who is suspended from the bus and does not attend school will be marked absent for the day(s). It is the parent/guardian's responsibility to arrange for transportation to and from school during a bus suspension.

VIII. Code of Conduct and Behavioral Expectations

A. General Behavioral Guidelines

Reading Memorial High School has reasonable rules and regulations for student behavior so that a healthy and respectful climate for learning can be maintained. Students are expected to display proper behavior in school and at all school events. All school rules regarding student behavior apply at all school events on or off campus and on school-provided transportation.

The infraction and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on the individual circumstances presented. In some instances consequences may carry over from one year to the next. Please be aware that some behavior warrants police investigation as the breach of conduct may also be a criminal offense.

Summary of Conduct/Behavioral Expectations and Consequences for Infractions In the spirit of Positive Behavior Intervention System (PBIS) philosophy, RMHS believes in being clear as a community about sharing and teaching clear expectations to our students. We then hope to acknowledge and recognize the many positive examples of our students successfully demonstrating these expectations throughout the year with our various recognition programs and our award ceremonies. Of course at times, even great kids make mistakes and require clear and consistent interventions and consequences to get them back on track. Below is a summarized list of consequences and expectations followed by a more detailed list of infractions organized by level of severity (minor or major) and the corresponding intervention/consequence.

B. Overview of Conduct Expectations

Classroom Expectations

1. Arrive to class on time.
2. Participate in class.
3. Complete assigned tasks.
4. Bring the appropriate materials to class.
5. Remain attentive for the entire period.
6. Pass in assigned work on time.
7. Make up missed work in a reasonable timeframe.
8. Follow any rules and/or guidelines specific to a particular class/laboratory.
9. Remain in class until the bell rings

School Wide Expectations

1. Arrive at school on time.
2. Comply with all homeroom and classroom expectations.
3. Carry an official school pass when in the hallways, and refrain from wandering the halls.
4. Refrain from engaging in overt public displays of affection.
5. Dress appropriately.
6. Refrain from the use of profanity.
7. Treat others respectfully.
8. Clean up after oneself.
9. Follow all school rules and/or guidelines for the use and maintenance of the facility cafeteria, and its related grounds, as well as technology.
10. Comply with all school rules and/or adopted guidelines when participating in athletics, co-curricular clubs and activities, school related functions and events, and school-provided transportation.

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M. Overview of Consequences and Interventions

Teacher Detention (used with minor infractions)

While teacher detentions are typically associated with work or conduct in the classroom that is unsatisfactory, it should be clear to all students that any member of the faculty or staff has the authority to correct misconduct at any time, anywhere in the building or on school grounds; therefore, it is not uncommon for a member of the faculty or staff to require a student who is not in any of their classes to report to them for detention. Teacher detention will be served for a period of time after school that is designated by the teacher. Students are expected to serve the detention and any failure to report will result in a minimum assignment of two (2) office detentions. It should also be noted that teacher detention takes precedence over all other in-school and out-of-school commitments, work, and participation in co-curricular clubs and activities, or interscholastic athletics.

Administrative/Office Detention (used with major infractions)

- Detention is held Monday through Thursday. Location is in the Assistant Principals' offices.
- Detention starts promptly at 3:15 P.M. and runs until 4:15 P.M.
- Students should be prepared to work while there. They will not be allowed to return to their lockers.
- Any student who skips detention is subject to added consequences, including possible suspension. Students who disrupt detention or who are in any way insubordinate will be subject to suspension.
- Seniors must make up all detentions before they may attend graduation and receive their diploma.
- Detention takes precedence over any other school related activity, including social commitments and athletic competitions. There are few exceptions.

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- The Assistant Principal may consider outside conflicts or problems (doctor's appointments, work, etc.), if presented beforehand.
- Students are not allowed to use their cell phones during detention.

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In-School Suspension (used with major infractions)

In an effort to minimize disruption to a student's education, in-school suspension will often be utilized by administration for frequent or severe disciplinary issues. Students assigned an in-school suspension will report directly to their assistant principal's office with their books. Their assistant principal will then work jointly with the students' teachers to provide academic support for the students. Any disruption or non-compliance on the part of the student will result in the student being sent home and assigned an out of school suspension. Students are not allowed to use their cell phones during in-school suspension.

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Out of School Suspension (Used with major infractions)

A student may be temporarily removed from school for disciplinary reasons. During the suspension, the student is neither to enter the premises of Reading Memorial High School nor participate in any school activity or athletic event. A suspended student shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Absences due to suspension will be exempt from the Loss of Credit policy.

Student Referrals to the Office for Discipline Purposes

Unless legitimately delayed by a staff member, students who fail to report to the office for scheduled appointments may be subject to disciplinary consequences up to and including suspension.

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X. Reading Public Schools Virtual Technology Procedures and Protocols, Computer Network and Internet Acceptable Use Policy For 6-12 Students

DISTRICT'S EXPECTATIONS OF STUDENTS AND FAMILIES FOR APPROPRIATE VIRTUAL TECHNOLOGY USE

Protocol and Expectations for Video Conferencing

The Reading Public Schools is dedicated to providing engaging and effective remote learning opportunities for our students. As part of our remote learning opportunities, the District is offering these opportunities via a virtual platform. Prior to engaging in these virtual opportunities, the District seeks to clarify expectations around appropriate use of virtual technologies for educational opportunities. For questions regarding school policies and procedures, please contact your child's building principal.

1. Parents/guardians should review and sign electronically on the portal the Acceptable Use Policy (AUP) for Internet and Technology Use as soon as possible. The documents can be found for viewing on the first day of school fliers located [here](#). During this transition time, when students are accessing remote lessons the AUP is in effect for all students.
2. Please note that during remote recorded or live telecommunication sessions, your child's image and voice will be transmitted over the internet and into other students computers and homes, and that by allowing your child to participate in these telecommunication services you understand and consent to the dissemination of your child's image and voice during these remote telecommunication sessions.
3. The District strictly prohibits screenshots, pictures, downloading, audio/video recording and distribution of any virtual educational experience by students or parents/guardians in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Massachusetts law. Please note that in Massachusetts, it is illegal to audio record another person through any medium without his or her knowledge.
4. Teachers will record lessons when they are using Zoom or Microsoft Teams for synchronous teaching and learning. Recorded instruction will be maintained by the teacher and will be available for instructional purposes using the protocol described below. Teachers may determine that some lessons will not be made available to students and will not provide access.
5. The District has made good faith efforts to ensure virtual platforms used comply with child Internet protection and confidentiality laws and do not sell, use or disclose any personally identifiable information or data for commercial purposes or to third parties. There are potential risks for Internet interruptions, unauthorized interruption by third parties and technical difficulties. You can minimize the risk of breaches in confidentiality by not sharing any links, username and passwords provided used for virtual opportunities access.
6. Students, and where appropriate parents/guardians, agree to engage in virtual educational experiences dressed appropriately, in a quiet, private area to the extent practicable given the circumstances, in order to minimize background noise and distractions and to protect the integrity of student engagement as well as student confidentiality. It is the expectation that students use appropriate backgrounds for their virtual calls.
7. The laws that protect the privacy and confidentiality of your child's personally identifiable information apply to virtual educational opportunities just as they do during in-person services. Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity of virtual education.
8. Parents and guardians agree that attendance in virtual education is necessary and required. Parents/guardians will make best efforts for the student(s) to be present during live lessons. Attendance will be taken each class period at the middle and high school level and once in the morning and once in the afternoon at the elementary school level.

Protocol for Access to Lessons

1. Teachers will use only Zoom or Microsoft Teams to record their lessons.
2. Recorded instruction will be maintained by the teacher.
3. Recorded lessons are available to the student for instructional purposes only and under the following guidelines:
 - a. The student has been absent from virtual or in person lessons for several days due to illness that did not allow them to access virtual or in person instruction. Medical documentation will be necessary to support this guideline.
 - b. The student has been struggling academically and it has been determined by the teacher that reviewing the recorded lessons would benefit the students academic progress.
4. Teachers may decide that other one time events (i.e. power outage or extra help session prior to an assessment) would be an appropriate reason to make a recorded lesson available. Since the expectation and requirement is that students attend all synchronous lessons, recorded lessons will not be available for general use. If a student needs extra help on a particular topic, it is encouraged that the student/parent/guardian reach out to the teacher for additional academic support.
5. If a student qualifies for one of the above categories, the teacher will contact the parent/guardian to make the lesson available to them.

In Person and Remote Computer Network and Internet Use

The Internet is a worldwide network of computers that provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. The Internet provides an almost limitless amount of information that can be used for educational purposes, but the potentially limitless amount of information available on the Internet creates the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all users of the Reading Public Schools Computer Network to use this resource safely and appropriately.

The Reading Public Schools Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development, and high-quality self-discovery activities of an educational nature. The Reading Public Schools computer network is not intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Reading Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face to face conversations or telephone discussions. General school rules for behavior and communication apply. Access to network services will be provided to those who act in a considerate and responsible manner. The Reading Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential

disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Reading Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web and an individual email account at school. In making this decision, families should be aware that the Reading Public Schools intends to incorporate network use, Web access, remote learning and email in schools according to grade level as follows:

- a. Grades kindergarten through four: Students at these grade levels will not have individual computer network passwords or email accounts unless they are issued a Reading Public School computer for home and school use. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher-directed and teacher demonstrated use. Students will not be conducting independent research on the world wide web, nor will they be sending or receiving electronic mail independently.
- b. Grades five through twelve: Students in grades five through twelve may be given individual access passwords and receive individual Reading Public School student email accounts. They may have the opportunity to access the Web and conduct independent, self-directed research, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

For students to be permitted to gain independent access to the web or individual email accounts, they must agree to and abide by the rules set out below. For students under 18, parents/guardians must provide written permission forms before students will be permitted to gain independent access to the web or individual email accounts. If the Reading Public Schools does not receive a signed user agreement and, if applicable, a signed parental/guardian permission form, students will not gain independent access to the web or individual email accounts, but they may still have exposure to the Internet during classroom instruction or library research exercises.

Commented [JC182]: Add "media center"

The Reading Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Reading Public Schools intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Reading Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Reading Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Reading Public

Schools and could also result in criminal prosecution where applicable. The Reading Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Reading Public Schools computer network.

2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Cyberbullying, which is the repeated use by one or more students of an electronic expression (including transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, the electronic mail, the internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that be me accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (2) places the victim in reasonable fear of harm to himself or damage to his property, (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71, Section 37O.
 - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - e. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
 - f. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
 - g. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
 - h. Accessing any prohibited sites on the Internet.
 - i. Revealing the personal address or telephone number or oneself or another person.
 - j. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.

- k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - l. Attempting to harm, modify or destroy data of another user.
 - m. Exhibiting any other action, whatsoever which would in any way subject the user or the Reading Public Schools to any civil or criminal action.
 - n. Discussing highly sensitive or confidential school department information in e-mail communications.
 - o. Using the Reading Public Schools technology network to buy, sell or advertise anything.
 - p. Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.
 - q. Using the Reading Public Schools technology network for gambling.
 - r. Using the Reading Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
 - s. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - t. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The Reading Public Schools assumes no responsibility for:
- a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. Any cost, liability or damages caused by a user's violation of these guidelines.
 - d. Any information or materials that are transferred through the network.
4. The Reading Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Reading Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of the Reading Public Schools. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. While the Reading Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its

business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Reading Public Schools technology network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Reading Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Reading Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
9. Cyberbullying that either (a) is committed through the use of technology or devices that are owned, leased or used by the school district or (b)(i) is committed using technology or devices not owned leased or used by the school, and (ii) creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, should be reported by following the school district's Bullying Prevention and Intervention Plan and Procedures. See Massachusetts General Laws, Chapter 71, Section 37O.
10. The Reading Public Schools administration reserves the right to amend this policy at any time without prior notice.
11. The Reading Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.

XI. Co-Curricular Activities

A. Activities, Organizations and Clubs

RMHS provides a wide array of clubs/activities as an outlet and opportunity for the diverse talents and interests of the student body. Participation in clubs and activities is a privilege predicated on positive participation in accordance with all rules contained in this handbook. Therefore, each participant is bound by all requirements and regulations as established by this handbook. By participating in any extra-curricular activity you are accepting the high school rules governing participation. Members are subject to suspension from the organization or club for major violations of the school rules. See the school's web page for specific information about the range of school sponsored

No high school activities (e.g., Color Guard, drama) shall permit middle school students to participate. No middle school student will be given a performance role in an activity before all high school students are included.

RMHS will provide nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The school district is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

B. User Fees

In order to support the cost of the performing arts activities and teams that provide RMHS students with rich experiences beyond the classroom, Reading Memorial High School assesses a user fee for the co-curricular activities listed below. The revenue received from these user fees allows the school to maintain the present level of programs, advisors, and coaches.

Families for whom fees present a hardship may apply for fee waivers through the Federal Free and Reduced Meals (FFRM) program. Applications for the FFRM are found on the Reading Public Schools website under Food Service.

User fees are payable each season at the Athletic/Student Activities Department, Room 220. Checks are payable to: Town of Reading. The fee is due by the first week of each season. Athletic/ Band/ Drama user fees cannot be combined to reach individual or family cap.

ACTIVITY	FEE	TIME COVERED
Athletics	\$250.00 per athlete per sport \$750.00 cap per athlete per year \$950.00 cap per family per year	Three seasons: Fall, winter and spring

Band: Fall Marching Band, Stage Band, Color Guard, Band: Jazz Band, Winter Percussion, Winter Guard	\$200.00 per activity \$475.00 cap per student per year \$750.00 cap per family per year	Two seasons: Fall & Winter
Drama	\$150.00 per student per season \$75.00 per student for crew per season \$375.00 cap per student per year \$550.00 cap per family per year	Three seasons: Fall, Winter and Spring

C. Student Leader/Team Captain Responsibilities

- Elected Student Leaders/Team Captains are expected to be leaders and should be ready to assume designated duties and responsibilities as outlined by their advisor or coach. Those in leadership positions are expected to be aware of both school rules and activity/team rules and serve as role models for the groups they represent.
- When a student has been elected for a leadership position or selected to be a team captain and then subsequently is found in violation of the MIAA and/or Reading Memorial High School Chemical Health Rule or the Reading Public School's Policy on Bullying and Harassment, that student will lose all rights to continue to be an officer of that organization or serve as captain and forfeits the rights to be selected for any other leadership position and/or captainship for one calendar year.

D. Athletic Participation Guidelines

TRYOUTS

All students who meet the MIAA eligibility requirements, pass a physical examination, and are members in good standing at Reading Memorial High School are welcome and encouraged to try out for a team. In addition, students should understand that participation in athletics is a privilege; students try out voluntarily and risk being cut after a minimum trial period of five (5) practice sessions (excluding golf).

- Participation in athletics is a privilege. Each student tries out voluntarily and risks being cut after a minimum trial period of 5 practice sessions.
- A student who is ineligible by MIAA rules during the THIRD marking period may try out for a spring sport if s/he is maintaining a "C" average in his/her classes. This option may be granted only ONCE while attending RMHS.
- During the tryout period coaches will provide an explanation of their expectations. It is the student's duty to demonstrate to the coach that he/she can fulfill these expectations.
- If a student is cut, the coach will schedule a time for the athlete and coach to meet for an explanation, within 24 hours of the cut.

- Students cut from one team are encouraged to try out for another program with the consent of both coaches.
- No athlete may voluntarily leave one sport and try out for another after the season has begun (first day of practice), without the consent of both coaches involved and that of the Director of Athletics. (This restriction includes cheerleaders.)

PARENT/GUARDIAN PERMISSION (via registration on FamilyID.com)

Permission can be documented via FamilyID.com which can be accessed through the link on the RMHS Athletics Edline page. Alternately, parents/guardians can see Appendix F in this Handbook for more information.

No student will be allowed to practice without parental or guardian permission that has been documented through one of the two methods described above.

PHYSICAL EXAMINATION

All athletes are required to receive medical clearance by the school or their family physician before they can compete in a practice session.

EQUIPMENT CARE AND FINANCIAL OBLIGATION

- Students have an obligation and responsibility for all equipment issued and for its proper care from the date issued to the date of a return.
- Students failing to turn in all issued equipment or turn in equipment damaged through misuse are responsible to meet the current replacement cost of the equipment.
- Until all financial obligations are taken care of, the student will not be allowed to practice for or play in the next season's sport.

SCHOOL AND CLASS ATTENDANCE

All students must be in attendance at school in order to participate in practice or play in a game that day.

- Exceptions may be made if the absence from school is considered legitimate, and the coach has cleared it through the administration.
- Students who are dismissed or tardy/absent on the day of the game must see their assistant principal prior to dismissal or upon arrival for his decision on participation. Failure to do so will result in the student's being unable to participate.
- Students who are on out-of-school suspension cannot practice or participate in competition on the days they are suspended.

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PRACTICE, CONTEST, AND TEAM ATTENDANCE

Athletes who have made a team have also made a commitment to be at all practice sessions, contests, and team meetings.

- If the player must be late or miss a practice, game, or meeting for any reason, the player has the responsibility to confer with the coach prior to that session. Absence from practices, games, or meetings jeopardizes one's position on the team.

- Attendance at all practices and games is mandatory. Special requests to be excused may be accepted before, (if possible) or immediately after the fact.

BONAFIDE TEAM MEMBER - MIAA RULE

A bonafide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bonafide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team.

LOCKERS Most team members are issued lockers for their particular sport. The lockers are RMHS property and students have no expectation of privacy in those lockers. RMHS reserves the discretion to search student lockers at any time.

- If a player terminates his/her place on the team, the student must clean out his/her locker immediately. If there is a delay, the coach will clean out the assigned locker and place its contents in the Physical Education Equipment Room after verbally reminding the player of a specified time limit to give up the locker for use by others.

TEAM RULES

- A physical exam, permission slip, and the carrying of the equivalent of four (4) full year courses (including English) are necessary.
- Athletes are required to return or pay for all equipment at the end of each season in order to participate in the next athletic season.
- Keep equipment locked at all times. Use school locks only (\$5.00 if lost).
- Stealing means immediate dismissal.
- Wear equipment at practice or games only.
- Switching sports is not allowed once games begin.
- Travel with the team only unless you have prior approval by the coach and parent/guardian to travel separately.
- Practice begins when the coach is present.
- Report all injuries to your coach and the school nurse. Follow the procedure noted on Page 16 of the handbook (under "Accident Reports.")

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA) INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES

- Physical exam required
- Limit is 12 consecutive semesters beyond grade 8.
- A player must be under 19 before September 1.
- A player disqualified from a game shall miss at least the next game.
- A player disqualified from a game twice in the same season is disqualified for one year.
- Striking an official results in the loss of playing privileges for one year.

- If hazing occurs and is verified by the building Principal, following regular due process procedures, those involved in the hazing shall be suspended for up to ten (10) days or more, at the discretion of the school principal.

Academic Eligibility- MIAA Rule 658

- 58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents/guardians and then eligibility would be determined by receiving schools eligibility standards. (see Rule 57.7.1)
- 58.2 A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four 1-year major English courses.
- 58.3 To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four 1-year major English courses.
- 58.4 Academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents/guardians of all students within a particular class.

NOTE: The MIAA academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in his/her academic life on a consistent basis throughout the school year. When utilizing a 4 x 4 block schedule (is this what RMHS has?), a student must pass at least two of the four required 'major' courses (or equivalent) in each academic marking period.

The questions you must ask in determining equivalency are the following:

1. How many minutes per day/week/semester does this course meet?
2. How many credits toward graduation as approved in advance by school committee policy will be offered for this course?
3. Is this equivalent to past academic requirements?
 - a. (If further clarification is necessary, the MIAA executive staff will be happy to assist.)

- 58.5 Incomplete grades may not be counted toward eligibility.
- 58.6 A student who repeats work upon which s/he has once received credit cannot count that subject a second time for eligibility.
- 58.7 A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed. All cooperative team athletes must meet the eligibility standards of their own school as well as the host school.

The violation of any eligibility rule may result in the forfeiture of a game won or the elimination of player from participation for one year. If, in your opinion, there is any doubt concerning your eligibility, consult your principal or the director of athletics. The rules apply to all teams - varsity, junior varsity, sophomore, and freshman - all grades, and to both girls' and boys' sports. The Board of Control of MIAA will resolve all questions on eligibility.

The following topics reprinted here are key items found on the RMHS Athletic Permission Form (which can be accessed on our website in more detail)

INSURANCE COVERAGE

All participants in athletics must have health insurance. Parents/guardians are responsible for proper insurance coverage. No athlete may participate in RMHS sports without proper medical coverage.

TRANSPORTATION LIABILITY RELEASE

Because it is not always feasible to hire transportation for small groups such as golf, gymnastics, and tennis, it becomes necessary to ask parents/guardians to give their consent and to help with transportation. When signing the RMHS Athletic Permission Form, the parent/guardian understands and agrees that no member of the Athletic Department, or the School Department, or the Town of Reading will be liable in case of injury, claim, or loss of any kind in connection with the transportation of pupils.

MEDICAL REQUIREMENTS

Our school rules require that all students pass a medical examination to participate on any athletic team. Our school or team doctor will examine those students trying out for the activity. The student's own doctor, at the family's expense, may do the examining. In either case, this form must be stamped by the examining physician and dated with last physical or the student may attach a copy of a valid physical, certifying that the student is physically able to compete in the sport indicated on the form.

All students must pass a physical examination within 13 months of the start of the season.

VACATIONS

All student athletes who plan to take any type of vacation during the scheduled season must apply to the Athletic Director one (1) week before the first game of the season. Student athletes who take school-sponsored or family vacations during the scheduled season will not be penalized unless, in the opinion of the coach, the student athlete is not physically prepared to participate because of health or safety reasons.

USER FEES

User fees are payable each season at the Athletic Department, Room 220. Checks are payable to: Town of Reading. The fee is due by the first week of each season.

CONDUCT

- Proper conduct is expected both on and off the field by all participants in our athletic program.
- Respect for facilities (locker rooms, fields, etc.) used by Reading athletes, both home and away, is expected and falls under the category of proper conduct.

STUDENT LEADER/TEAM CAPTAIN RULE

- Student Leaders/Team Captains are expected to be leaders and should be ready to assume certain duties outlined by their advisor or coach. They are expected to be more aware of school rules and team rules as well as student/athlete responsibilities.
- When a student leader has been elected for a leadership position—and then subsequently is found in violation of the MIAA Chemical Health Rule, that student will lose all rights to continue to be an officer of that organization and forfeits the rights to be selected for any other leadership position.
- When an athlete has been designated as a team captain—and then subsequently is found in violation of the MIAA Chemical Health Rule, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport.

XII. School and District Policies per Federal and State Laws and Regulations

A. Restraint

The Reading Public Schools (“the District”) seeks to ensure that every student is free from the use of physical restraint that is inconsistent with the requirements of 603 C.M.R. 46.00 effective January 1, 2016 and DESE Technical Assistance Advisory SPED 2016-1, July 31, 2015). Physical restraint is an emergency measure of last resort. It may be administered only when necessary to protect a student and/or school community member from assault or imminent, serious physical harm. When, based on this standard, physical restraint is necessary, staff will strive to prevent or minimize any harm to the student as a result of the use of physical restraint. Refer to Reading Public School Policy JKAA for more information.

B. Protection of Pupil Rights Amendment

PPRA affords parents/guardians certain rights regarding our conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent/guardian; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parent/guardian(s); or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.
4. These rights transfer from the parent/guardian(s) to a student who is 18 years old or an emancipated minor under State law.

The Reading Public Schools will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parent/guardian(s) of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE, and any non-emergency, invasive physical examination or screening as described above.

Parents / Guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

C. Harassment and Discrimination Policies

The Reading Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Reading Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, age, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. Additionally, the Reading Public Schools does not discriminate against individuals on the basis of homelessness in a manner consistent with the McKinney-Vento Act. The Reading Public Schools complies with all applicable state and federal laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B. [Refer to Reading Public School Policies AC, ACA and ACE for more information.](#)

At the District level, the ADA (employees), Title VI, Age Act, Coordinator is:

[Dr. Sarah Hardy](#), Assistant Superintendent for Learning and Teaching

Reading Public Schools
62 Oakland Road
Reading, Massachusetts 01867
781-944-5800

At the District level, the Section 504 (disability pertaining to students) and ADA (students) Coordinator is:

Dr. Jennifer Stys, Director of Student Services

Reading Public Schools
62 Oakland Road
Reading, Massachusetts 01867
781-942-9129

Title IX of the Education Amendments of 1972

The Reading Public Schools does not tolerate discrimination against students, parents/guardians, employees or the general public on the basis of sex. The Reading Public Schools is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Reading Public Schools' policy of nondiscrimination extends to students,

staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Reading or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the *District's Title IX Sexual Harassment Grievance Procedures*, available at: <https://www.reading.k12.ma.us/district-information/title-ix-information/>

Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the *District's Title IX Sexual Harassment Grievance Procedure* and may, if dismissed under that procedure, be investigated in accordance with the *District's Civil Rights Grievance Procedures*, available at: https://www.reading.k12.ma.us/files/2615/9818/2022/Reading_Draft_Civil_Rights_Procedures_for_all_non-Title_IX_Claims_7.31.20.pdf

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

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

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

Dr. Jennifer Stys, Director of Student Services (Jennifer.stys@reading.k12.ma.us)

Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172
or
Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710

D. Bullying Prevention

Reading Memorial High School is committed to providing a safe, positive, and productive learning environment for *all*—and to discourage any behavior that interferes with that goal. Accordingly, Reading Memorial High School complies with the Reading School Committee Policy regarding Bullying Prevention and Intervention summarized below. A complete copy of the Bullying Prevention and Intervention Plan is available on the Reading Public Schools' website as is a Bullying Reporting Form which may be submitted online on the Reading Public Schools website. [Refer to Reading Public School Policy JICFB for more information.](https://www.reading.k12.ma.us/district-information/antibullying-resources/)
<https://www.reading.k12.ma.us/district-information/antibullying-resources/>

Definition-Bullying Prohibited - Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber-bullying in a public educational institute: "Bullying" means the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of an unwelcome written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; student or employee, (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges: (a) that are being offered through the school district; or during any education program or activity; or while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

"Cyber-bullying" means, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also

include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or persons.

Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute. As used in this Section, "electronic communication" also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

"Aggressor" is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

"Target" is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Reading Public Schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Reading school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 37O, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Grievance Procedures.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff

member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Reporting by Staff - A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

Responding to a report of bullying or retaliation.

Safety - Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

In determining the steps necessary to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

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

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

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

At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the Reading Police Department and School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Determinations - within fifteen (15) school days of the principal's receipt of the complaint of bullying, cyber bullying, or retaliation, the principal will make a determination based upon all the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the

principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

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

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

Notice of Investigative Findings - Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parent/guardian(s) of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

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

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parent/guardian(s) of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Taking Disciplinary Action - If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Possible consequences to serious incidents of bullying include suspension and expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student

knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

E. Pregnant Students

In accordance with state and federal law, the district does not discriminate against nor exclude students from its educational programs, or activities, including classes and extracurricular activities, on the basis of the student's pregnancy, childbirth, or recovery there from. Exceptions will be made only when a physician expressly prohibits the student's participation. The district requires a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school only to the extent that such certification is required for all students for other physical or emotional conditions requiring the attention of a physician. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave, the student will be reinstated to the status she held when the leave began.

F. McKinney-Vento Homeless Education Assistance Act

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

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
- Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
- If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;
- A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;
- A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Dr. Jennifer Stys, Coordinator for the Homeless, at 781-942-9129 or The Office for the Education of Homeless Children and Youth on the following website: <http://www.doe.mass.edu/mv/#office>.

F. Hazing

The Reading Public Schools prohibit hazing. If hazing occurs and is verified by the building principal following regular due process procedures, those deemed to be leaders of the hazing shall be suspended for up to 10 days, and a recommendation for one full semester of suspension shall be made to the superintendent. Students deemed as participants in hazing shall be suspended from school for up to 10 days and may be subject to expulsion. Refer to Reading Public School Policies JICFA and JICFA-E for more information.

THE COMMONWEALTH OF MASSACHUSETTS - HAZING - CHAPTER 269

M.G.L. c.269 Section 17 – The Crime of Hazing

Section 17: 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, c665.

Section 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.

Section 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 are 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 acknowledgment stating that such group, team or organization have received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants have received a copy of section 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 S.985, c.536; amended by St.1987, c.665.

H. Student Due Process Rights under M.G.L. c 71 §37H & 37H1/2

DUE PROCESS HEARING

Definitions

- Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.
- In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more

than ten (10) school days cumulatively for multiple infractions during the school year. *
Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

- Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
- Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian.
- Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent/guardian of the length of the In-School Suspension and will make reasonable efforts to meet with the parent/guardian. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent/guardian of the basis for and length of the in-school suspension and invite the parent/guardian to meet to discuss the student's behavior if such a meeting has not already occurred.

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

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary

proceedings, the student and parent/guardian(s) will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parent/guardian(s) (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student. Long-Term Suspension:

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

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

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parent/guardian(s) in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent/guardian of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

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

I. M.G.L. c.71, §37H3/4

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

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or

expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

J. Discipline of Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parent/guardian(s) and relevant

members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

- If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent/guardian) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
 - The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent/guardian (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental/guardian consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- The parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

K. M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies, education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

L. M.G.L. c.71, §37L

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

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

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student

services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

M. Parent/Guardian Notification Regarding Sexual Education And Human Sexuality Issues and Sex Education

Massachusetts General Law Chapter 71, Section 32 A notes that parent/guardian(s) be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents/guardians wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing. Refer to Reading Public School Committee Policies IHAM, IHAM-1, and IHAM-R for more information.

SEX EDUCATION: In accordance with [General Laws Chapter 71, Section 32A](#), all parents/guardians of students in our school are notified by means of this handbook of the high school courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues for high school level courses and curriculum: Diverse Voices, Anatomy & Physiology, Health, Biology, Psychology, Environmental Science and Child Development.

Under Massachusetts Law, parents/guardians may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the principal.

N. Search and Seizure Policy

The School Committee's policy on Search and Seizure (**File: JIH**) addresses the following:

- Search of lockers and desks
- Search of a student's personal belongings
- Search of a vehicle on school property
- Use of breathalyzers
- Use of drug or bomb sniffing dogs

The Reading School Committee recognizes that School Administrators are under an obligation to ensure that reasonable safety, discipline and good order are maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes conflicting need of school officials to ensure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

Search of Student Lockers and Desks

- Lockers and desks are the property of the Reading Public Schools. The Reading Public Schools maintain control of all locks affixed to lockers. No other locks are permitted and such locks will be removed by the school administration.
- Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
- It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
- Items/substances prohibited from being in lockers include but are not limited to: guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
- Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

Commented [JC185]: Change to "principal or his/her designee"

Search of Students and Their Belongings

- Search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles

of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

- Search of a student or his/her belongings shall be conducted with at least two adult school personnel present, one of whom shall be the Principal or his/her designee. A female staff member shall be present when a female student is searched, and a male staff member shall be present when a male student is searched.
- Search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official.
- "Strip searches" of students come with a heightened degree of expectation of privacy and require a heightened degree of concern for school and student safety, therefore, no school administrator or teacher shall ever conduct a "strip search" of a student without the prior authorization of the superintendent of schools.
- Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parent/guardian(s), and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
- Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

M. Use of Breathalyzers at School or School Sponsored Events

Breathalyzers to detect the use of alcohol by individual students may be used at school or at school sponsored events whether on or off school property under the follow conditions:

- Upon admission to school dances, proms and other school sponsored events on or off the school property every student shall be subject to the following:
 - The rules and consequences in the school handbook
 - Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks.
 - Upon entrance a breathalyzer test to detect the use of alcohol
 - Upon entrance confiscation of water bottles or other beverage containers

- A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones.
- In addition a student shall be subject to a breathalyzer test in the event that a member of the school personnel has reasonable suspicion to believe that a student is under the influence of alcohol at school or at school sponsored events whether on or off school property.
- Breathalyzers shall be administered by school administrators.
- Results of a breathalyzer test will be used as one component for determination of school based disciplinary consequences.
- The results of the school administrator administered breathalyzer test are for school use only.
- Breathalyzer instruments shall be maintained in the same manner as those maintained by the Reading Police Department.
- The above sections of Reading School Committee Policy JIH shall be printed on tickets to school events if tickets are issued, be part of any applicable notice or contract for a school event(s) if such notice or contract is issued, and shall be printed in the school handbooks.

N. Use of Drug and Bomb Sniffing Dogs

- Use of a drug sniffing dog may be conducted under the following conditions:
 - The drug sniffing dog employed for such purposes shall be a law enforcement dog trained for such purposes and the search shall be conducted by law enforcement personnel.
 - In the absence of a warrant granted by the appropriate authorities to the law enforcement agency(s) or the existence of exigent circumstances by the law enforcement agency(s), the determination to conduct the search shall be made solely by the school administration and not members of law enforcement.
 - The scope of the administration determined search shall be all school owned properties (including desks and lockers) and all public areas of the buildings. Additionally, students have no expectation of privacy in the exterior of vehicles parked on District property and a law enforcement canine may be employed for the detection of narcotics or other material at any time.
 - While belongings in the legitimate areas searched shall be subject to evaluation in this manner, no person shall be subject to evaluation in this manner.
 - If the evaluation by the drug sniffing dog determines the possibility of the existence of drugs, that shall constitute the level of reasonable suspicion to allow the school administration to continue the search of the specific item(s). Such continuation shall be consistent with this policy.
- Use of a bomb sniffing dog may be conducted when it is so determined by law enforcement and the school administration that such a search is warranted for the safety

of individuals and school property. The scope of the search shall be determined by the law enforcement agency and the school administration.

XII. Appendices

APPENDIX A

File: ACAB-P/ACAC-P

**READING PUBLIC SCHOOLS
STAGE 1
HARASSMENT/DISCRIMINATION COMPLAINT FORM**

Name: _____ Date: _____

School: _____ Grade: _____

Who was responsible for the alleged harassment or discrimination?

Describe the alleged harassment or discrimination:

Date, time and place the alleged harassment or discrimination occurred:

Were there others involved with the alleged harassment or discrimination? If so, who were they? Describe their involvement:

List any witnesses and describe what they may have seen or heard

What was your reaction to the alleged harassment/discrimination?

Describe any subsequent incidents.

Signature of Complainant

APPENDIX B

File: ACAB-P/ACAC-P

**READING PUBLIC SCHOOLS
HARASSMENT/DISCRIMINATION REPORTER FORM**

Name: _____ Date: _____

School: _____ Grade: _____

Name of individual harassed / discriminated against:

Who was responsible for the alleged harassment/discrimination?

Describe the alleged harassment/discrimination:

Date, time and place the alleged harassment/discrimination occurred:

Were there others involved with the alleged harassment/discrimination? If so, who were they? Describe their involvement:

List any other witnesses and describe what they may have seen or heard.

Describe any subsequent incident

Signature of Reporter

APPENDIX C

File:

ACAB-P/ACAC-P

**READING PUBLIC SCHOOLS
STAGE 1 HARASSMENT/DISCRIMINATION COMPLAINT - INITIAL INVESTIGATION
ADMINISTRATIVE FOLLOW-UP FORM**

Date of Complaint: _____ Name of Complainant: _____

Name of person(s) allegedly harassing or discriminating

Description of Complaint: _____ Date of Conference: _____

Description of Investigation:

Action Taken:

Date of follow-up conference with complainant: _____

Describe action taken:

() Resolved.

() Referred to Assistant Superintendent

() Not Resolved. Further action to be taken is:

Signature of Administrator

Signature of Guidance Counselor
(if form is completed by counselor)

Commented [JC186]: Change to "School"

Appendix D

READING MEMORIAL HIGH SCHOOL DANCE CONTRACT

This contract hereby states the rules and consequences that must be followed at all school-sponsored dances/semi-formals/proms/banquets (referred to as dances) which are held on and off campus. All school rules governing behavior and as detailed in the Student Handbook applies to dances and school-sponsored events. By signing your name to this contract, you agree to abide by the following rules, and it is understood that if you break a rule, you will be subject to the consequences listed below.

Students must adhere to any specific rules for a particular dance. Refusal to comply with request of administrators will be considered insubordination and result ~~in suspension~~ in accordance with the Student Handbook.

Commented [JC187]: Change to "disciplinary consequences"

RULES	CONSEQUENCES
Students must attend school the day of the dance or they will not be admitted. For a weekend event, students must attend school on the most recent school day. (The RMHS Administration must previously approve any exceptions to the rule.)	Denied admission
Students are expected to wear the appropriate attire for the occasion.	Denied admission
Once a student leaves the dance, he/she may not return.	No re-admittance for any reason
Students must remain within the physical boundaries of the dance area.	Removal from the dance
If I dance, then I will dance in a style that will not offend others.	Removal from dance & exclusion from next 3 dances
Entrance to dance will be closed one half-hour after the stated beginning time.	Denied admission
Dances are for Reading Memorial High School students. In unusual circumstances, special requests may be granted through the Assistant Principal for non-students to attend.	Removal of both non-RMHS student and RMHS host from dance.
Consumption of alcohol or any controlled substance is prohibited before or during the dance. Upon admission to school dances, proms and other school sponsored events on or off the school property, every student shall be subject to the following: <ul style="list-style-type: none"> · Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks · Upon entrance a breathalyzer test is administered to detect the use of alcohol (Breathalyzers shall be administered by school administrators.) · Upon entrance confiscation of water bottles or other beverage containers · A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones. · In addition, a student shall be subject to a breathalyzer test in the event that a member of the school personnel has reasonable suspicion to believe that a student is under 	-Parent notification & removal from dance -Exclusion from next 3 dances with carryover to next year - Suspension from sports and extra-curricular activities in accordance with MIAA guidelines articulated in Student Handbook -Suspension will apply to current or next season of participation -Loss of leadership roles in school activities and teams. **Police may be notified
the influence of alcohol at school or at school sponsored events whether on or off school property. · Results of a breathalyzer test will be used as one component for determination of school based disciplinary consequences.	

Commented [JC188]: Change to "Principal or his/her designee"

Commented [JC189]: Change to "principal or his/her designee"

Furthermore, I understand that:

If I am found in violation of any school rules, no refunds will be authorized for any tickets or other expenses that I may have incurred for said or future events. Signatures below acknowledge the conditions of this student's participation in RMHS events and the consequences for violating school rules.

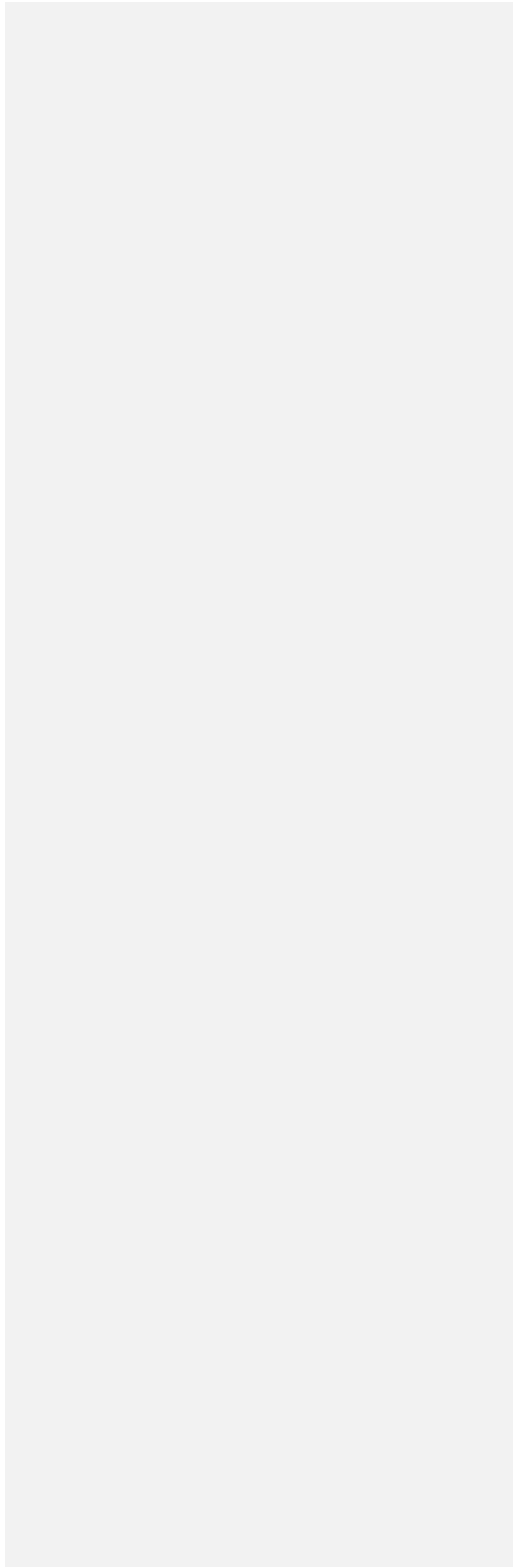
RMHS Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian (Print): _____ Contact Phone: _____

NO STUDENT WILL BE ALLOWED TO BUY A TICKET WITHOUT A SIGNED DANCE CONTRACT.

Please return to Main Office or Class Advisor



Appendix E

Reading Memorial High School Function GUEST PERMISSION TO ATTEND FORM

Due at least 72 hours before deadline for tickets for event

This form must be **accompanied by a clear photocopy of a picture ID** and returned to the Class Advisor before the purchase of any event ticket. The **same ID** must be presented at the door upon entering the event. Tickets will not be sold until this form and all accompanying documents and information meet the approval of the RMHS **administration**.

Please print the following information.

The person whose signature appears below recommends the above named guest as someone who demonstrates good citizenship and character. [For students with guests who are no longer in high school, see RMHS A.P. first.]

Assistant Principal's
Printed Name: _____ School/Employer Title: _____
Assistant Principal's
Signature: _____ Phone: _____ Date: _____

Guest Agreement

As a guest, I realize that I am required to follow ALL policies and procedures of RMHS and that any failure to comply will result in dismissal from the event and contact with legal guardians as well as possible legal actions. I have read and understand the Dance Contract, which has been printed on the back of this form.

Guest's Signature: _____ Date: _____
RMHS Student's Signature: _____ Date: _____

Reading Memorial High School Parent/Guardian Agreement

As a parent of an RMHS student, I understand that all school rules apply to my son/daughter and to his/her guest. I also understand that non-compliance will result in dismissal from the event and that additional disciplinary measures may be taken.

RMHS Parent/Guardian Signature: _____ Date: _____

Landline/Cellphone where a parent/guardian can be reached during the event: _____

The RMHS **Administration** reserves the right to approve all guest applicants.

RMHS Administrator: _____ Date: _____ Approved Not Approved

Appendix F

READING MEMORIAL HIGH SCHOOL ATHLETIC PERMISSION FORM

Commented [JC190]: Change to "principal or his/her designee"

Commented [JC191]: Change to "Principal or his/her designee"

Commented [JC192]: Change to "principal or his/her designee"

Commented [JC193]: Change to "Principal or his/her designee"

Athlete's Name _____ Grade _____ Sport _____
 _____ Home Tel. # _____ Work Tel. # _____ Address
 Parent/Guardian Name _____ Cell # _____
 _____ Family Doctor _____ Insurance
 Company _____

In order that your son, daughter, or ward may participate in the above activity it is necessary for you to give your consent. This consent should be given recognizing that neither the School Department nor the Town of Reading is liable for injuries incurred by the pupil, nor for medical care.

INSURANCE - All participants in athletics must have health insurance. Parents are responsible for proper insurance coverage. No athlete may participate in R.M.H.S. sports without proper medical coverage. Optional coverage may be purchased by parents/guardians through ISI New England.

TRANSPORTATION LIABILITY RELEASE - Because it is not always feasible to hire transportation for small groups such as golf, gymnastics and tennis, it becomes necessary to ask parents to give their consent and to help with transportation. When signing this document the parent understands and agrees that no member of the Athletic Department, or the School Department, or the Town of Reading will be liable in case of injury, claim or loss of any kind in connection with the transportation of pupils.

MEDICAL REQUIREMENTS - Our school rules require that all students pass a medical examination to participate on any athletic team. Our school or team doctor will examine those students trying out for the activity. Your own doctor, at your expense, may do the examining. In either case this form must be stamped by the examining physician and dated with last physical or you may attach a copy of a valid physical, certifying the above named to be physically able to compete in the sport indicated.

All students must pass a physical examination within 13 months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season.

TRYOUTS - All students who meet the MIAA eligibility requirements, pass a physical examination, and are members in good standing at Reading Memorial High School are welcome and encouraged to try out for a team. In addition, students should understand that participation in athletics is a privilege; students try out voluntarily and risk being cut after a minimum trial period of five (5) practice sessions (excluding golf).

VACATIONS - All student athletes who plan to take any type of vacation during the scheduled season must apply to the Athletic Director one (1) week before the first game of the season. Student athletes who take school sponsored or family vacations during the scheduled season will not be penalized unless, in the opinion of the coach, the student athlete is not physically prepared to participate because of health or safety reasons.

USER FEES- User fees are payable each season at the Athletic Department. Checks are payable to the Town of Reading. The fee is due by the first week of each season. User fees are non-refundable nor transferable. Failure to pay user fees by due date will result in your child being prevented from participating until the user fees are remitted.

RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

I/ We, _____, parent/guardian of _____, a minor, do hereby consent to his/her participation in the _____ program, and do forever release, discharge, indemnify and hold harmless the Town of Reading, Reading Public Schools, and its employees and volunteers from any and all actions, causes of action, and claims for personal injury (ies) or damages on account of, or in any way arising out of my minor child's participation in the program, which I, as the parent or guardian of the minor child may have now or in the future. I further release, discharge, indemnify and hold harmless the Town of Reading from any claims or rights of action for person injury (ies) or damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting from or in any way arising out of his/her participation in the above-referenced athletic program or activity. Furthermore I/we hereby agree to indemnify, reimburse or make good to the Town of Reading or its successors, employees, agents, servants and officers any loss or damages or costs, including attorney's fees, that the Town or its representatives may incur if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs.

Please list any medical conditions your son/daughter may have:

Please list any life threatening allergies to food/drugs/other your son/daughter may have:

Physical within the last 13 months on file in athletic office Yes ___ No ___

Doctor Stamp _____ Date of Examination _____

Parent/Guardian has completed the **REQUIRED** Massachusetts state annual concussion training using WWW.NFHSLearn.com

Yes ___ No ___

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date: _____

APPENDIX G

READING MEMORIAL HIGH SCHOOL BAND & COLOR GUARD PERMISSION FORM

Student's Name _____ Grade _____ Sport/Activity: _____

Address _____ Home Tel. # _____

Work Tel. # _____ Cell Tel. # _____

Parent/Guardian Name: _____

Insurance Company _____ Family Doctor: _____

In order that your son, daughter, or ward may participate in the above activity it is necessary for you to give your consent. This consent should be given recognizing that neither the School Department nor the Town of Reading is liable for injuries incurred by the pupil, nor for medical care.

INSURANCE - All participants in Marching Band and Color Guard must have health insurance. Parents are responsible for proper insurance coverage. No athlete may participate in RMHS Marching Band or Color Guard program without proper medical coverage. Optional coverage may be purchased by parents/guardians through ISI New England.

TRANSPORTATION LIABILITY RELEASE - Because it is not always feasible to hire transportation for small groups such as golf, gymnastics and tennis, it becomes necessary to ask parents to give their consent and to help with transportation. When signing this document the parent understands and agrees that no member of the Music Department, Band Staff, or the School Department, or the Town of Reading will be liable in case of injury, claim or loss of any kind in connection with the transportation of pupils.

USER FEES- User fees are payable each season at the Athletic/Extra-Curricular Activity Office. Checks are payable to the Town of Reading. The fee is due by the first week of each season. User fees are nonrefundable nor transferable. Failure to pay user fees by due date will result in your child being prevented from participating until the user fees are remitted.

RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

I/ We, _____, parent/guardian of _____, a minor, do hereby consent to his/her participation in the _____ program, and do forever release, discharge, indemnify and hold harmless the Town of Reading, Reading Public Schools, and its employees and volunteers from any and all actions, causes of action, and claims for personal injury (ies) or damages on account of, or in any way arising out of my minor child's participation in the program, which I, as the parent or guardian of the minor child may have now or in the future. I further release, discharge, indemnify and hold harmless the Town of Reading from any claims or rights of action for person injury (ies) or damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting from or in any way arising out of his/her participation in the above-referenced program or activity. Furthermore I/we hereby agree to indemnify, reimburse or make good to the Town of Reading or its successors, employees, agents, servants and officers any loss or damages or

costs, including attorney's fees, that the Town or its representatives may incur if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs.

Please list any medical conditions your son/daughter may have: _____

Please list any life threatening allergies to food/drugs/other your son/daughter may have: _____

Physical within the last **13 months** on file in athletic office Yes ___ No ___

Doctor Stamp _____ Date of Examination _____

Parent/Guardian and Student must complete the **REQUIRED** Massachusetts state annual concussion training using WWW.NFHSLearn.com before they may participate in any RMHS Marching Band or Color Guard program. If completed please initial. Parent initial _____ Student initial _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

APPENDIX H

**PRE-PARTICIPATION HEAD INJURY/CONCUSSION
REPORTING FORM FOR EXTRACURRICULAR
ACTIVITIES**

This form should be completed by the student's parent(s) or legal guardian(s). It must be submitted to the Assistant Principal for Athletic/Extra-Curricular Activities, or official designated by the school, *prior* to the start of each season a student' plans to participate in an extracurricular athletic activity.

Commented [JC194]: Change to "Athletic Director, Principal or his/her designee"

Student's Name	Sex	Date of Birth	Grade
School		Sport(s)/Activity	
Home Address			Telephone

Has student ever experienced a traumatic head injury (a blow to the head)?

Yes ____ **No** ____

If yes, when? Dates (month/year):

Has student ever received medical attention for a head injury? Yes No

If yes, when? Dates (month/year):

If yes, please describe the circumstances:

Parent/Guardian:

Name: _____ Signature/Date

(Please print)

Student Athlete:
Signature/Date

APPENDIX I

Acceptable Use Policy – Student Agreement (Grades 6 – 12)

To all students: Please read this agreement carefully and sign the Contract for Use of Technology.

- I will respect and protect the personal information (which includes but is not limited to login IDs, passwords, social networking account information, email account information, grades, phone numbers, addresses) belonging to myself or others.
- I will not access accounts belonging to other students, faculty, staff or others related to Reading Public Schools.
- I understand that school resources and equipment include, but are not limited to, computers, audiovisual recording and distribution devices, all peripherals, and wireless and local networks.
- I will not use school resources to participate in criminal acts.
- I will respect the integrity, availability and security of all electronic school equipment.
- I will not try to access unauthorized data or networks.
- I will report security risks or violations to my teacher or administrator.
- I will comply with all copyright and intellectual property laws.
- I will follow the school policy regarding plagiarism as described in the student handbook.
- I will not harass anyone. Harassment is repeated unwelcomed interaction despite being asked to stop.
- I will not cyberbully anyone. Cyberbullying is repeated bullying through the use of technology or any electronic communication technology that causes someone to feel unsafe or negatively affects his/her ability to participate in the school community.
- I will not access, transmit, copy, or create material that violates the Reading School Committee's Policy on Harassment and Discrimination (such as messages that are pornographic, harassing, threatening, or discriminatory).
- I will not send spam, chain letters, or other unrequested messages.
- I will not buy, sell, advertise, or conduct business without explicit permission from the school administration.
- I understand that I must follow all established Internet Safety Guidelines as outlined in the RPS AUP and Internet Safety Agreement for Students.

Commented [JC195]: Change to "principal or his/her designee"

I understand that I may be subject to disciplinary action if I fail to follow the Acceptable Use Policy. I understand that my Parent/Guardian and or local authorities may be notified to support the school in enforcing these guidelines.

Contract for Use of Technology -

I have reviewed the student agreement and agree to follow it.

Student Name: _____ Date: _____

Signature: _____

Please sign and return to your homeroom teacher. Failure to return this form indicates that you do not have permission to use technology at school.

APPENDIX J

File: JICH

****ALCOHOL, TOBACCO/NICOTINE, AND DRUG USE BY STUDENTS PROHIBITED***

The Reading Public Schools seeks a drug free environment for its students and staff. To that end, RPS offers specialized training for school personnel so they may better address student needs for support and referral. Reading Public Schools was a founding member of the Reading Coalition Against Substance Abuse and actively participates in prevention efforts impacting the school system and the broader community. The purpose of the policy and the ensuing regulations that follow is:

- o to ensure student safety, o maintain compliance with MIAA rules/regulations so students can compete in the Middlesex League, o maintain the intent of the federal drug free workplace policy, and to provide guidance for school personnel and administrators.

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco/nicotine product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco/nicotine products, or drugs on school property or at any school function, regardless of the function's physical location. For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C and any related case law.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action as defined in the regulations herein and in the student handbook.

Moreover, a student will not be penalized for pro-actively seeking assistance for a substance use problem for themselves or if attempting to get assistance for a friend per MGL94C, Section34A, Good Samaritan Law: MGL 94C: Section 34A Immunity from prosecution under Secs. 34 or 35 for persons seeking medical assistance for self or other experiencing drug-related overdose

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Adopted by the Reading School Committee on March 26, 2007
Revised and Accepted by the Reading School Committee on April 9, 2012
Revised and Adopted by the Reading School Committee on July 27, 2016

LEGAL REF.: M.G.L. c. 272, §40A, M.G.L. c. 71, §37H; M.G.L. c. 76, sec. 17
M.G.L. c.138, §34C; M.G.L. c 94C.; Town of Reading Article
5.5.6Consumption of Alcoholic Beverages; Town of Reading Article
17:
Section 5.5.10- Public Consumption of Marijuana or
Tetrahydrocannabinol

CROSS REF.:

IHAMB, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

LEGAL REF.:

M.G.L. 272:40A
M.G.L. c.138, §34C
M.G.L. c 94C.;;
Town of Reading Article 5.5.6- Consumption of Alcoholic
Beverages; Town of Reading Article 17: Section 5.5.10- Public
Consumption of Marijuana or Tetrahydrocannabinol
Town of Reading, Board of Health Regulations, Section 16 as of
6/30/16

CROSS REF.:

IHAMB, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy
MIAA Chemical Health Guidelines

File: JICH-R

APPENDIX K

Reading Public Schools

Chemical Health Regulations for High School Students

The regulations below are in furtherance of the Reading School Committee's Policies on Drug Free Workplace (File: GBEC) and Teaching About Drugs, Alcohol, and Tobacco (File: IHAMB). If there is a conflict with these regulations and these policies or the RMHS Student Handbook, these regulations shall govern.

BANNED SUBSTANCES- NICOTINE, VAPE & TOBACCO PRODUCTS

- Any tobacco/nicotine product including delivery devices/nicotine (nicotine found in cigarettes, cigars, bidis, e-cigarettes, vape pens and smokeless tobacco)

In collaboration with the Board of Health, the high school may implement the following town ordinance regarding the use of tobacco and nicotine in public schools:

USE OF TOBACCO/NICOTINE IN PUBLIC SCHOOLS-Definitions

- School: Public primary, secondary, and vocational schools located in Reading
- School – Sponsored Activity: An activity at least partially funded or controlled by a school or a parent-teacher organization to which students are invited and which occurs off school grounds such as a field trip, class picnic or prom.
- School Grounds: Property owned or controlled by a school within 100 feet, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and parking lots. School grounds shall not mean any university property, college property, or adult education facility except during the time that these areas house public primary, secondary or vocational school programs.
- School Personnel: A person who performs services for a public school in Reading, including but not limited to principals, assistant principals, teachers, PARAP, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, custodial staff, volunteers and interns.
- Student: A person enrolled at any primary or secondary school in Reading.
- Tobacco/Nicotine Product: Cigarettes, cigars, chewing tobacco, pipe tobacco, bidis, snuff, nicotine juice, or tobacco in any of its forms, or any product containing tobacco or nicotine.
- Tobacco/Nicotine Use: The inhaling, exhaling, chewing or burning of any form of tobacco and/or nicotine. Additionally, if a staff member witnesses tobacco smoke or vaping coming from a lavatory stall, he will anticipate tobacco/nicotine use.
- Visitor: A person on school grounds who is not a student or school personnel.

TOBACCO/NICOTINE PRODUCT USE PROHIBITED

No student, school personnel, or visitor shall use a tobacco or nicotine product at any time while on school grounds or at school-sponsored activity as defined above.

PENALTIES FOR TOBACCO/NICOTINE USE DURING HIGH SCHOOL

Possible 1-3 day(s) suspension

Referral to Approved Program

Additional provisions may apply if student is in extracurricular activities (refer to Chemical Health violations)

Non-Criminal Method of Disposition

Whoever violates any provision of this regulation of which is subjected to a specific penalty shall be penalized by the non-criminal method of disposition as provided in Mass. Gen. Laws Ch 40 § 21D, which might result in eventual filing of a criminal complaint in the appropriate jurisdiction and venue.

Enforcement

The Board of Health of the Town of Reading and or the school officials specially designated by the Board of Health shall be responsible for enforcing this regulation.

Possession of tobacco/nicotine products

- Students found in possession of tobacco/nicotine products will have the item(s) confiscated. No option to be returned.
- Failure to obey the request by faculty or staff to be given the items will be treated as insubordination and will be subject to detention and/or suspension after the student is afforded his/her due process rights.

BANNED SUBSTANCES- ALCOHOL AND OTHER DRUGS OTHER THAN NICOTINE

Use or possession of alcohol/drugs is strictly prohibited both during school and at ANY school-sponsored event. Possession is defined in accordance with M.G.L. Drugs shall include without limitation:

1. Alcohol (ethyl alcohol found in liquor, beer, wine)
2. Cannabinoids including Butane Hash Oil (marijuana, hashish)
3. Synthetic marijuana products

4. Opioids (heroin, opium) fentanyl and all derivatives
5. Stimulants (cocaine, amphetamine, methamphetamine)
6. Club Drugs (Ecstasy, GHB, Rohypnol®)
7. Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping)
8. Hallucinogens (LSD, mescaline, psilocybin/mushrooms, DMT/Dimethyltryptamine)
9. Other compounds (anabolic steroids, bath salts)
10. Inhalants (defined as any substance that produces a mind-altering effect when inhaled OR smelling or inhaling the fumes of any substance having the property of releasing toxic vapors)
11. Non-prescribed prescription drugs (depressants, stimulants (Adderall, Ritalin), opioid pain relievers)
12. Other performance enhancing stimulants
13. Other performance enhancing supplements
14. Any controlled substance as defined in M.G.L. 94C.
15. Non-alcohol/beer
16. Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

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. In those instances, students shall follow proper procedures to notify the health and athletic departments.

Students in possession or deemed to be under the influence of alcohol/drugs other than nicotine while in school or at a school-sponsored event may be subject to suspension of 5 to 10 days and/or other disciplinary action (including expulsion) deemed appropriate by the school administration. In addition, students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will need to participate in and complete an approved

Commented [JC196]: Change to "principal or his/her designee"

program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Please see Approved Programs explanation.

POSSESSION AND/OR USE OF ALCOHOL AND/OR DRUGS REGULATIONS

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a drug, alcohol or paraphernalia will be suspended and may be subject to expulsion from the school or school district.
- In addition, students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation.
- Any student who is charged with a violation of the above paragraph shall be notified in writing of an opportunity for a hearing prior to the imposition of any suspension or expulsion in excess of ten (10) consecutive school days; provided, however that the student may have representation (at private expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal.
- After said hearing, the Principal or reviewing officer may, in his/her discretion, decide to suspend rather than expel a student who has been determined to have violated the above stated rule.
- Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent.
- The expelled student shall have ten (10) calendar days from the date of the expulsion in which to submit written notice to the Superintendent of his appeal. In any such appeal hearing, the student shall have the right to be represented by an attorney (at private expense), to examine the evidence against him, and to present evidence and witnesses in support of his appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the above stated rule.
- 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 schools expelling said student, a written statement of the reasons for said expulsion. (M.G.L. c.71, §37H)

· Nothing in this regulation or in applicable Reading Public Schools' policies shall be construed as limiting the authority of a building principal or the Reading Public Schools to impose disciplinary sanctions or deny other privileges in accordance with district rules or policies or the laws of the Commonwealth of Massachusetts including, but not limited to, M.G.L. c.71, §37H, M.G.L. c.71, §37H1/2, and M.G.L. c. 76, sec. 17. In the event of any suspension or expulsion of a student from school, he/she will not be allowed to participate in any school related athletics or extracurricular activities during the time he/she is suspended or expelled from school.

Chemical Health Regulations for High School Athletics and Extra-curricular Activities

In addition to the regulations above, the regulations below represent an expansion upon the current Massachusetts Interscholastic Athletic Association (MIAA) guidelines on Chemical Health. These revised regulations are meant to support and educate our students who participate in athletics and/or school-sponsored extra-curricular activities while providing for a safe environment for our students. The consequences and penalties below are cumulative to the regulations above.

From the point that an enrolled student concludes their 8th grade year until they graduate at Reading Memorial High School or the final athletic event of their senior year (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, attempt to buy/sell, buy/sell, or distribute any beverage containing---

17. Alcohol (ethyl alcohol found in liquor, beer, wine)
18. Cannabinoids including Butane Hash Oil (marijuana, hashish)
19. Synthetic marijuana products
20. Opioids (heroin, opium) fentanyl and all derivatives
21. Stimulants (cocaine, amphetamine, methamphetamine)
22. Club Drugs (Ecstasy, GHB, Rohypnol®)

- 23. Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping)
- 24. Hallucinogens (LSD, mescaline, psilocybin/mushrooms, DMT/Dimethyltryptamine)
- 25. Other compounds (anabolic steroids, bath salts)
- 26. Inhalants (defined as any substance that produces a mind-altering effect when inhaled OR smelling or inhaling the fumes of any substance having the property of releasing toxic vapors)
- 27. Non-prescribed prescription drugs (depressants, stimulants (Adderall, Ritalin), opioid pain relievers)
- 28. Other performance enhancing stimulants
- 29. Other performance enhancing supplements
- 30. Any controlled substance as defined in M.G.L. 94C.
- 31. Non-alcohol/near beer
- 32. Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C (Possession or Transport of Alcohol) and any related case law.

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. In those instances, students shall follow proper procedures to notify the health and athletic departments.

If a student is in violation of these regulations during the summer following his or her eighth grade year and prior to his or her entrance into high school, the consequences may be reduced by the high school principal after consultation with the middle school administration.

Commented [JC197]: Change to "principal or his/her designee"

It is the duty and obligation of any coach or advisor employed by the Reading Public Schools to report any known violations of these regulations or other applicable policies pertaining to the possession and/or use of alcohol or drugs to the athletic director and

the building Principal. Failure to report a known incident will result in disciplinary action and possible termination.

If a student in violation of this rule is unable to participate in interscholastic sports or school-sponsored extra-curricular activities due to injury/illness or academics, the penalty will not take effect until that student is able to participate again.

Notwithstanding the violations listed below, there may be other factors relating to the offense including without limitation, quantity of the chemical substance, the behavior of the student or egregious nature of the violation which the Principal may consider at his/her discretion and elevate the violation below (e.g., from a first violation to a third violation) as well as impose additional penalties or sanctions.

Coaches and advisors may not impose additional penalties or sanctions without the approval of the Principal.

The following are the additional consequences for students who violate the above Chemical Health regulations.

First violation:

[i]

When the School Administrator confirms, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events including scrimmages in that *sport* or of school sponsored extra-curricular activities in which the student participates.

In addition, the student will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. The program will be paid for by the parent/guardian of the student.

In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a

certificate of completion from such a program. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

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).

A student may not participate in interscholastic competition including scrimmages or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

Second violation:

When the Principal confirms, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events including scrimmages of the school-sponsored extra-curricular activity totaling 60% of all interscholastic contests in that sport and/or of school-sponsored extra-curricular activities in which the student participates. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If, after a second violation, the student, of his/her own volition, becomes a participant in an approved chemical dependency, treatment, or counseling program, the student may be certified for reinstatement in Reading Public School interscholastic sports and extra-curricular activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation.

During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a certificate of completion from such a program. If student does not complete program, the penalty reverts back to 60% of the interscholastic contests or meetings/events of the school-sponsored extra-curricular activity in which the student is participating. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

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)

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

Third and subsequent violations:

When the Principal confirms, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility without delay for one calendar year in all athletic and extra-curricular activities.

If, after the third violation, 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 Reading Public School athletic or extra-curricular activities after six (6) months provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency, treatment, or counseling program, must certify that student is attending or has received a certificate of completion. If student does not complete a program, the penalty reverts back to one calendar year. The program is funded by the parent/guardian. This exception shall not apply to fourth or subsequent violations of this policy.

After a finding of a third or subsequent violation, a student will not be allowed to attend any practices or extra-curricular activities in any capacity during the period of his/her loss of eligibility.

Penalties shall be cumulative across an academic career, but serving a single penalty may carry over from one year to the next. 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).

A student may not return to interscholastic competition or participate in school sponsored extra-curricular activities until they have submitted a certificate of completion

from the chemical dependence or treatment program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

Other

1. A student entering their Junior or Senior year that has violated the chemical health policy may participate in an interscholastic sport and extra-curricular activity in which they have not previously participated in during high school in order to serve the loss of eligibility. The student's loss of eligibility, however, will apply to both the new interscholastic sport or school-sponsored extra-curricular activity and the interscholastic sport or school-sponsored extra-curricular activities in which the student had participated in during previous years in the manner outlined below. Students found in violation of this policy may participate in interscholastic sports and extra-curricular activities in which they have not previously participated, but will serve the suspension in both the new sport/activity and 10% of the events from next sport/activity that he or she has participated in during previous years. For example, a student who has only played ice hockey during his/her Freshman and Sophomore years, and then violates the policy for the first time during the spring of his/her junior year, but then decides to run Cross Country in their Senior year for the first time, will serve the normal 25% penalty during the Cross Country season and then a 10% penalty during the Ice Hockey season. The high school principal will have the final decision on each situation.
2. If a student is serving a penalty during a season where he/she participates in both athletics and extra-curricular activities, the student will serve the penalty for both or all of the activities and contests. For example, if a student participates in a fall sport and the fall drama production, he/she will serve the penalty for both the fall sport and the fall drama production.
3. When a student leader has been elected for a leadership position and subsequently is found in violation of these regulations, that student will lose all rights to continue to be an officer of that organization and forfeits the right to be selected for any other leadership position for one calendar year from the date of the violation.
4. When an athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.

5. If a student loses multiple leadership positions and/or team captain positions as a result of a chemical health violation, they may appeal to the high school principal for restoration of other leadership/captain positions beyond the first position. An exception to this is National Honor Society which has its own bylaws regarding an appeal process.

6. If a family cannot afford to pay for a program as outlined above, the Reading Public Schools will work with the family to identify ways to fund the program (i.e. health insurance, financial assistance, etc.)

7. If a student or family wishes to appeal a Chemical Health violation, it must be filed with the building principal within 7 days of the confirmed violation. If the family wishes to appeal the Principal's decision to the Superintendent, it must be filed within 7 days of the appeals decision.

8. These regulations will be reviewed by the athletic department, health-wellness department, administration (principal or his/her designee), police, and the Reading Coalition Against Substance Abuse (RCASA) on an annual basis to address changes that may be occurring in the use of illegal substances by students.

Commented [JC198]: add

1st Offense - 25%	
# of Events / Season	# of Events / Penalty
1-7	1
8-11	2
12-15	3

16-19	4
20 or over	5
2nd Offense - 60%	
# of Events / Season	# of Events / Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8

15-16	9
17-18	10
19	11
20 or over	12
2nd Offense w/Dependency Program - 40% if in the program throughout the penalty period.	
# of Events / Season	# of Events / Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6

18-19	7
20 or over	8

Adopted by the Reading School Committee on March 26, 2007

Revised and Accepted by the Reading School Committee on April 9, 2012 Revised and Adopted by the Reading School Committee on July 27, 2016

LEGAL REF.: M.G.L. 272:40A

M.G.L. c.138, §34C

M.G.L. c 94C.;

Town of Reading Article 5.5.6- Consumption of Alcoholic Beverages; Town of Reading Article 17: Section 5.5.10- Public Consumption of Marijuana or Tetrahydrocannabinol

Town of Reading, Board of Health Regulations, Section 16 as of 6/30/16

CROSS REF.: IHAMB, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

MIAA Chemical Health Guidelines

[\[1\]](#) Per MIAA policy



MBTA COMMUNITIES & READING

SCHOOL COMMITTEE - 9/7/23



WHAT IS THE LAW?

The MBTA Communities law (3A), was passed in 2021 at the state level.

It requires all the municipalities in the Boston metro to confirm that they have a district of reasonable size where multifamily housing (3+ units) is zoned for by-right at a specified density, determined by each municipalities' characteristics.

Reading is classified as a **commuter rail community**, which means at least half of our zoning district must be within a 1/2-mile of the Reading train depot downtown.

By December 2024, Reading must confirm to the State that we have a district with **by-right zoned capacity** for a set number of units of **multi-family housing** at a density of 15 units per acre across a total district of at least 43 total acres.*

We do not currently have a zoning district that meets the requirements.

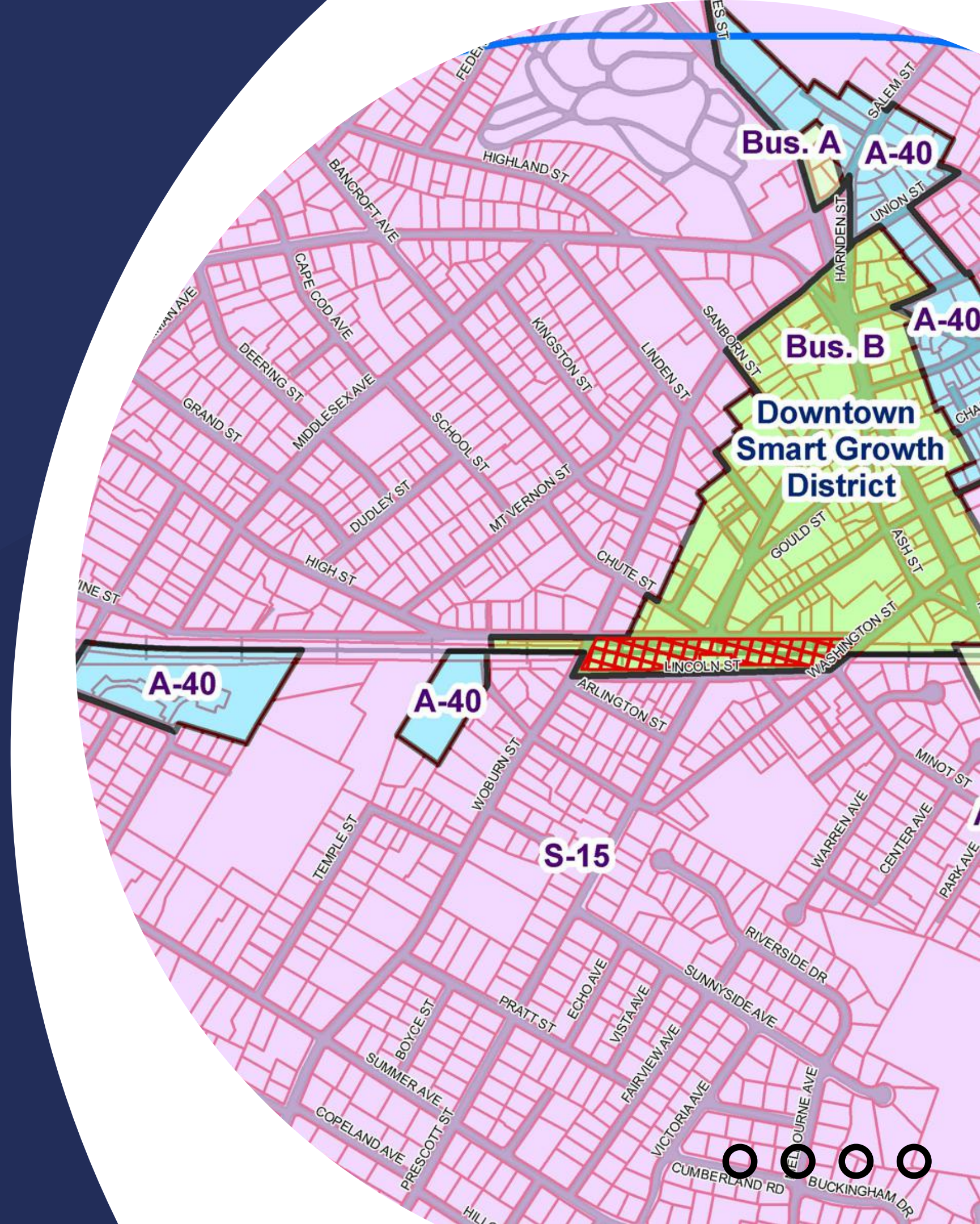
*For the specific details on how these numbers were calculated by the State please see our project webpage.





WHAT IS ZONING?

- Zoning is a rulebook for future development.
- By-right zoning means that a proposed project can move through the normal approvals process of site plan review without requiring any discretionary approvals such as special permits or waivers.
- The result of our process this fall will be proposed changes to our zoning.

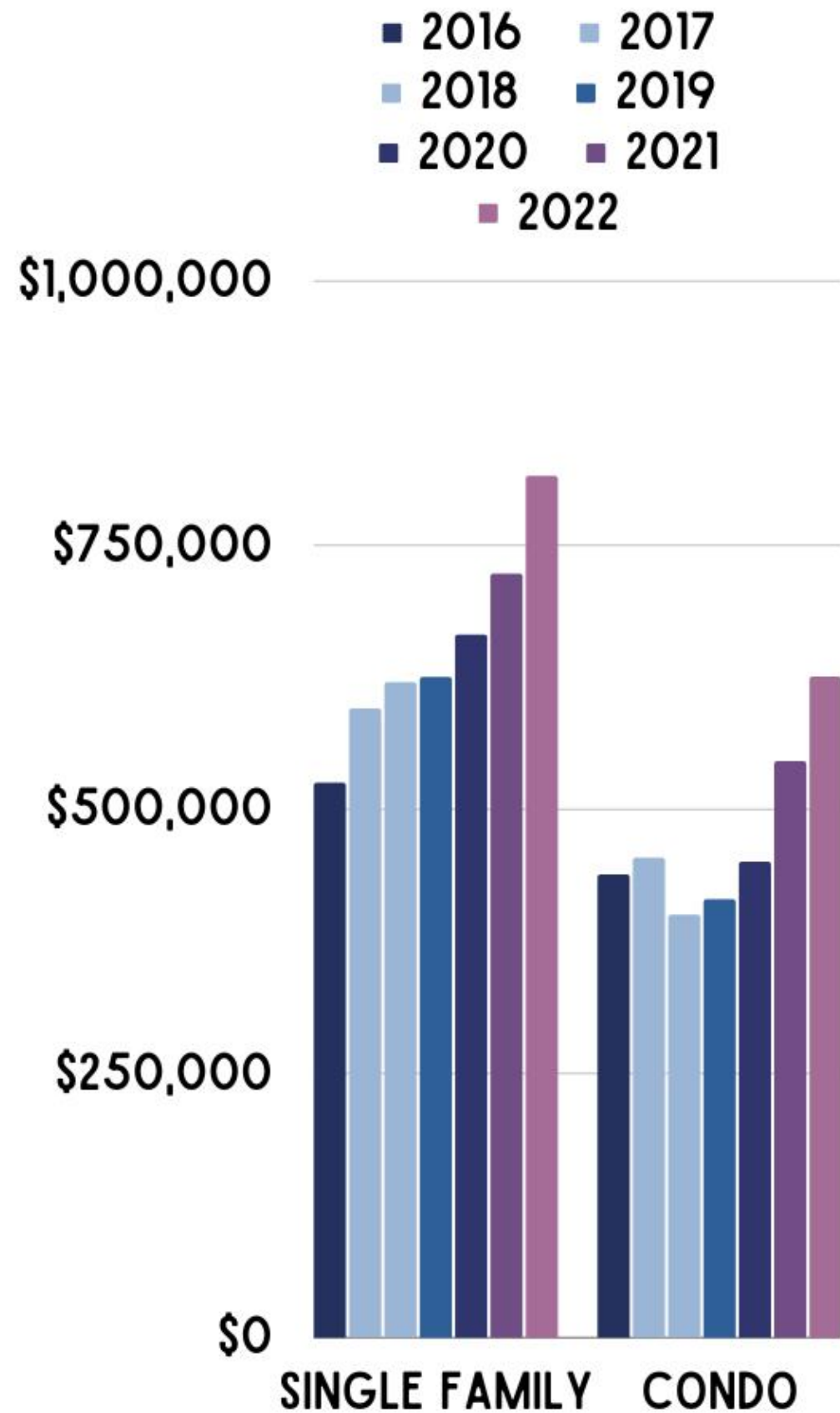


Multi-family housing is any housing with at least 3 units on one lot



Why we intend to comply

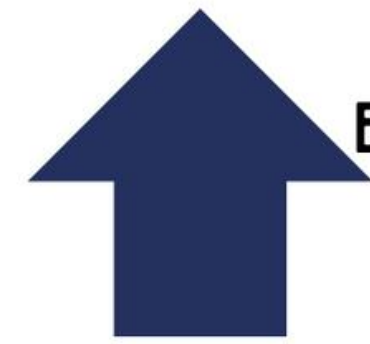
- Communities that fail to comply with the law will not be eligible for funds from multiple grant programs. (For more details please see our project webpage)
 - If we do not comply we would open the Town up to lawsuits from the state and also from residents and advocacy groups.
- The intention of the law is for all the communities in the Boston metro area to share in the creation of more diverse housing options.
 - Fair market rents in the Boston metro area have increased 51%+ in the last 5 years.
 - Home prices have increased far above the median salary in Reading, indicating that future home ownership in Reading will be out of reach for the average person or family who lives here now.



HOME PRICES

The median single-family home price in 2016 was \$525,000. In 2020 the median single-family sales price was \$665,000, in 2022 the median sales price had skyrocketed to \$815,000. This is an increase of 22.56% since 2020.

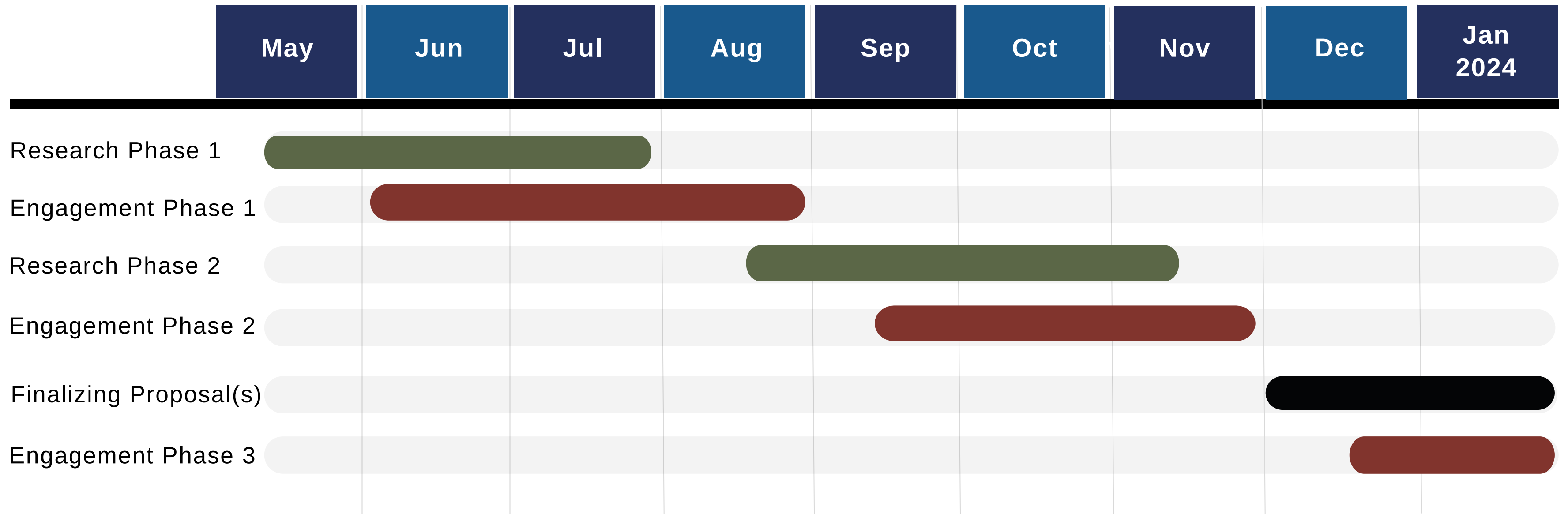
Condominium sales followed a similar pattern with a few years of lower prices followed by a steady increase in prices since 2018. In 2020 the median condo sales price was \$450,000, in 2022 the median sales price at year end was \$625,000. Condo sales prices increased by 38.9% from 2020 to 2022.



A HOUSEHOLD WOULD NEED TO EARN APPROXIMATELY \$235,000+ TO AFFORD THE MEDIAN HOME PRICE OF \$815,000



Reading's MBTA Communities 2023 Engagement & Research Timeline



A top write-in concern is school enrollment.

* 8. What would you be **concerned** about if a **3 or 4 unit multi-family building** was constructed **in your neighborhood**? Select all that apply.  0

Noise

Traffic

Parking

Lack of open space

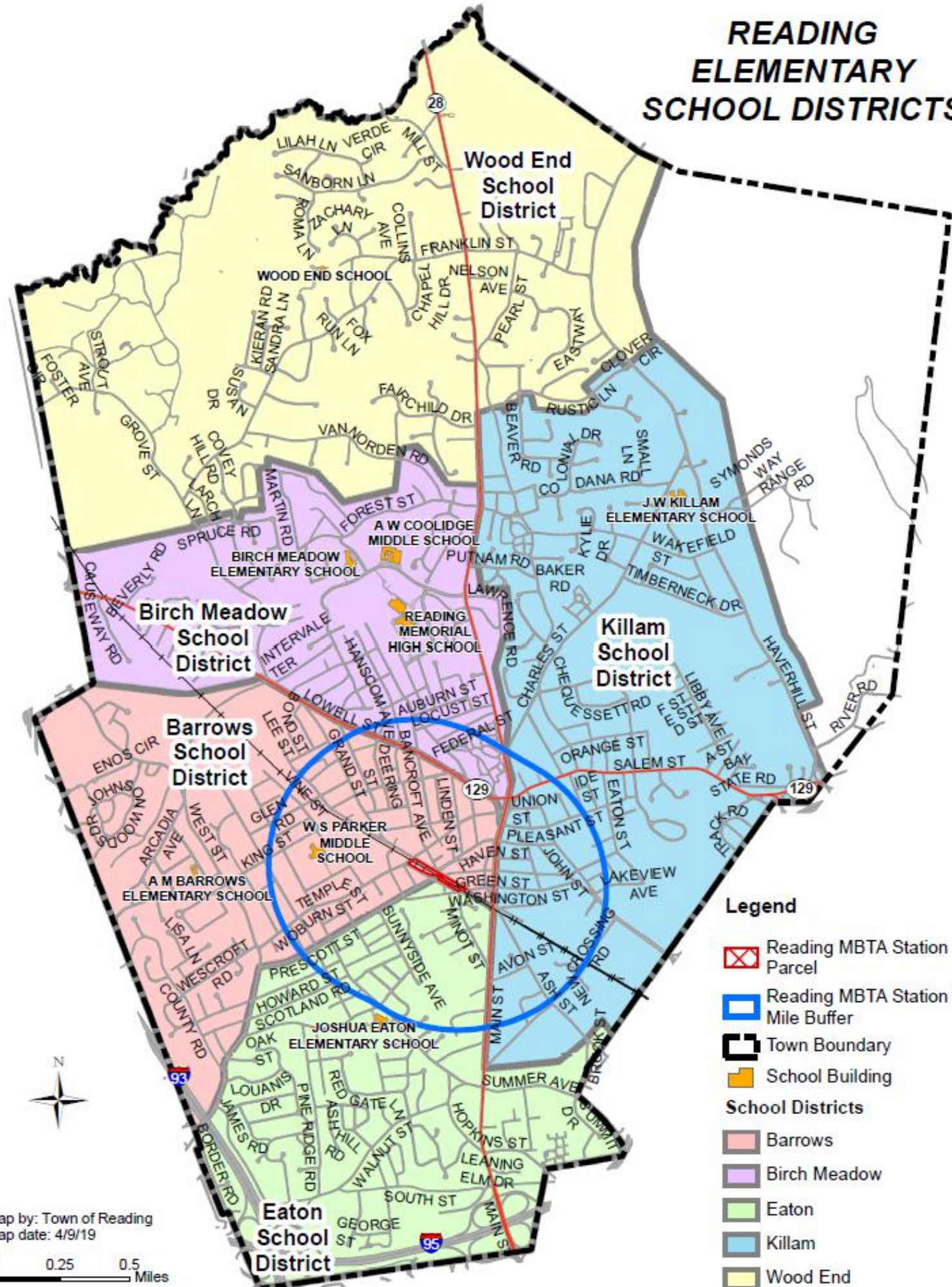
Impact on your home price

None of the above

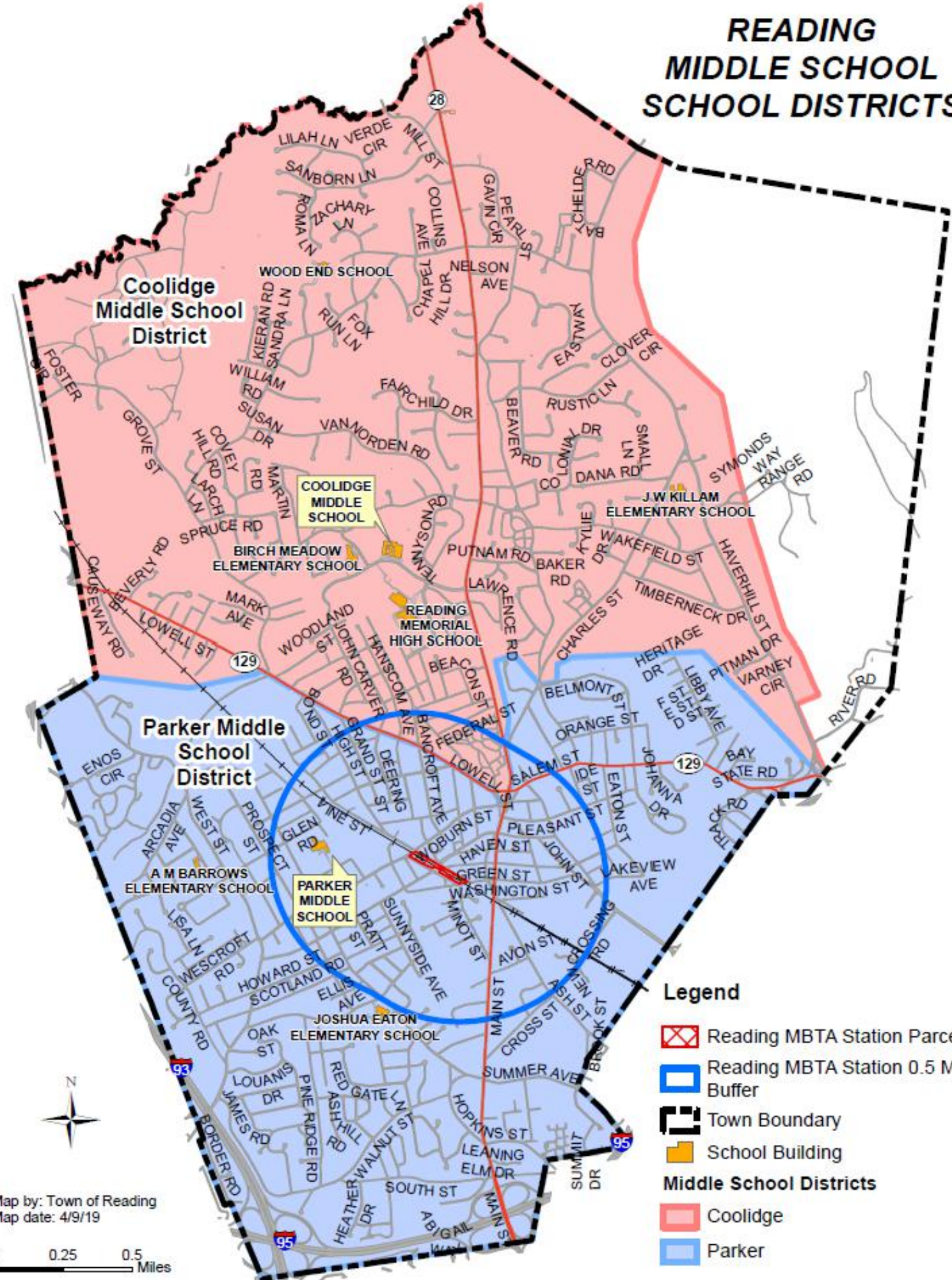
Other (please specify)



READING ELEMENTARY SCHOOL DISTRICTS



READING MIDDLE SCHOOL SCHOOL DISTRICTS



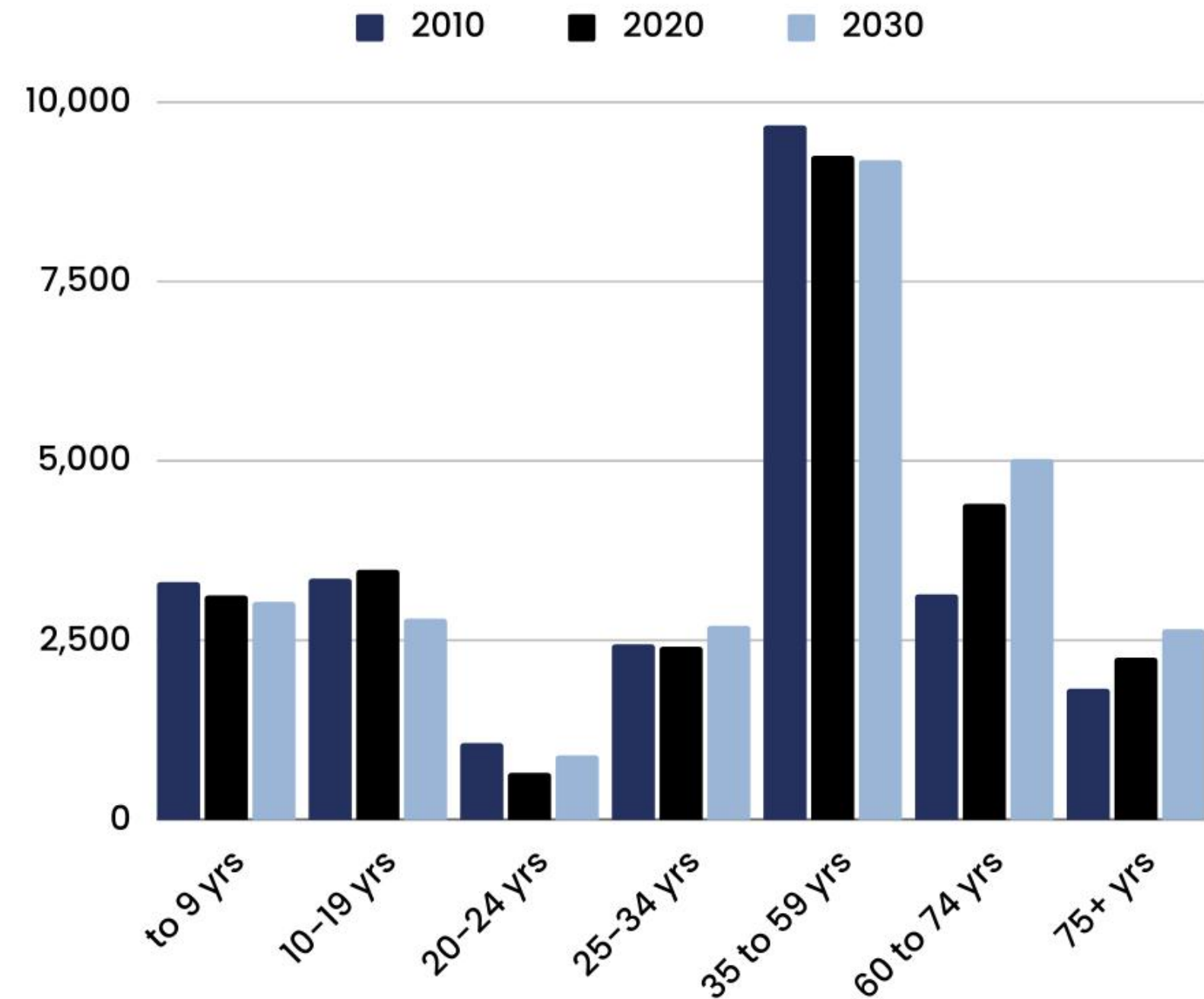


**SCHOOL ENROLLMENT NUMBERS
HAVE DECREASED 10.3% OR 435
STUDENTS FROM 2017 TO 2022**

We have school enrollment and population projection information, but we want to be on the same page about future enrollment.

The eventual ask is for a written statement from School Committee or Superintendent.

READING'S AGE COMPOSITION



Example information that may be helpful to understand:

- What projection data does the school system use?
 - Census, MAPC, other?
- Historic Enrollment Trends - total/per grade/by school
 - What are peak enrollment numbers?
- Permitting Data compared to Enrollment
 - Housing built by decade compared to enrollment over the following decade?

Utilizing:

- RPS Population and Enrollment Forecasts 2022-2032
- MAPC's Influence of Housing Production on Public School Enrollment, 2017
- Other potential local metrics

Join the
discussion



MBTAC Webpage

www.readingma.gov/mbtac



Contact Reading's Planning Staff

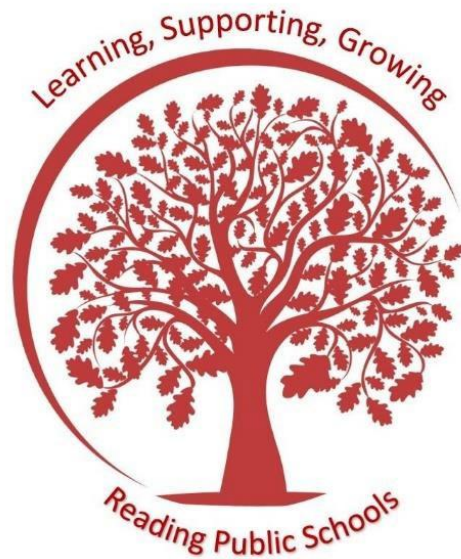
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Reading Public Schools

School Committee Meeting Packet

September 7, 2023



Personnel

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



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TO: Reading School Committee
FROM: Dr. Thomas Milaschewski, Superintendent
DATE: September 7, 2023
RE: Superintendent Goals 2023-2025

Please find a draft of the Superintendent Goals for 2023-2025 included in the packet for your review. I look forward to discussing these goals during the September 7th School Committee meeting, incorporating your feedback on the draft goals, and presenting a finalized version of the goals at the September 21st School Committee meeting for your approval.

Thank you.



READING PUBLIC SCHOOLS - SUPERINTENDENT GOALS JULY 2023 - JUNE 2025

Goal 1 (Student Learning Goal): Over the next two years, improve evidence of student learning, engagement, and achievement as follows:

- **By the end of the 2023-2024 school year, with data provided to the district in September of 2024, meet all DESE determined MCAS achievement and growth targets at school and district levels.**
- **By the end of 2024-2025, using registration data for 2025-2026, increase the planned participation rate in advanced coursework (AP and Dual-Enrollment) at RMHS by 10% for all students and 15% for each DESE identified subgroup.**
- **By the end of 2024-2025, using registration data for 2025-2026, increase enrollment in Innovation Pathways to 150 students with 80% continued engagement from students initially enrolled.**

Aligned to Initiatives 1.5, 1.6, 2.2, 2.3, 2.4, 2.5, and 4.1 in RPS District Strategic Plan, Aligned to MA Superintendent Rubric 1A, 1B, 1C, 1F, 3A, 3D, and 4A

Key Actions

1. Key actions/activities towards this goal are outlined within district strategic plan.

Benchmarks

2. Analysis of progress towards MCAS (2023-2024) and advanced coursework (2024-2025) targets

Goal 2 (District Improvement Goal): Secondary Math Pathways: Design and publish new secondary math pathways by January 1, 2024. *Aligned to Initiative 2.3 in RPS District Strategic Plan, Aligned to MA Superintendent Rubric 1E, 3A, 4A, 4E*

Key Actions

1. Launch Community Math Pathways Committee by September 15, 2023 through an initial kickoff meeting.
2. Create Committee of 15-20 members with representation from staff and community by September 20, 2023
3. Coordinate/facilitate series of Math Pathways Committee meetings during September-November
4. Identify and provide opportunities for community input/feedback throughout the process
5. Finalize and publish plan for future math pathways, based on recommendations from the Math Pathways Committee, by November 30, 2023
6. Ensure budget and staffing implications are addressed to enable implementation of pathway recommendations

Benchmarks

1. Present Math Pathways Committee recommendations and district pathways implementation plan to School Committee during November 30, 2023 meeting



2. Publish formal pathways updates to district website, RPS budget book, RMHS Program of Studies, and all secondary handbooks by January 15, 2023

Goal 3 (District Improvement Goal): Data: Develop data systems and practices to assess progress towards targets in district strategic plan and drive district/school interventions and supports. *Aligned to Initiatives 1.1, 1.2, 2.2, 2.5 in RPS District Strategic Plan, Aligned to MA Superintendent Rubric 1E, 2C*

Key Actions

1. Develop central location for storing key student-level data (academic, social-emotional, discipline, attendance, student demographics) that enables flow in from various sources and organizes data for easy access and analysis by district and school leaders
2. Facilitate bi-weekly district data team (comprised of central office leadership, directors, and coordinators) that analyzes district and school data (academic, social-emotional, discipline, attendance) and develops district and school level interventions/supports
3. Facilitate bi-weekly District Leadership Team (comprised of central office leadership, directors, coordinator, principals, team chairs) meetings that center around data analysis and action planning
3. Calibrate central office leaders on process for collaborating and progress monitoring of activities and goals outlined in action plans (data cycles)
4. Create structure for school leader/central office collaboration and progress monitoring of school-level activities and goals outlined in action plans (data cycles)
5. Begin process of developing a system to capture research and promising practice with the goal of institutionalizing district, school, and classroom level action plans, interventions, and supports

Benchmarks

1. Development of a first iteration of a central location for storing key student-level data by June 1, 2024 and refined version (based on feedback from school/district leaders) by June 1, 2025 (outcome)
2. Analysis of agendas, protocols, and resources with a focus on the connection to student learning (process)
3. Analysis of statewide student growth measures, common assessment data, student work samples, and teacher instructional practice (outcome)
4. Development first iteration of system to capture research and best practice by June 1, 2024 and an expanded version by June 1, 2025

Goal 4 (District Improvement Goal): Coaching, Developing, and Supporting Principals. **Continue implementation of a district strategy for coaching, supporting, and developing principal talent, including a clear focus on data driven improvement.** *Aligned to Initiative 2.5 in RPS District Strategic Plan, Aligned to MA Superintendent Rubric 1B, 1E, 2B, and 4D*

Key Actions



1. Implement structures that reflect best practices for coaching, supporting, and developing principals that align to Reading context.
2. Onboard school leaders with goals, rationale, and structures for district approach in coaching, supporting, and developing principal talent
3. Select focus area(s) for principal leadership (data driven improvement) and align professional development, resources, and support to that focus area.
4. Develop and facilitate bi-weekly district data team meetings to support school leader improvements, interventions, and action plans
5. Consistently monitor progress and effectiveness to drive adjustments in strategy or approach

Benchmarks

1. Analysis of agendas, protocols, and resources with a focus on the connection to student learning (process)
2. Formative feedback through ongoing principal surveys addressing impact of strategy on student learning (process)
5. Interviews with principals addressing impact of strategy on student learning (process)
6. Analysis of statewide student growth measures, common assessment data, student work samples, and teacher instructional practice (outcome)

Goal 5 (Professional Practice Goal): New Superintendent Induction Program. Develop skills in strategy development, data analysis, equity and instructional leadership by actively engaging in the third year of the New Superintendent Induction Program. *Aligned to MA Superintendent Rubric 4D*

Key Actions

1. Attend all required sessions.
2. Complete all NSIP assignments.
3. Meet with assigned coach as assigned.

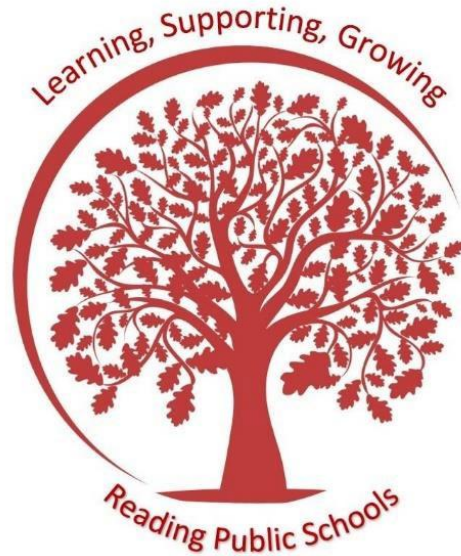
Benchmarks

1. Calendar documents attendance and contact with coach (process).
2. Verification from NSIP that superintendent actively engaged in third year of the program (process and outcome).

Reading Public Schools

School Committee Meeting Packet

September 7, 2023



New Business



Administrative Offices
82 Oakland Road
Reading, MA 01867
781 944-5800

READING SCHOOL COMMITTEE

Thomas Wise Chair
Erin Gaffen Vice-Chair

Shawn Brandt
Sarah McLaughlin
Carla Nazzaro
Charles Robinson

Thomas Milaschewski, Ed.D.
Superintendent of Schools

TO: Reading School Committee
FROM: Thomas Wise, Reading School Committee Chair
DATE: September 5, 2023
TOPIC: Meeting Management and Presentation Protocol Discussion

At the end of the last school year, Shawn Brandt and Sarah McLaughlin asked for a meeting agenda item to discuss meeting management and presentation protocols. When we get to this section of the meeting, I will turn over the meeting to them to outline their ideas and proposals for further discussion with the entire Committee. Some of the items I have heard from them include:

- Packet materials being ready and available for the committee and the public at least 48 hours prior to the meeting.
- Presenters are given a time limit for presentations to allow sufficient time for questions and engagement by the committee.
- Presenters are advised to summarize the key points rather than read every point in a presentation.
- Liaison and Subcommittee reports to be written up and submitted as part of the packet.

We can discuss these and other ideas to continuously improve our meetings while also ensuring sufficient participation and dissemination of information for ourselves and the community during the meeting.

Thank you.