

**Reading Public Schools**  
**School Committee Meeting Packet**  
**August 22, 2024**



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: 2024-08-22

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 (07-11-2024) 2. Music Drives Us Donation 3. Reusable Ice Pack Donation 4. Request to Surplus – Central Office 5. Request to Surplus – Parker 6. Request to Surplus – Coolidge 7. Request to Surplus – Killam 8. RMHS Football Field Trip Request  Accounts Payable Warrant Reports 1. 06-30-2024 2. 07-18-2024 3. 07-25-2024 4. 08-01-2024 5. 08-08-2024 6. 08-15-2024  Payroll Warrant Reports 1. 07-19-2024  Reports 1. Superintendent 2. Liaison/Sub-Committee
7:15 p.m.	C.	New Business 1. RMHS Student Handbook Review & Approval (A) 2. District-Wide Student Handbook Review & Approval (A)

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

		3. New Leadership Introductions a. Parker Interim Principal – Jill Story b. Parker Interim Assistant Principal – Beth Simpson c. RISE Interim Director – Alanna Shone d. RPS Doctoral Resident – Barbara Best
8:15 p.m.	D.	Old Business 1. Review of Superintendents Goals
8:35 p.m.	E.	New Business 4. Beginning of 2024-2025 School Year Updates a. Middle School METCO Coordinator
	F.	Information / Correspondence 1. "Re: Cell Phone Pouch – Use in Schools" – Bryan LeDuc
8:45 p.m.		Adjourn

Join Zoom Meeting

<https://readingpsma.zoom.us/j/82752760824>

Meeting ID: 827 5276 0824

Find your local number: <https://readingpsma.zoom.us/u/kevtzi5din>

# Reading Public Schools

## School Committee Meeting Packet

August 22, 2024



## Consent Agenda



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

### School Committee

Date: 2024-07-11

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

#### Attendees: **Members - Present:**

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

#### **Members - Not Present:**

Charles Robinson

#### **Others Present:**

Superintendent Dr. Thomas Milaschewski

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

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### Topics of Discussion:

**A. Call to Order** – Mr. Wise called the meeting to order at 7:00 p.m. to review the agenda.

**B. Public Comment** – None

#### **Consent Agenda**

1. Minutes (06-20-2024)
2. Parker Science AWOD and Environmental Clubs donation

#### **Accounts Payable Warrant Reports**

1. 06-20-2024
2. 06-27-2024
3. 07-01-2024

#### **Payroll Warrant Reports**

1. 04-12-2024
2. 04-26-2024
3. 05-10-2024
4. 06-21-2024
5. 07-05-2024

***Mrs. Gaffen motioned to approve the consent agenda***, seconded by Mr. Brandt. The vote passed 5-0.

## Reports

1. Superintendent – Dr. Milaschewski announced that we have named Dr. Jill Story as the interim principal of Parker Middle School. Dr. Story has previously served as the assistant principal of Parker Middle School. While we posted for both permanent and interim principal roles, we were comfortable moving forward with an interim principal. We are now undergoing the search for an interim assistant principal. The permanent role will be posted next year, with a more favorable timeline, likely in January 2025. Dr. Milaschewski also thanked the search committee for their time during this process.
2. Liaison/Sub-Committee
  - a. Mrs. Nazzaro – The next Killam School Building Committee community meeting will take place on Monday, July 15th, at the Reading Library. We have narrowed down our preferred options and will provide an update on the design choices, as well as a presentation on consolidating the RISE program under one roof at Killam.
  - b. Mr. Brandt – The Finance Committee reviewed their draft calendar at the end of June, and the financial forums are tentatively scheduled for September 18th and October 30th.
  - c. Ms. McLaughlin – No report
  - d. Mrs. Gaffen – No report
  - e. Mr. Wise – No report

## C. Personnel

### 1. Vote on Appointment of Superintendent to Collaborative Boards

#### a. SEEM Collaborative

*Mrs. Gaffen motioned to appoint the superintendent to the SEEM Collaborative,* seconded by Mr. Brandt. The vote passed 5-0.

#### b. Northshore Education Consortium

*Mrs. Gaffen motioned to appoint the superintendent to the Northshore Education Consortium,* seconded by Mrs. Nazzaro. The vote passed 5-0.

### 2. Review and Adjust Liaison and Subcommittee Appointments including Vote on School Committee Recommendation for School Committee Membership on the Killam School Building Committee

Ms. McLaughlin is stepping down from the Killam School Building Committee, and we propose nominating Mr. Brandt for this position. Additionally, Erin Gaffen has a conflict with the Reading Coalition for Prevention and Support and Partners and Allies for Inclusive Reading, as both meetings occur on the same day and time. We are looking for a member to take on one of these committees.

*In alignment with the town bylaws, Mr. Wise motioned for the School Committee to recommend to the Permanent Building Committee the appointment of Mr. Brandt to the Killam School Building Committee.* seconded by Mrs. Gaffen. An amendment was made to include that Ms. McLaughlin would step down from the committee due to a work conflict. The vote passed 5-0.

After discussion, it was decided that Ms. McLaughlin would be appointed to the Reading Coalition for Prevention and Support, replacing Mrs. Gaffen.

### **3. Review & Discuss School Committee Meeting Calendar for SY24-25**

Mr. Wise reviewed the SY24-25 calendar. A meeting was tentatively scheduled for August 8th to approve the handbooks. However, since the handbooks will not be ready until the August 22nd meeting, the August 8th meeting will be canceled.

The committee also discussed focus areas for the upcoming year and how the calendar aligns with these priorities.

Dr. Milaschewski highlighted the importance of scheduling the Boston meeting, and Mr. Wise suggested that planning this meeting as early as possible would be beneficial. The committee considered March 27th as a possible date for the Boston meeting.

Additionally, the committee agreed to hold their September meetings on the 12th and 23rd. They also reviewed dates for the end of the school year, agreeing on May 12th, May 22nd, June 5th, and June 12th.

## **D. Old Business**

### **1. Review Appointments for Athletics Facility Naming Advisory Committee and Discuss Next Steps**

Mr. Wise reviewed the members of the Athletics Facilities Naming Advisory Committee. After receiving information yesterday, Nick Face and Julie Centrella will volunteer to fill the roles of Local Business Leader and Local Community Member. Mr. Robinson will proceed with organizing the first meeting.

### **2. Annual School Committee Reorganization Continued – Vice Chair**

*Mrs. Nazzaro nominated Mrs. Gaffen for School Committee Vice Chair*, seconded by Mr. Brandt. Mrs. Gaffen accepted the nomination. The vote passed 5-0.

<https://www.youtube.com/watch?v=qo6jjP5Qf88>

**Meeting Adjourned from regular session at approximately 7:33pm.**

# 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: August 20, 2024  
RE: Vote to Accept Music Drives Us Donation

Please vote to accept a donation from Music Drives Us in the amount of \$2,500. The purpose of this donation is to support the arts at Coolidge and Parker.

Thank you.

# Memo

## Coolidge Middle School

**To:** Reading School Committee  
**From:** Sarah Marchant  
**Date:** July 16, 2024  
**Re: Music Drives Us Donation**

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Dear Reading School Committee,

On June 21, Coolidge chorus teacher Lisa Wistrom and I had the pleasure of attending the Reading Zip Trip event. As part of this special event that celebrated so many wonderful aspects of our Reading community, we were interviewed by Gene Lavanchy of Fox News, where we utilized the opportunity to highlight the importance of the arts in Reading, and to showcase the Coolidge chorus groups. We were also granted a \$2,500 check from Music Drives Us, to be utilized for the purposes of supporting the arts. I am writing to request acceptance of this gift into our gift account, which we will utilize to support the performing arts at Coolidge and Parker.

Thank you for your consideration,  
Sarah Marchant

# Reading Public Schools

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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: August 20, 2024  
RE: Vote to Accept Reusable Ice Pack Donation

Please vote to accept a donation of 200 new reusable ice packs from Karen Serevitch for use by school nurses to administer health care to students in all school buildings.

Thank you.

Karen Serevitch  
7 Indiana Ave  
Reading, MA 01867

August 8, 2024

Reading School Committee  
82 Oakland Road  
Reading, MA 01867

Reading School Committee, Mr. Pinto and Mrs. Giuliana,

Please accept a donation of 200 new reusable ice packs for use by school nurses to administer health care to students in all school buildings.

Thank you,

A handwritten signature in black ink, appearing to be 'KS' followed by a long horizontal flourish.

Karen Serevitch

# Reading Public Schools

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

TO: Reading School Committee  
FROM: Francina Greene  
Derek Pinto, Director of Finance and Operations  
DATE: July 29, 2024  
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:

CENTRAL OFFICE			
Item	Number	Age	Reason
REDCAT Hearing System (White)	15	10 years old	Old & not working
REDCAT Hearing System (Black)	5	10 years old	Broken
REDMIKES sharemikes, flexmikes & Activate station	10	10 years old	Broken
Hearing SPEAKER on stand	1	10 years	Broken
REDCAT AUDIO speaker	7	10 years	Broken

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.

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

TO: Reading School Committee  
FROM: Jill Story  
Derek Pinto, Director of Finance and Operations  
DATE: June 20, 2024  
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:

<b>W.S. Parker Middle School</b>			
<b>Item</b>	<b>Number</b>	<b>Age</b>	<b>Reason</b>
Silver Spin bike	1	10+	Missing pedal
Desk on wheels	1	10+	Not being used, old
Rack with weighted bars (21)	1	10+	Old, not used
gray plastic "steps"	4	10+	Not being used
Heavy punching bag, speed bag and rack	1	10+	old
Computer tables	5	?	Not being used, old
Divider	1	?	broken
Flag stand	1	?	broken
Tables	12	?	broken
Chairs	3	?	broken
Student desks with attached chair	50	?	Old, unused
Lucy Calkins Units of Study, Gr 6 & 5	4 units		Not used anymore
Fountas and Pinnell Benchmarking kit	1		Not used anymore
Prentice Hall Teacher binders and teacher's edition book	3		Not used anymore

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.

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

TO: Reading School Committee  
FROM: Sarah Marchant, Coolidge Principal  
Derek Pinto, Director of Finance and Operations  
DATE: August 20, 2024  
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:

Book Title	Author	Publisher	Copyright	Number of Copies	Current Location	ISBN
Staying Fat for Sarah Burns	Chris Crutcher	Harper Collins	1993	35	A103	978-0-06-009489-8
Marika	Andrea Cheng	Scholastic	2002	6	A103	0-439-55696-1
The Misfits	James Howe	Atheneum	2001	17	A103	978-0-689-83956-6
Crispin: The Cross of Lead	Avi	Hyperion	2002	21	A103	0-7868-2647-9
Warriors Don't Cry	Melba Pattillo Beals	Simon Pulse	1995	35	A103	978-1-4169-4882-7
The Adventures of Tom Sawyer	Mark Twain	Perfection Learning	1979	72	A103	0-8124-1682-1
Greatbooks Rountable: Level 3	Various	Greatbooks Foundation	2010	44	A103	978-1-933147-55-0
Greatbooks Rountable: Level 2	Various	Greatbooks Foundation	2010	50	A103	978-1-933147-54-3
A Break With Charity	Ann Rinaldi	Gulliver Books	1992	48	A103	0-15-204682-8
Watership Down	Richard Adams	Avon	1972	13	A103	0-380-00293-0
Fahrenheit 451	Ray Bradbury	Ballantine Books	1950	8	A103	0-345-34296-8
Merriam Webster High	Various	Holt Rinehart and Winston	1996	7	A103	0-03-096484-9

School Dictionary						
Merriam Webster School Dictionary	Various	Merriam-Webster	2004	6	A103	978-0-87779-580-3
The American Heritage Dictionary	Various	American Heritage	1990	12	A103	0-8124-1504-3
Roget's Thesaurus	Various	Houghton Mifflin	1995	3	A103	0-425-0-9974-1
The Young Man and the Sea	Rodman Philbrick	Scholastic	2004	7	A103	0-439-36830-8
Hatchet	Gary Paulsen	Puffin Books	1987	35	A103	0-14-032724-x
Brian's Winter	Gary Paulsen	Scholastic	1996	80	A103	0-439-65031-3
Shane	Jack Schaefer	Bantam	1949	67	A103	0553-24076-5
DriftHouse	Dale Peck	Bloomsbury Children's	2005	24	A103	978-1-5990-005-6
Black Duck	Janet Taylor Lisle	Puffin Books	2006	26	A103	978-0-14-24092-2
Greatbooks Roundtable: Level 1	Various	Greatbooks Foundation	2010	99	A103	978-1-933147-53-6
Tracker	Gary Paulsen	Scholastic	1984	6	A103	978-1-338-34924-5
Tom Sawyer	Mark Twain	Globe Book Company	1992	10	A103	0-8359-0212-9
The Cay	Theodore Taylor	Avon	1969	10	A103	0-8124-1529-9
Great Expectations	Charles Dickens	Globe Fearon	1992	6	A103	0-8359-0258-7
Write Source 2000-A Guide to Writing		Great Source Education	1999	29	A103	0-669-46773-1
Prentice Hall Science: Sound and Light		Prentice Hall, A Division of Simon and Schuster	1993	70		0-13-981143-5

Prentice Hall Science: Electricity and Magnetism		Prentice Hall, A Division of Simon and Schuster	1993	54		0-13- 981044-7
Prentice Hall Science: The Nature of Science		Prentice Hall, A Division of Simon and Schuster	First Edition 1993, Second Edition 1994	33		0-13-400409- 4
Prentice Hall Science: Matter Building Blocks of the Universe		Prentice Hall, A Division of Simon and Schuster	1993	22		0-13-981036- 6
Physical Science Daybook		Great Source Education Group, A Division of Houghton Mifflin Company	2003	29		0-669-49249- 3
Digits (Homework Helper vol. 2) Grade 8		Pearson Education, Inc.	2014	50		978-0-13- 327634-3
Digits (Homework Helper vol. 2) Accelerated Grade 7		Pearson Education, Inc.	2014	2		978-0-13- 327632-9

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.

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

TO: Reading School Committee  
FROM: Lindsey Fulton at JW Kilam Elementary  
Derek Pinto, Director of Finance and Operations  
DATE: July 16, 2024  
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:

JW Killam Elementary School			
Item	Number	Age	Reason
Desks	25		

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.

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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: August 20, 2024  
RE: Vote to Approve RMHS Football Field Trip Request

Please vote to approve an out of state field trip request to Cumberland High School, RI for the RMHS freshman and junior varsity football teams. This trip will take place on September 28<sup>th</sup>.

Please find attached the field trip approval form.

Thank you.

# Reading Public Schools



## Field Trip Approval Form

Trip Coordinator:	Tom Zaya
School:	RMHS
Grade(s) Attending:	9-11
Destination:	Cumberland High School, RI
Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i>	Fresh Football Game JV Football Game
Educational Purpose of Trip:	Football Game
Date(s) of Trip:	Sept 28, 2024
Time of Departure:	~ 6:30 AM + 9:30 AM
Time of Return:	After Game; Game 9+11 AM
Cost of Trip:	Ø
Will there be fundraising? If yes, please attach a fundraising plan.	No
No. of students attending:	~ 30 ; ~ 30 (60 Total)
No. of teachers attending:	~ 6
No. of other adults attending:	None
No. of Nurses attending:	None
If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip?	N/A
Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip?	N/A
Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i>	School Bus
Name of Company(ies) providing Transportation:	North Suburban
Name of Educational Travel Organization conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000):	N/A
Food will be provided by (if applicable):	N/A
Will there be students participating in the trips who have food allergies? If so, I have verified that the food vendor(s) will be able to accommodate all of our	N/A

students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.	
If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.	No
Please describe the educational alternative for those students who will not be attending the trip.	N/A
Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?	N/A
Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?	N/A
Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?	N/A
If you are in a location that does not have cell service, what is the plan for contacting emergency services?	There is cell service
Please describe the process that will be used to determine student eligibility for the trip.	part of Team

**NOTE for Trip Coordinators: You are responsible for having the final list of students attending the field trip reviewed by the School Principal/designee and School nurse at least 1 week before local field trips or out-of-state field trips that are contiguous to Massachusetts, one month before for non-contiguous out of state field trips and 6 months before out of the country field trips and/or before students begin paying for out of country field trips.**

**Do work together with the Teacher/s if students will be missing classes and have a plan for completing the required work.**

### Checklist for Day trips

Please attach the following to this document:

✓	a. A detailed itinerary of the trip	6:30 am x 9:30 am - 2 groups To RI, game & after the game returning to school
N/A	b. A copy of any contract associated with the field trip	
N/A	c. A list of all adults who will be chaperoning the field trip	
N/A	d. Fundraising plan (if applicable)	

***Fill out this section if the Field Trip is an overnight trip.***

***Mark if N/A.***

Is the bus driver getting sufficient rest in accordance with federal regulations and common sense?	
Departure Information (location and carrier):	
Return Trip Information (location and carrier):	
Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging*	
Address and Phone No. of Lodging (if applicable):	
Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?	

**Checklist for Overnight trips**

Please attach the following to this document:

	a. A detailed itinerary of the trip
	b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c.268A, § 19</u>
	c. A copy of any contract associated with the field trip.
	d. A list of all adults who will be chaperoning the field trip.
	e. Fundraising plan (if applicable)
	f. Quotes from three travel organizations (applicable for trips costing more than \$10,000)

**The Following Section is for Out of Country Field Trips Only**

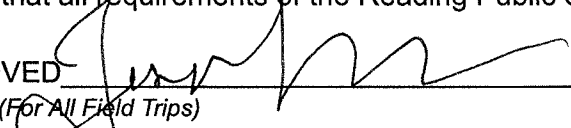
**Mark if N/A.**

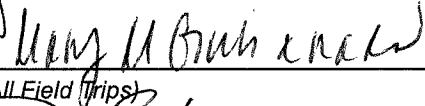
<p>Are there any current travel warnings or advisories issued by the State Department? Please go to <a href="http://www.cdc.gov">www.cdc.gov</a> or <a href="http://www.travel.state.gov">www.travel.state.gov</a>. If YES, please explain:</p>	
<p>Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?</p>	
<p><b>Note:</b>  <i>Copies of all students' passports shall be maintained by the Trip Coordinator.</i>  <i>At least one staff member accompanying the students must have a phone number with an international service.</i>                  Name of Staff member and Telephone Number:</p>	

=====


**To be completed by Reading Public School Administration:**

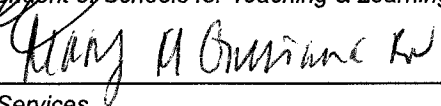
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

APPROVED  DATE 9/5/24  
 Principal (For All Field Trips)

APPROVED  DATE 8/7/24  
 School Nurse (For All Field Trips)

APPROVED  DATE 8/14/2024  
 Assistant Superintendent of Schools for Student Services

APPROVED  DATE 8/14/2024  
 Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 8/7/24  
 Director of Health Services

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

=====

School Committee Approval \_\_\_\_\_ DATE \_\_\_\_\_  
 (For Overnight, Out of State, and International Field Trips)

# Reading Public Schools

## School Committee Meeting Packet

**August 22, 2024**



New Business

# 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: Jessica Callanan, RMHS Principal  
DATE: August 20, 2024  
RE: RMHS Student Handbook

The following changes and / or updates to the RMHS Student Handbook were voted on and approved by the RMHS School Council in June 2024. Attached is a copy of the updated handbook and below is a list of significant changes to the content of the handbook.

- Change all dates from 2023-24 to 2024-25
- General formatting and grammatical corrections and updates
- Update names and contact information where needed
- Update calendar from 2023-24 to 2024-25 and updated all hotlinks
- Update new schedule on page 13 to reflect day 1-5 rotation in place for 2024-25
- Updated promotion requirement chart on page 13
- Graduation requirements wording and chart updated on page 14
- Added wording to align this section of the handbook with the RMHS Program of Studies to include the following (not new information, reworded to align with PoG). Changed credits per year from 23-25 to 24:
  - *Students must earn a minimum of 90 credits and pass all required courses to earn a Reading Memorial High School diploma.*
  - *Full year courses offer 4 credits. Semester courses run for a half year, or 2 quarters, and earn 2 credits.*
  - *Each semester students will be enrolled in courses 6 out of 7 periods in the cycle, unless otherwise approved by the principal or their designee.*
  - *All students must also pass MCAS tests in English Language Arts, Mathematics, and Science to graduate.*
  - *All students must carry at least 24 credits and **EARN A MINIMUM OF 19 CREDITS IN THEIR SENIOR YEAR IN ORDER TO GRADUATE.***
- Updated graduation requirements change on page 14 to be more user friendly.
- Page 15 - Course Selection Process - Eliminated wording reference course selection sheets and added that this takes place through the student portal. Added a sentence about override process.
- Page 15 - Course Changes - Dropped sentences that stated that, "schedule changes should be made by the counselor in the first week of each semester." Updated the process by which a schedule change requests are made by students, parents / caregivers, teacher, staff or administrator.
- Page 16 - Changed the withdraw or W appearing on a student's transcript from the third week to the first 4-weeks of the course. This is more specific for semester courses and gives students a month before the W shows on a transcript.
- Page 19 - Added DE or Dual Enrollment to the Weighted GPA explanation chart and a caveat for DE marked by an asterisk at the bottom of the chart.
- Page 19 - Added explanation about weighted electives (Dual Enrollment / Honors) that factor into GPA.

- Page 20 - Added “college visits (including accepted student’s day)” to list of senior exam exemptions.
- Page 21 - Deleted caveat about changing of National Honor Society qualifications being under review. Review took place and there are no changes other than:
  - Students must now devote a minimum of 40 hours during their time in high school to community service, instead of the past year.
- Replaced “Century Club” with Academic Honors on page 22. Added Principal’s List in lieu of the Century Club.
- Page 27 - Added “Math Lab” to list of Student Supports.
- Page 36 - Changed “Locker” section to read that students can be issued a lock for their assigned lockers from the Main Office, but are not required to take one.
- Page 80 - Updated Activity Fees to reflect 2024-25

# **Student Handbook 2024-25**



## **Reading Memorial High School**

62 Oakland Road

Reading, Massachusetts 01867

Phone: (781) 944-8200

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Ms. Jessica B. Callanan, Principal

<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*

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, we 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

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## 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 their 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 <https://www.reading.k12.ma.us/en-US/rps-handbook-2f754fb1> for additional information, and rights and responsibilities of all Reading Public Schools students.

## **I. RMHS Core Values and Beliefs**

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 encompassing 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.

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. RPS Website Including Calendar for 2024-25

<https://www.reading.k12.ma.us/en-US>

### Reading Public Schools | 2024-2025 CALENDAR

<p><b>AUGUST '24</b></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>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>V</td><td>31</td></tr> </table>	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	V	31	<p>19-23 New Staff Induction                  26-27 Teacher In-Service: No School                  28 First day of School (1-12)                  28-29 Pre-K &amp; K Orientation                  30 No School</p> <p>Teacher Days: 4      Student Days: 2</p>	<p><b>JANUARY '25</b></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>H</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>H</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				H	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	H	21	22	23	24	25	26	27	28	29	30	31		<p>1 New Year's Day: No School                  2 School Resumes                  10 MS &amp; HS Early Dismissal                  20 M.L.K. Day: No School</p> <p>Teacher Days: 21      Student Days: 21</p>							
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<p>*Note: On 11/27/24 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>11:00 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	11:00 AM	Middle	7:50 AM	10:45 AM	High School	8:30 AM	11:15 AM	<p><b>JUNE '25</b></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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>H</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>16 Last Day of School (Early Release)* (No Snow Days)                  19 Juneteenth                  24 Last Day of School (Early Release)* (5 Snow Days)</p> <p>Teacher Days Without Snow Days: 11                  Student Days Without Snow Days: 11</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	H	20	21	22	23	24	25	26	27	28	29	30																																								
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## B. 2024-25 RMHS Bell Schedule

2 Flex per 5 days, 6-58 min Blocks					
	1	2	3	4	5
8:30-9:28 (58 min)	B	A	A	A	A
9:31-10:29 (58 min)	C	FLEX	B	B	B
10:32-11:30 (58 min)	D	D	C	C	C
11:33-12:31 (58 min)	E & Lunch	E & Lunch	E & Lunch	D & Lunch	D & Lunch
12:33-1:03 (30 min)					
11:33-12:03 (29 min)					
12:03-12:33 (30 min)					
12:34-1:03 (30 min)					
11:33-12:03 (30 min)	F	F	F	FLEX	E
12:05-1:03 (58 min)					
1:06-2:04 (58 min)	G	G	G	G	F
2:07-3:05 (58 min)					
drop	A	BC	D	EF	G

## C. Graduation and Promotion Requirements

### PROMOTION REQUIREMENTS

In order for a student to be promoted and be on target for graduation with his/her class, the following credits must be earned.

Grade 9→Grade 10	Earn at least 18 credits. Most students earn 25 credits or more by the end of grade 9.
Grade 10→Grade 11	Earn at least 40 credits. Most students earn 50 credits or more by the end of grade 10.
Grade 11→Grade 12	Earn at least 65 credits. Most students earn 75 credits or more by the end of grade 11.
Grade 12→ Graduation	Earn at least 90 credits to graduate. <b><u>ALL SENIORS MUST EARN AT LEAST 19 CREDITS DURING 12TH GRADE IN ORDER TO GRADUATE.</u></b>

## GRADUATION REQUIREMENTS

The curriculum includes a combination of required and elective courses to meet the needs and interests of all students. Instruction is provided at a variety of levels in major academic courses. Placement is based on teacher, counselor, and parent recommendations.

- Students must earn a minimum of 90 credits and pass all required courses to earn a Reading Memorial High School diploma.
- Full year courses offer 4 credits. Semester courses run for a half year, or 2 quarters, and earn 2 credits.
- Each semester students will be enrolled in courses 6 out of 7 periods in the cycle, unless otherwise approved by the principal or their designee.
- All students must also pass MCAS tests in English Language Arts, Mathematics, and Science to graduate.
- All students must carry at least 24 credits and **EARN A MINIMUM OF 19 CREDITS IN THEIR SENIOR YEAR IN ORDER TO GRADUATE.**

**Certain graduation requirements may be waived under extreme circumstances. Any exceptions require principal approval.**

English	4 years
World Languages	2 years
Mathematics	3 years (Class of 2026 and beyond 4 years)
Science	3 years
Social Studies	3 years
Business & Technology	2 semesters
Fine and Performing Arts	2 semesters
Wellness (Physical Education)	4 semesters (3 times per cycle each year)
Intro to Health	1 semester (3 times per cycle) in Grade 9 or 10
Health Issues	1 semester (3 times per cycle) in Grade 11 or 12

### D. Course Selection Process

The Program of Studies is posted on the RMHS webpage and updated every year. The Program of Studies includes a description of every course offered in the next academic year. Teacher conference with students and then make recommendations for courses for the next academic year. Students are then required to select courses, both first choice and alternatives, in their online student portal. Parent / guardian s should also review teacher recommendations and student

course selections. School counselors review all course recommendations and selections and ensure students have the required courses to progress towards graduation. This change process typically begins the weeks leading up to February recess and students receive the list of approved courses in the summer. In the event that a student does not submit a course selection sheet or transfers into RMHS after the course recommendation and selection process, a schedule of courses is devised by the student's school counselor working in cooperation with the principal or their designee.

Students wishing to override a teacher recommendation may do so by completing the override form, which is available through the student's school counselor.

## E. Course Changes

**Required Core Courses:** It is recommended that students choose courses carefully with the advice of their current teachers and counselors. Once in a course, if a student finds a course difficult, they may request to transfer to a more appropriate level of the same course. This applies to required core courses (ex. math, English, science, history, world language), not electives.

The process for requesting a course change for a core course is as follows:

### Student or parent/guardian -initiated request:

- A change request should be directed to the student's school 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 is evidence of effort.
- The department chair reviews the change request.
- The counselor makes the schedule change and informs the new teacher receiving the student of the reason for the change.
- The student must continue to attend the originally scheduled course until they are notified that the schedule change is finalized by the school counselor and, if necessary, the principal or their designee.
- The parent/guardian is informed when a schedule change is finalized.

### Teacher, school counselor, or administrator-initiated request:

- The change request is directed to the appropriate school counselor.
- The teacher or principal or their designee discusses the change request with the student and parent/guardian .
- The department chair reviews the change request.
- The school counselor makes the schedule change and informs the new teacher receiving the student of the reason for the change.

- The parent/guardian is made aware when the schedule is finalized.

Students wishing to drop a year-long course must seek permission from the principal or their designee. A “withdraw” or “W” will be recorded on the student transcript for courses dropped after the first 4-weeks of the course.

There are three exceptions to this policy. A course change may be made if:

- A course change is necessary for a grade 12 student to fulfill a graduation requirement.
- An error has been made entering a student’s course choices.

**Electives:** Students should choose elective courses, including alternates, carefully and wisely at course selection time. As some popular elective courses fill quickly, students are asked to designate alternate elective course options. Alternate electives will be chosen by school counselors for those who do not designate alternative options. Please be aware that students will be expected to fulfill the commitments made when the course selection sheet is submitted.

Students will be sent schedules which consist of the list of courses, but not the assigned teachers or periods, through the Student Information System during the summer. Once schedules are sent, if there is an error in a required core course assignment, students should submit the Schedule Change Request Form sent in the summer by the Director of School Counseling to every student. Elective change requests are honored only in extenuating circumstances. School Counselors do not work throughout the summer but do have scheduled days to review such requests prior to the start of the school year and host a day during the summer in which any unresolved schedule issues can be addressed in person. The date of this is communicated by the principal or their designee when schedules are shared.

## 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.

### 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 calculated at the end of each school year.
- 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 unweighted and are not included in the calculation of the weighted GPA. There are some

exceptions (ex. AP Art classes, Honors Accounting, Dual Enrollment Audio Production in these subject areas taught or co-taught by a RMHS faculty member).

- Course levels and corresponding weighting are as follows:

Grade	College Preparatory		Honors		AP / DE*	
	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

\* Dual Enrollment is weighted equivalent to AP when taught or co-taught by a RMHS faculty member during the traditional school day and year.

## 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 of the GPA.

## J. Grade Reporting/Report Cards

Students, parents / guardians can access student grades via their log-in to the Student Information System (SIS) at any time. Grades will be updated via student's SIS 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. Parents / guardians will be notified when report cards are published in the student portal.

## K. Mid-Year and Final Exams

- Exams are generally scheduled for 4-days at the end of each semester (in January and in June). Typically, two exams are scheduled per day, but this is not limiting.
- Semester-length courses generally have a final exam which counts for 20% of the student's grade at the end of the semester. 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.
- School support and special education services are available to students during exam days.
- Students are not required to be in school except when they have a scheduled exam.

### **Senior Exam Exemption Guidelines**

Seniors who earn an average of at least a B through the end of 4th quarter (83-86) and have had less than 6 unexcused absences 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: documented illnesses, bereavement, field trips, school-sponsored exam (ex. AP exam), college visits (including accepted student's day) or extreme personal circumstances if verified and approved by the principal or their designee.

## L. National Honor Society

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 World 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 their time in high school 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.)
- 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.

## M. Academic Honors

Students that achieve the honor and high honor roll will be recognized by the principal each term, and this recognition is also recorded on the student's report card.

Each year there are separate senior and underclass award ceremonies in which students are recognized for overall and / or subject specific academic or extracurricular achievement. Students to be recognized and their families are invited to the respective award ceremonies at the end of each academic year.

The type or number of awards and recognitions may change from year to year, especially those dependent on outside donors or universities, but every effort is made to secure as many awards and recognitions for students as possible.

Principal's List – for all four grades for every student in each grade that earned all A / A+ for the school year.

In addition, seniors will be recognized for weighted GPAs in the following ranges: cum laude 3.50–3.69, magna cum laude 3.70–3.89, and summa cum laude 3.90–4.00+. This recognition will take place at graduation and will be based on cumulative and weighted GPA from grades 9-12.

## 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. The School Counseling Department has information on approved summer school options at RMHS and other sites.

- 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 / guardians 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 My School Bucks 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 media center 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.

### **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 items listed above such as: books, locks, athletic/activity fees, equipment, etc.
- Any outstanding debts from freshmen year to senior year that have not been 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 parents/guardian s and eligible students 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 /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, school counselors, or other building professionals. Academic assistance opportunities include, but are not limited to:

- Flex Block

- After School Support from Teachers
- Math Lab
- Academic Lab
- General Peer Tutoring - contact the School Counseling Department for more information.
- National Honor Society Tutoring – contact the NHS Coordinator or School Counselor

## 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 School Counseling Department or the building principal or their 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 School Counseling Department will prepare an EPP to guide the student's progress towards greater skill attainment as required by the Department of Elementary and Secondary Education (DESE). For more information on EPPs please visit: <https://www.doe.mass.edu/assessment/epp/>.

## 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 Counseling Department or the Reading Public Schools' Director of Special Education at (781) 942-9129 or <https://www.reading.k12.ma.us/en-US/student-services-6c4af96a>.

## 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, school 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 at <https://www.reading.k12.ma.us/en-US/social-emotional-b8516ea9>.

## 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 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 school counseling 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:

- 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 school counselors in assisting individual students with program planning and program changes.

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 / Guardian s may opt out of some or all of health screenings annually by providing written notice to the RMHS Health Office.

### • 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 the principal or their designee.
  - 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.
- **Physical Examinations**
    - All athletes are required to have an annual 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/Guardian s 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 school counselor 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.

## H. Library Media Center

Library Media Center hours are typically 8:00 am – 3:30 pm, Monday – Friday. To attend the library media center 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 media center. Students are expected to be in either their study or the library media center. If students go to a directed study, they may not leave halfway through the period to go to the library media center, 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 media center at any time. Failure to comply with these policies may result in loss of access to the library media center.

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 media center prides itself on its student-friendly policies.

## I. Communication

Communication between school and home is a key ingredient to school success. The RMHS website and newsletters are primary methods for broadcasting information from the school to families. Parent/guardian (s) can keep updated regarding students' grades by checking them on the Student Information System (Plus Portals), which can be accessed through the school website <https://rmhs.reading.k12.ma.us/en-US>. Grades are updated at least three times in every quarter. Teachers may also be contacted via telephone voice message or e-mail 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 school counselor or principal or their designee.
- Responses issues can be facilitated by contacting the student's school counselor or principal or their designee.
- Teachers are only able to check messages when they are not instructing students. Please also be mindful that Reading Public School email is a public record.

## 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) 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. The SRO can be reached at [blewis@ci.reading.ma.us](mailto: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.

## **VII. Student Life**

### **A. Cafeteria and School Lunches**

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. The first breakfast and lunch for each student during the school day is free, additional meals are available for the established price. A link to district nutrition services is available here:

<https://www.schoolnutritionandfitness.com/index.php?sid=1701802399965>.

### **B. Lockers**

Every student will be assigned a locker at the start of their freshman year and / or upon enrolling at RMHS:

1. Students are advised to lock up valuable personal belongings.
2. Students are not to share lockers.
3. If a student needs a lock one can be issued by the main office.

4. If a locker needs to be searched the student owner will be asked to open the locker if secured by a lock. If the student owner can or will not open the lock then it will be cut by a school administrator or their designee.
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 lockers of may result in disciplinary consequences and/or monetary restitution.

## 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 allowed 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.
4. Permission may only be granted by the principal or their designee 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 should take care when driving to and from school and in school zones.

## **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 principal of their designee and is required to support an insurance claim using the school’s insurance policy.

## 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 School Counseling 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.

## 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 principal or their designee 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 principal or their designee. 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.

## 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 Class or Study

<b>1<sup>st</sup> Offense</b>	<b>2 administrative detentions</b>
<b>2<sup>nd</sup> Offense</b>	<b>4 administrative detentions</b>
<b>Additional Offenses</b>	<b>Additional Disciplinary Consequences and Interventions</b>

## I. Pass System

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 approved pass from

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

## 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

- Students must attend school on 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 the last school day of the week to be eligible to attend.
- Students are expected to wear the appropriate attire for the occasion.
- Consumption of alcohol or any controlled substance will not be allowed before or during the dance.
- Inappropriate language, gestures, and/or behaviors are unacceptable.
- Once a student leaves the dance, they may not return.
- Students must remain within the physical boundaries of the dance area.
- Students must adhere to any specific rules for a particular 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 principal of their designee).
- 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 E for a copy of the Permission to Attend Form.

## 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 ensure the health of the individual student.
- Student dress should ensure 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 material that covers the face, other than face coverings worn in accordance with Reading Public Schools Health policy interferes with the identification of students. Therefore, barring religious, public health, and/or medical circumstances, students are not allowed to wear face coverings while in the school building.

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:

- 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.

## O. Leaving School Grounds

Students enrolled in internship programs such as Field Seminar, Career/Community Service, or Senior Internships, or work study 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 prior permission from the main office, students are not allowed to leave the campus. Those students who leave without permission during any part of the day are subject to a disciplinary consequence.

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, s/he must have permission from the principal or their designee. Students who are found to be "out of bounds" will incur disciplinary consequences. If a student is found to be sitting in a car for any length of time, s/he may be subject to 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

### A. 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.

## B. Quick Guide for RPS Attendance Policies

Topic	Details
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<p><a href="#">Excused Absences</a></p>	<ol style="list-style-type: none"> <li>1. Illness communicated by Parent/Guardian.</li> <li>2. Medical appointment (a doctor or dentist certificate should be provided for appointments scheduled during the school day)</li> <li>3. Death in the student's family</li> <li>4. Observance of a religious holiday</li> <li>5. Court appointments</li> <li>6. College visits (gr.11/12 only) – Up to 3, any in addition must be approved by the principal or their designee.</li> <li>7. School sanctioned absences: representing the school, field trips.</li> <li>8. Extreme personal circumstances as determined by the principal of their designee.</li> </ol> <p>Parents or guardian s must contact the school main office via email or phone to report a student absent with the above listed reasons.</p>
<p><a href="#">Notification</a></p>	<p>Parents/guardian s must notify the school of an absence, tardy or dismissal by phone, email or Google form. RMHS Attendance Line: (781)-670-2819</p>
<p><a href="#">Unexcused Absences</a></p>	<p>Parents or guardian s 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"> <li>• Each time a student is absent and it has not been reported by the parent/guardian , the school's office staff must communicate with the family (ex: robocall, personal call from administrative assistant)</li> <li>• 5 absences per semester</li> <li>• 8 absences per semester</li> </ul> <p>Students who are chronically absent as outlined in the attendance policy could be subject to loss of credit or have other consequences.</p>
<p><a href="#">Truancy</a></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><a href="#">Tardies</a></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><a href="#">Dismissal</a></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>
<p><a href="#">Co-Curricular activities, Sports</a></p>	<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>
<p><a href="#">Credit Recovery</a></p>	<p>More than 8 unexcused absences in any class per semester may result in potential loss of credit for that semester only.</p>
<p><a href="#">Massachusetts Laws</a></p>	<p><a href="#">Department of Elementary and Secondary Education's attendance policy</a></p> <p>Commonwealth of Massachusetts Chapter 76 laws on attendance:  <a href="https://malegislature.gov/laws/generallaws/parti/titlexii/chapter76">https://malegislature.gov/laws/generallaws/parti/titlexii/chapter76</a></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><a href="#">DOE Guidelines</a></p>
<p><a href="#">Age of Majority</a></p>	<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>
<p><a href="#">Withdrawal</a></p>	<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>

### C. Excused Absences

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

1. Illness communicated by Parent/Guardian.
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 the principal or their 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. Students 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/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 principal or their designee 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.

Absences are considered unexcused unless they meet 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.

The last day of the school year is a tentative date based upon whether there are snow days during the school year. Students are expected to attend school to the end of the school year, including any days added as a result of snow days.

“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 the principal or their designee or when a student is deliberately late to school or leaves early without permission. This applies to students at all grade levels.

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.

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 their designee.

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

### *First Offense*

- The principal or their designee will have a conference with the student to determine the reason for the truancy.

- The principal or their designee will assign a detention.
- 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 principal or their designee who will determine the appropriate disciplinary consequence.
- The principal or their designee will notify the parent/guardian.
- 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.

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 guardian, 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 the previously outlined reasons for absences 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 an assessment may be expected to make-up this assessment on the same day if missed due to tardiness.

**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 ½ 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 half 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 may 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 call or text home to be dismissed during the day. If a student is ill they should go to the Health Office to be assessed and dismissed from there is necessary.

Parents/guardians may be asked to present a photo ID when picking up a student for dismissal.

All medical dismissals **MUST BE** processed through the Health 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 principal or their designee 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 principal of their designee.

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, 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 the principal or their designee.

Students who are dismissed or tardy/absent (arrival after 12:00) must see their principal or their designee 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.

## 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 of 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/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 - Dropout 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 the principal or designee. 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.

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.”;

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, and not attending school on a regular basis. In this context, DCF defines neglect as failure by a parent/guardian, 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 the principal or their designee 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.

- School attendance prior to age 16 is compulsory.
- When students turn 18 years old, they reach the “age of majority,” at which time they can write their own excusal 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/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, school 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.

## 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

### 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 in 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 the principal or their designee in 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 the principal or their designee in 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 the principal or their designee in 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, sex, 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 or their designee 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.

#### D. 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. Passes can be electronic (SmartPass)
- Refrain from engaging in overt public displays of affection.
- Dress appropriately (See previous Dress Code section)
- 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.
- Present RMHS school identification when asked. Keep a proper RMHS identification badge visible

## E. 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.

## F. 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 the principal or their designee 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.

### **Administrative/Office Detention (used with major infractions)**

- Office Detention is held after-school Monday through Thursday. Location is in a classroom determined by the principal or their designee.
- 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. Students who disrupt detention or who are in any way insubordinate are subject to added disciplinary consequences.
- 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.
- The principal or their designee 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.

### **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 principal or their designee. 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.
- 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 can result in additional disciplinary consequences.

### **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 the principal or their designee or frequent or more serious disciplinary issues. Students assigned an in-school suspension will report directly to the principal or their designee's office with their books and laptop. The principal or their designee 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.

### **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 schoolwork 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.

**G. 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 will be subject to additional consequences and / or interventions, depending on the infraction. At the discretion of the principal or their designee, 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:

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 the principal or their designee. (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, principal / 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.
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 principal or their designee.
18. Refusing to report to the principal or their designee 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.

### **Level 3 Infractions & Consequences—Major Infractions**

A student who commits an infraction from the list below will be subject to additional disciplinary consequences and / or interventions. The principal or their designee might also 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 principal or their designee, Saturday detention might be incorporated into the resulting discipline.

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/guardian s 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.
2. 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)
8. Student is charged with a felony offense and their continued presence would have a substantial detrimental effect on the general welfare of the school.
9. Repeated and/or extreme violations of Level 1, 2, or 3, or 4 infractions.

## H. 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.

## I. 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.

<b>All Students Affected</b>	<b>Related Consequences</b>
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).	-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
<b>Extracurricular Students Affected</b>	<b>Related Consequences</b>

<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 &amp; RMHS</p> <p>2nd NICOTINE OFFENSE - Referral to Primary Care Provider and completion of recommendations, operated by The Coalition &amp; 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 &amp; RMHS</p>
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**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.

All Students Affected	Related Consequences
<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"> <li>• 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</li> <li>• 2nd or higher offense- follow referral process for outside services, operated by The Coalition</li> </ul>

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 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"> <li>● Loss of competitive play/activity, student remains on team/club. Length of time varies by type of offense starting at 25% of season.</li> <li>● Student may lose leadership roles/captaincy.</li> </ul> <p>1st OFFENSE</p> <ul style="list-style-type: none"> <li>● Referral to Chemical Health Education Program, operated by The Coalition &amp; RMHS</li> </ul> <p>2nd OFFENSE</p> <ul style="list-style-type: none"> <li>● Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by The Coalition</li> </ul> <p>3rd OFFENSE OR MORE</p> <ul style="list-style-type: none"> <li>● Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by The Coalition</li> </ul>

**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
Disciplinary consequences	Progressive / Additional disciplinary consequences	Progressive / Additional disciplinary consequences	Progressive / Additional disciplinary consequences
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

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 after-school 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

## **J. 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 the principal or their designee 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 school counselor
4. The student should meet with their school counselor.
5. If the student has applied for entry in the National Honor Society, NHS advisors will be notified of the infraction.
6. The principal or their designee reserves the right to impose disciplinary measures.

Second Offense:

1. The teacher will notify the principal or their designee.
2. The student will receive a score of zero on the assignment.
3. The teacher will notify the student's parent or guardian and school counselor
4. The student will meet with their school counselor.
5. The principal or their designee will document the incident in the student's discipline file.
6. If the student has applied for entry into the National Honor Society, NHS advisors will be notified of the infraction.
7. The principal or their designee will impose disciplinary measures.

Subsequent Offenses: All of the above with second offense and disciplinary measures consistent with progressive discipline at the discretion of the principal or their designee.

## 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. 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 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.

## L. 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.

## M. 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.

## 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/guardian s, 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/guardian s 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 media center research exercises.

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	\$340.00 per athlete per sport \$800.00 cap per athlete per year \$1000.00 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	\$210.00 per activity \$485.00 cap per student per year  \$760.00 cap per family per year	Two seasons: Fall & Winter
Drama	\$160.00 per student per season \$80.00 per student for crew per season \$385.00 cap per student per year  \$560.00 cap per family per year	Three seasons: Fall, Winter and Springf

### 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 principal or their designee.
- Students who are dismissed or tardy/absent on the day of the game must see the principal or their designee prior to dismissal or upon arrival for his decision on participation. Failure to do so will result in the student being unable to participate.
- Students who are on out-of-school suspension cannot practice or participate in competition on the days they are suspended.

## **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.
- 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.

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 [Policy J Students JA-JRD](#) 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](#).

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](#).

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](mailto: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, 8<sup>th</sup> 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.

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 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 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, § 370. In addition to the requirements of M.G.L. c. 71, § 370, 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 guardian s; 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 guardian s.

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 guardian s.

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 Guardian s, and Others - The school or district expects students, parents or guardian s, 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 guardian s, 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 guardian s 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 guardian s 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 Guardian s 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>.

## G. 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 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 (11<sup>th</sup>) 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/guardian s 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/guardian s 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 principal or their designee.
- 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.

### **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.

## O. 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.

## P. 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.

### **XIII. 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 School Counselor

(if form is completed by counselor)

## 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 disciplinary consequences in accordance with the Student Handbook.

RULES	CONSEQUENCES
Students must attend school on 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 principal or their designee 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 others.	Removal from dance & exclusion from next 3 dances
Entrance to dance will be closed one-half house 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 principal or their designee for non-students to attend.	Removal of both non-RMHS student and RMHS host from dance.

<p>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:</p> <ul style="list-style-type: none"> <li>· Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks</li> <li>· Upon entrance a breathalyzer test is administered to detect the use of alcohol (Breathalyzers shall be administered by school administrators.)</li> <li>· Upon entrance confiscation of water bottles or other beverage containers</li> <li>· A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones.</li> <li>· 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</li> </ul>	<ul style="list-style-type: none"> <li>-Parent notification &amp; removal from dance</li> <li>-Exclusion from next 3 dances with carryover to next year -</li> <li>-Suspension from sports and extra-curricular activities in accordance with MIAA guidelines articulated in Student Handbook</li> <li>-Suspension will apply to current or next season of participation</li> <li>-Loss of leadership roles in school activities and teams.</li> <li>**Police may be notified</li> </ul>
<p>the influence of alcohol at school or at school sponsored events whether on or off school property.</p> <ul style="list-style-type: none"> <li>· Results of a breathalyzer test will be used as one component for determination of school based disciplinary consequences.</li> </ul>	

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 principal or their designee.

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.]

Principal or Designee

Printed Name: \_\_\_\_\_ School/Employer Title: \_\_\_\_\_ Principal  
or Designee

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 principal or their designee reserves the right to approve all guest applicants.

RMHS Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Not Approved

# Appendix F

## READING MEMORIAL HIGH SCHOOL ATHLETIC PERMISSION FORM

Athlete's Name \_\_\_\_\_ Grade \_\_\_\_\_

Sport \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Family Doctor / Pediatrician (Name / Phone Number) \_\_\_\_\_

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](http://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 \_\_\_\_\_

Activity \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Family Doctor / Pediatrician (Name / Phone Number) \_\_\_\_\_

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 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 LIABILTY 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](http://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 Athletic Director, Principal or their designee, or official designated by the school, *prior* to the start of each season a student' plans to participate in an extracurricular athletic activity.

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 principal or their designee.
- I understand that I must follow all established Internet Safety Guidelines as outlined in the RPS AUP and Internet Safety Agreement for Students.

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 an alcohol, tobacco/nicotine, and 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 for Prevention and Support and actively participates in prevention efforts impacting the school system and the broader community. The purpose of this policy and related policies is:

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

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 or marijuana-based products; illegal steroids (i.e., anabolic steroids for athletic performance); or any controlled substance. The School Committee prohibits the use, possession, distribution, or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event. Students who violate this policy may be subjected to disciplinary action, including long-term suspension or expulsion. This policy is in effect year-round.

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.

Students will not be penalized for seeking assistance for substance abuse for themselves or another through Reading Public Schools. Nothing in this provision shall prevent disciplinary action against a student for violations of the prohibition or alcohol, tobacco/nicotine, and drug use.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education (DESE) to screen students for substance use disorders. The tool shall be administered by trained staff on an annual basis at two grades in grades 6-12, as determined by the Superintendent.

Parents/guardians in grades designated for substance use disorder screening shall be notified prior to screening. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

Any statement, response or disclosure made by a student during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response, or disclosure to any other person without the prior written consent of the student, parent/guardian, except in cases of immediate medical emergency or a disclosure is otherwise required by state law. Such consent shall be documented on a form approved by the Department of Public Health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the student. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians 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 Accepted by the Reading School Committee on July 27, 2016. Revised and

Accepted by the Reading School Committee on August 30, 2018. Revised and

Accepted by the Reading School Committee on May 9, 2022.

SOURCE: MASC February 2019

LEGAL REF.: M.G.L. 71:2A; 71:96; 71:97; 272:40A

CROSS REF.: ADC, Tobacco Prohibition  
GBEC, Drug Free Workplace Policy  
GBED, Tobacco Use on School Property by Staff Members  
IHAMB, Teaching About Drugs, Alcohol, and Tobacco JLCD,  
Administering Medication to Students

## APPENDIX K

File: JICH-R

### Reading Public Schools Chemical Health Procedures for 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 procedures and these policies or the RMHS Student Handbook, these procedures shall govern.

#### ALCOHOL AND OTHER DRUGS

The School Committee strictly prohibits the use, possession, distribution or consumption of alcohol/drugs on school grounds, at any school function, or at any school sponsored event. Drugs shall include without limitation:

- Any tobacco/nicotine product including delivery devices/nicotine (nicotine found in cigarettes, cigars, bidis, e-cigarettes, vape pens and smokeless tobacco)
- Alcohol (ethyl alcohol found in liquor, beer, wine)
- Cannabinoids (marijuana, hashish) and synthetic marijuana products
- Opioids (heroin, opium)
- Stimulants (cocaine, amphetamine, methamphetamine)
- Club Drugs (Ecstasy, GHB, Rohypnol®)
- Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping))
- Hallucinogens (LSD, mescaline, psilocybin (mushrooms))
- Other compounds (anabolic steroids, bath salts)
- Inhalants
- Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers)
- Other performance enhancing stimulants
- Other performance enhancing supplements
- Any controlled substance as defined in M.G.L. 94C.
- Non-alcohol/near beer
- Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks
- Over-the-counter drugs that do not require a prescription

Students may not bring prescription or over-the-counter drugs on school grounds or to school-related events. If a student requires prescription or over-the-counter drugs at school or at school-related events, the student's parent(s)/guardian(s) must notify the district's school health office who will administer, or delegate administration of the required medication for the student in line with state laws and procedures on medication administration in schools.

Students in possession or deemed to be under the influence of alcohol/drugs while on school grounds or at a school-sponsored event may be subject to disciplinary action by school administration, including suspension or expulsion. In addition, students in possession or deemed to be under the

influence of alcohol/drugs while on school grounds or at a school-sponsored event may be subject to less disciplinary action if the student agrees 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.

### **POSSESSION AND/OR USE OF ALCOHOL AND/OR DRUGS PROCEDURES**

Since 2012, the Reading School Committee has treated all Chemical Health violations for all extracurricular activities the same. This includes students engaged in school sports, clubs, and activities. Students engaged in school sports, clubs and/or activities are held accountable for Chemical Health infractions that occur 'year-round' whether they occur in or out of school. This change was implemented in 2012 to ensure that all students regardless of the season they participate in are treated equitably.

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 may 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 on school grounds or at school-sponsored events will participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment.

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 their 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 their 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 them, and to present evidence and witnesses in support of their 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, they will not be allowed to participate in any school related athletics or extracurricular activities during the time they are suspended or expelled from school.

## **SMOKING**

In collaboration with the Board of Health, Reading Public Schools will implement the following town ordinance regarding the use of tobacco and nicotine in its 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 Ground: 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, teacher's aids, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial 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, e-cigarettes, vape pens, or tobacco in any of its forms, or any product containing tobacco or nicotine.
- Tobacco/Nicotine Use: The inhaling, exhaling, chewing, vaping, or burning of any form of tobacco and/or nicotine. Additionally, if an administrator witnesses tobacco smoke or vaping coming from a lavatory stall, they 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**

In case of a first violation during any of the 4 years of high school, student may be subject to:

- Disciplinary action through school administration which could include a one-day suspension from school
- A fine
- Notification to the violator's parent or legal guardian of the infraction and parental/guardian conference
- Referral to the Reading Coalition for the Chemical Health class and services

In the case of a second or subsequent violation within 4 years, student may be subject to:

- Disciplinary action through school administration which could include a three-day suspension
- A fine
- Notification to the violator's parent or legal guardian of the infraction and parental/guardian conference
- Referral to the Reading Coalition for the Chemical Health class and services
- Mandatory visit to Primary Care Doctor to be screened for EVALI (E-cigarette or Vaping Use-Associated Lung Injury)

In the case of a third offense within 4 years, student may be subject to:

- Disciplinary action through school administration which could include a three-day suspension
- A fine
- Notification to the violator's parent or legal guardian of the infraction and parental/guardian conference
- Referral to the Reading Coalition for the Chemical Health class and services

In the case of a four or more offenses within 4 years, student may be subject to:

- Disciplinary action through school administration which could include a five-day suspension
- A fine
- Notification to the violator's parent or legal guardian of the infraction and parental/guardian conference
- Referral to the Reading Coalition for the Chemical Health class and services

## **NON-CRIMINAL METHOD OF DISPOSITION**

Whoever violates any provision of these procedures 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 these procedures.

## **POSSESSION OF TOBACCO/NICOTINE PRODUCTS**

Students found in possession of tobacco/nicotine products will have the item(s) confiscated. Failure to obey the request by faculty or staff to be given the items will be treated as insubordination and may be subject to detention and/or suspension after the student is afforded his/her due process rights.

## **CHEMICAL HEALTH PROCEDURES FOR HIGH SCHOOL ATHLETICS AND EXTRA- CURRICULAR ACTIVITIES**

School administrators have broad discretion to remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's violation of the district's alcohol, tobacco/nicotine, and drug use policy for any length of time deemed appropriate by the school administrator.

For school district athletics subject to Massachusetts Interscholastic Athletic Association (MIAA) governance, Reading Public Schools shall comply with all MIAA rules and regulations for student-athlete eligibility for athletics participation, including but limiting to compliance for minimum penalties for a student's violation of MIAA chemical health, tobacco/nicotine, alcohol, and drugs rules and regulations. Current MIAA regulations can be found at [MIAA.net](http://MIAA.net).

The district reserves the right to exclude student-athletes from participation in district athletics above and beyond MIAA's minimum penalties, for a student's violation of Reading Public Schools' alcohol, tobacco/nicotine, and drug use policy.

It is the duty and obligation of any coach or advisor employed by the Reading Public Schools to report any known violations of MIAA rules and regulations and/or Reading Public Schools policies pertaining to the possession and/or use of tobacco/nicotine, alcohol, and drugs to the Athletic Director and the building Principal. Failure to report a known incident may result in disciplinary action and possible termination.

If a student is in violation of MIAA's rules and/or Reading Public Schools' policies is unable to participate in interscholastic sports or school-sponsored extracurricular activities due to injury/illness or academics, the penalty will not take effect until that student is able to participate again.

Notwithstanding a student's violation of MIAA rules and/or Reading Public Schools' policies, 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 their discretion and impose additional penalties or sanctions. Coaches and advisors may not impose penalties or sanctions beyond MIAA minimums without the approval of the Principal.

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.  
Revised and Accepted by the Reading School Committee on August 30, 2018.  
Revised and Accepted by the Reading School Committee on May 9, 2022.

LEGAL REF.: M.G.L. c.71:37H, 37H1/2 and 37H3/4 (student discipline laws)  
M.G.L. c.272:40A  
M.G.L. c.138:34C  
M.G.L. c.94C  
Town of Reading General ByLaw Section 8.9.6 – Consumption of Alcoholic Beverages  
Town of Reading General ByLaw Section 8.9.7 – Public Consumption of Marijuana or Tetrahydrocannabinol  
Town of Reading, Board of Health Regulations, Section 16 as of 6/30/16  
CROSS REF.: ADC, Tobacco Prohibition  
IHAMB, Teaching About Drugs, Alcohol, and Tobacco GBEC, Drug Free Workplace Policy  
GBED, Tobacco Use on School Property by Staff Members JICG, Tobacco Use by Students  
JICH, Alcohol, Tobacco/Nicotine, and Drug Use by Students Prohibited JK, Student Discipline  
JJ, Co-curricular and Extra-curricular Activities JJIB, Interscholastic Athletics  
JLCD, Administering Medication to Students  
MIAA Rules and Regulations Governing Athletics (MIAA.net)  
OR Chemical Health Guidelines

<sup>i</sup> Per MIAA policy

# 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: August 20, 2024  
RE: District-Wide Student Handbook

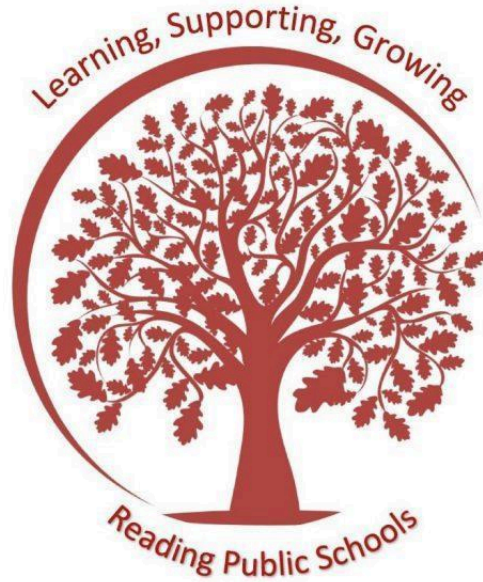
Attached to this memo is the updated 2024-2025 District-Wide Student Handbook for your review and approval. This handbook is a vital resource for students, parents, and staff, outlining the policies, procedures, and expectations within our school district. It also includes the mandatory notifications that must be provided to parents and guardians as required by law, covering a wide range of topics and containing the legal language outlined in the regulations.

Ensuring that parents and guardians have easy access to all relevant policies and information that pertain to their children's education and well-being is essential. Last year, we made key changes to create a more user-friendly format, added links to policies, and completed a thorough review by our legal counsel.

Below is a summary of the key changes made during this year's revision process:

- Updated dates from 2023-2024 to 2024-2025
- Addition of School 504 Coordinators
- Review and update of the Title IX section in alignment with the RMHS Student Handbook, following legal counsel review

Please find [here](#) a link to the 2024-2025 District-Wide Student Handbook.



# **READING PUBLIC SCHOOLS 2024-2025 STUDENT HANDBOOK**

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## Reading Public Schools

# Student Rights & Responsibilities Handbook

### RIGHTS & RESPONSIBILITIES OF STUDENTS

Students have rights by virtue of guarantees offered under the federal and state constitutions and statutes. As a student, you have the right to know the standards of behavior that are expected of you, and the consequences of misbehavior.

In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records. Exceptions to the right to privacy are included in this handbook.

### RIGHT TO AN EQUAL EDUCATION

Every person shall have a right to attend the public schools of the town where she/he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee.

*“Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or pregnancy or pregnancy related conditions.”<sup>1</sup>*

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<sup>1</sup> [Massachusetts General Laws, Chapter 76, Section 5](#)

## **NON-DISCRIMINATION/HARASSMENT**

The Reading Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy or parenting status, disability, homelessness, religion, age, immigration status, or any other legally protected class status as applicable pursuant to federal and state laws and regulations. The Reading Public Schools are also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age, disability, or any other legally protected class status as applicable pursuant to federal and state laws and regulations. In addition, the district provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness. Every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities. The Reading Public Schools is also an equal opportunity employer.

A complete copy of the District's Civil Rights Grievance Procedures and a complete copy of the District's Title IX Sexual Harassment Grievance Procedures are [available here](#).

To file a complaint alleging discrimination or harassment by Reading Public Schools on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status or to make inquiry concerning the application of Title II, Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, Age Discrimination in Employment Act or applicable state laws and their respective implementing regulations, please contact:

Civil Rights Grievances for Student Issues: Dr. Jennifer Stys

Email: [Jennifer.Stys@reading.k12.ma.us](mailto:Jennifer.Stys@reading.k12.ma.us).

Phone: 781-942-9129

Address: 82 Oakland Road, Reading, MA 01867

Civil Rights Grievances for Staff Issues: Michelle Roach

Email: [Michelle.Roach@reading.k12.ma.us](mailto:Michelle.Roach@reading.k12.ma.us).

Phone: 781-670-2882

Address: 82 Oakland Road, Reading, MA 01867

## **RESIDENCY REQUIREMENT**

*The schools of Reading are open to those students who qualify as residents under the laws of the State of Massachusetts and in accordance with the prevailing common rule. A pupil who lives within the system permanently, or with no present intention of removal, whether with a guardian, one who stands in loco parentis, or an emancipated minor is entitled to all school privileges as a resident of the system. Reading also participates in the School Choice program, authorized by the School Committee annually. Please see the following School Committee Policies <sup>2</sup>:*

- *Sections JF (School Admissions),*
- *JFA-E (Residency)*
- *JFBB (School Choice)*
- *JIE (Pregnant Students)*
- *JFABC (Admission of Transfer Students from charter Schools)*
- *JFABD (Homeless Students: Enrollment Rights and Services)*
- *JFABE (Educational Opportunities for Military Children)*
- *JFABF (Educational Opportunities for Children in Foster Care)*
- *JFHD (Exclusions and Exemptions from School Attendance – Denial of Admission)*

*The Reading Public Schools complies with all requirements of the McKinney-Vento Homeless Assistance Act <sup>3</sup>*

## **EIGHTEEN YEARS OLD (AGE OF MAJORITY)**

Students who have reached the age of 18 have full legal capacity, pursuant to M.G.L c. 231, § 85P<sup>4</sup>, to make educational decisions and access rights relative to any transactions and decisions with the Reading Public Schools. This means that each student who is 18 or older is an adult with the independent rights and privileges to make educational decisions. Adult students will be solely responsible for all school-related matters, including but not limited to, educational decisions, compliance with attendance policies, and disciplinary actions. Under Massachusetts state regulations, parents/guardians of a student who has reached the age of 18 continue to maintain rights related to student records, unless expressly limited in writing, by the adult student. Even if the adult student expressly limits the parent/guardian's rights in writing, the parents/guardians still maintain the authority to inspect the student's record upon request. Unless the school district receives written notice of a limitation of parent/guardian rights, parents/guardians will also continue to receive school-related correspondence and notifications regarding the adult student.

## **STUDENTS PERMANENTLY LEAVING SCHOOL (MGL c.76, §18<sup>5</sup>)**

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<sup>2</sup> [School Committee Policies](#)

<sup>3</sup> [McKinney-Vento Homeless Education Assistance Act](#)

<sup>4</sup> [M.G.L c. 231, § 85P](#)

<sup>5</sup> [MGL c.76, §18](#)

No student 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 five (5) days from the student's tenth (10th) consecutive absence to the student and the parent/guardian of that student in both the primary language of the parent/guardian, to the extent practicable, and English. The notice shall initially offer at least two (2) dates and times for an exit interview between the superintendent, or a designee, and the student and the parent/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 ten (10) days after the sending of the notice. The time for the exit interview may be extended at the request of the parent/guardian and no extension shall be for longer than fourteen (14) days. The superintendent, or a designee, may proceed with any such interview without a parent/guardian if the superintendent, or a designee, makes a good faith effort to include the parent/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/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.

## **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](#).

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<sup>6</sup>.

<p>The District's Title IX Coordinator is: Dr. Jennifer A. Stys Phone: 781-942-9129 Email: <a href="mailto:jennifer.stys@reading.k12.ma.us">jennifer.stys@reading.k12.ma.us</a> Address: 82 Oakland Road, Reading, MA 01867</p>
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## **BULLYING PREVENTION AND INTERVENTION PLAN**

The Reading Public Schools are committed to providing all students with a safe learning environment that is free from bullying or harassment. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain student groups, such as students with disabilities, LGBTQ students, students of varying races and ethnic backgrounds, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school and/or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or harassment.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, harassment, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, harassment or retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula,

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<sup>6</sup> [U.S. Department of Education, Office for Civil Rights](#)

instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and harassment, and the school or district is committed to working with students, staff, families, law enforcement agencies, and the community. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, harassment, and retaliation.

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. Reports may be made through the RPS online form, available [here](#) or by making a report verbally or in writing to the student's principal or designee. The full text of the Bullying Prevention and Intervention Plan is [here](#) and can be found in the [Reading School Committee Policy Manual](#), Section JICFB.

## **CHEMICAL HEALTH POLICY**

Concern for the health and well-being of students of the Reading Public Schools has led to the prohibition of illegal drugs, alcohol and tobacco/nicotine/vape (hereinafter referred to as 'banned substances'). In addition to the fact that the possession and use of drugs and alcohol is illegal, research shows that students who use banned substances are less successful in the classroom and the likelihood of addiction is increased. Through these guidelines, we hope to assist students in making decisions that will enhance their ability to grow and thrive in both the academic and extracurricular realms of their school experience. [Reading School Committee Policy Manual](#), Section JICH and JICH-R.

These guidelines are general in nature, and the principal and/or their designee may impose disciplinary consequences appropriate in scope to the merit and nature of the infraction, including short-term suspension, long-term suspension, and expulsion in accordance with M.G.L. c. 71, §§ 37H<sup>7</sup>, 37H1/2<sup>8</sup>, and 37H3/4<sup>9</sup>.

## **HELP FOR DEPENDENCY**

Students who feel they have a dependency on banned substances are encouraged to seek help by communicating with a member of the Reading Public Schools community. This may include, but is not limited to, teachers, guidance counselors, school psychologists, the school nurse, staff,

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<sup>7</sup> [M.G.L. c. 71, §§ 37H](#)

<sup>8</sup> [37H1/2](#)

<sup>9</sup> [37H3/4](#)

or administrators. All arrangements made on this basis are confidential, except in situations where a staff member is required to notify the student's parent/guardian or maintain their obligations as a mandated reporter under M.G.L. c. 119 § 51A<sup>10</sup>.

When a student voluntarily confides in a staff member, the staff member will encourage the student to seek assistance through community-based counseling services or school support services and refer the student to Guidance Counselor or School Administration for follow-up services.

All 10th graders will be screened in accordance with Chapter 52 of the Acts of 2016<sup>11</sup> for substance abuse prevention purposes, commonly referred to as SBIRT training. Parents/guardians may choose to have their student not participate in this mandated, verbal screening process by written notice to the Principal at the start of the student's 10<sup>th</sup> grade school year.

### **CONSEQUENCES FOR BEHAVIORS INVOLVING BANNED SUBSTANCES/CHEMICAL HEALTH ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED OR SCHOOL RELATED EVENTS**

Students are prohibited from the possession, use or distribution, or the attempted possession, use or distribution of banned substances. Any student who is found to have assisted or conspired with one or more others in the possession, use, or distribution of banned substances may be deemed guilty of such possession, use, or distribution.

Any student removed from a school-sponsored activity or school grounds because of banned substance-related behavior may be excluded from all other school activities for the remainder of that school year. There will be no refund of user fees or ticket purchases to students removed for these reasons.

Representing Reading Public Schools, through team, club, or other extra-curricular association, is a privilege that carries with it a high standard of behavioral choices. The Massachusetts Interscholastic Athletic Association (MIAA)<sup>12</sup> has set standards and guidelines for penalties for student athletes during the season of practice and play. Reading applies this standard to all extra-curricular participants.

The Reading Public Schools standard for the application of consequences for extracurricular activities and athletics related to this policy covers the full calendar year from July 1 to June 30.

### **SPECIFIC PENALTIES FOR VIOLATION OF ILLEGAL DRUGS, ALCOHOL AND TOBACCO POLICY ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED OR SCHOOL RELATED EVENTS**

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<sup>10</sup> [M.G.L. c. 119 § 51A](#)

<sup>11</sup> [Chapter 52 of the Acts of 2016](#)

<sup>12</sup> [Massachusetts Interscholastic Athletic Association](#)

If a student is found to be in possession of or using banned substances or is attempting or conspiring with others to possess or use banned substances:

## FIRST OFFENSE

### Faculty/Staff member will:

- refer student to administrator

### Administrator will:

- refer student to nurse
- notify student's parent/guardian
- conduct search which may include possessions, clothing, locker, and/or automobile
- confiscate all contraband
- notify police
- follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances and nature of the offense impose a short-term suspension, long term suspension, or expulsion, as applicable in accordance with in accordance with M.G.L. c. 71, §§ 37H<sup>13</sup>, 37H1/2<sup>14</sup>, and 37H3/4<sup>15</sup> and/or contract with student for Alcohol & Substance Use Diversion Program
- release to parent, guardian, or make other arrangements with parental input
- refer to police for protective custody when appropriate
- direct student to submit to a Breathalyzer if there is reasonable suspicion of alcohol use. Refusal to submit to the use of the breathalyzer will result in consequences which may include a five-day out-of-school suspension, short-term suspension, or long-term suspension after disciplinary due process in accordance with M.G.L. c. 71 37H3/4<sup>16</sup>.

### School Nurse will:

- assess impairment
- refer for medical follow up, as needed

### Students enrolled in extracurricular activities will:

- be ineligible for interscholastic competition for 25% of the season, in accordance with MIAA guidelines
- be ineligible for all extra-curricular competition and performance activities for 25% of the club year as determined by the administration
- be relieved from all leadership positions for the school year in which the violation occurred.

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<sup>13</sup> [M.G.L. c. 71, §§ 37H](#)

<sup>14</sup> [37H1/2](#)

<sup>15</sup> [37H3/4](#)

<sup>16</sup> [M.G.L. c. 71 37H3/4](#)

- abide by requirements of the Diversion Program contract which refers to the building leader's ability to develop a plan that works best for the student and family which support from local resources.

If the student agrees to attend an Alcohol and Use Diversion program, the disciplinary consequences may be reduced. Failure to complete the program will result in the original consequence(s) being instituted.

## SECOND OFFENSE AND SUBSEQUENT OFFENSES

### Faculty/Staff member will:

- refer student to administrator

### Administrator will:

- refer student to nurse
- notify student's parent/guardian
- conduct search which may include possessions, clothing, locker and/or automobile
- confiscate all contraband
- notify police
- follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances and nature of the offense impose a short-term suspension, long term suspension, or expulsion, as applicable in accordance with in accordance with M.G.L. c. 71, §§ 37H<sup>17</sup>, 37H1/2<sup>18</sup>, and 37H3/4<sup>19</sup> and/or contract with student for Alcohol & Substance Use Diversion Program
- release to parent, guardian or make other arrangements with parental input
- refer to police for protective custody when appropriate
- direct student to submit to a Breathalyzer if there is reasonable suspicion of alcohol use. Refusal to submit to the use of the breathalyzer will result in consequences which may include a five-day out-of-school suspension, short-term suspension, or long-term suspension after disciplinary due process in accordance with M.G.L. c. 71 37H3/4<sup>20</sup>.

### School Nurse will:

- assess impairment
- refer for medical follow up, as needed

### Student will:

<sup>17</sup> [M.G.L. c. 71, §§ 37H](#)

<sup>18</sup> [37H1/2](#)

<sup>19</sup> [37H3/4](#)

<sup>20</sup> [M.G.L. c. 71 37H3/4](#)

- be ineligible for all athletic or extra-curricular competition and performance activities for 60% of the season or club year, in accordance with MIAA guidelines (The district follows MIAA guidelines Plus. This means that the guidelines are applied to all extracurricular activities)
- be relieved from all leadership positions for the school year in which the violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected.

**POSSESSION WITH INTENT TO DISTRIBUTE BANNED SUBSTANCES:**

**FIRST OFFENSE AND SUBSEQUENT OFFENSES**

**Faculty/Staff member will:**

- refer student to administrator

**Administrator will:**

- notify student’s parent/guardian
- conduct search which may include possessions, clothing, locker, and/or automobile
- confiscate all contraband
- notify police
- follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances and nature of offense impose a short-term suspension, long term suspension, or expulsion as applicable in accordance with M.G.L. c. 71, §§ 37H<sup>21</sup>, 37H1/2<sup>22</sup>, and 37H3/4<sup>23</sup> and/or contract with student for Alcohol & Substance Use Diversion Program
- Refer to police for protective custody when appropriate

**Student will:**

- serve the imposed consequence (e.g. suspension, expulsion, participation in Diversion Program, etc.)
- be ineligible for all athletic or extra-curricular activities including competitions and performances for up to one (1) calendar year and relieved from all leadership positions for the school year in which the violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected.

<sup>21</sup> [M.G.L. c. 71, §§ 37H](#)

<sup>22</sup> [37H1/2](#)

<sup>23</sup> [37H3/4](#)

## **CONSEQUENCES FOR STUDENT ATHLETES AND EXTRA-CURRICULAR PARTICIPANTS UNDER ILLEGAL DRUGS, ALCOHOL, AND TOBACCO/NICOTINE POLICY IN THE COMMUNITY**

Student actions in the community reported to the school by the Reading Police Department, may be subject to the following consequences. In all cases, parents/guardians will be informed of such a report and have the opportunity to be present prior to the application of disciplinary consequences by the school administration.

Students suspended from participation may request the opportunity to continue to practice through the principal and the Director of Athletics and Student Activities.

School administrators may also contact parents to conference about concerns relative to student safety based upon reports to the school by the police of students being in the presence of illegal drug, alcohol, or tobacco activity.

The district follows MIAA guidelines Plus. This means that the guidelines are applied to all extracurricular activities.

### **SPECIFIC PENALTIES FOR VIOLATIONS OCCURRING IN THE COMMUNITY**

Using or assisting or conspiring with one or more others in the possession, use, or distribution of banned substances:

#### *FIRST OFFENSE*

- Following an opportunity for the student to be heard, students determined by the high school administration to be using, in possession of, or selling drugs or alcohol in the community may be immediately ineligible to participate in athletics or any extra-curricular activity for 25% of an activity season in accordance with MIAA guidelines. Students will lose all leadership positions for the school year in which violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected.

#### *SECOND AND SUBSEQUENT OFFENSES*

- For each subsequent offense, the student may be ineligible for all extracurricular activities, clubs, athletics for 60% of the next consecutive interscholastic events in accordance with MIAA guidelines. The penalty shall carry over to the student's next season of participation. The student may not hold leadership positions during the school year in which violation occurred from the date of the determination. Leadership positions include, but are not limited to any position elected, appointed, or selected.

#### *Possession with intent to distribute and/or being in possession of banned substances in the community*

- Following an opportunity for the student to be heard, a student determined by the school administration to be in possession of with intent to distribute any banned substance in the community may be ineligible for all athletics and extra-curricular activities including

competitions and performances for the school year, and be relieved from all leadership positions for the school year in which violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected. In addition to the application of immediate disciplinary consequences as set forth in this Handbook, the student may be subject to discipline, including short term suspension, long term suspension, and/or expulsion, in accordance with M.G.L. c. 71 §37H1/2.

## **SEARCH AND SEIZURE**

- Students are hereby given notice that they have no expectation of privacy in their school issued accounts, technology, Internet services and/or school lockers, desks and other school issued tools and storage. School issued technology, accounts, services and physical items may be searched by school administration at any time with or without reasonable grounds. Students and families are advised that school administrators may engage in periodic searches of student issued accounts, technology, services and physical items without notice or cause.
- For search of student's personal items not issued or controlled by school, searches may be conducted by authorized school personnel when, under ordinary circumstances, there are reasonable grounds for suspecting that a search will turn up evidence that a student has violated either the rules of the school or the law. All measures adopted in conducting searches of students, their possessions, their vehicles on school property, while under school supervision or in attendance at a school function will be limited in scope by the objectives of the search in light of the age and sex of the student and the nature of the infraction being investigated. As required by law, authorized personnel will adhere to the protection of the 4th Amendment of the United States Constitution.
- The principal, assistant principals, and faculty chaperones are the only persons authorized to conduct searches of students, their possessions (including backpacks, gym bags, handbags, etc.), or their vehicles parked on school property or at school functions. In the case of physical search of students, a teacher, administrator, or the school nurse of the same gender identity will conduct the search when possible.
- "Reasonable grounds" for search is defined as inferences drawn from circumstances, patterns of behavior, suspicious acts, moving around and about the school without proper authority, unauthorized absence from class or school, being present where unauthorized or illegal activities are known to occur with some regularity, any number of events which suggest violations of school rules or illegal activities; third party information which identifies a student(s) as participant(s) in rule violations or illegal activity; and violation of rules listed in the student handbook.
- Contraband is defined as any material of an unauthorized or illegal nature (such as tobacco products, vaping products and paraphernalia; drug paraphernalia; drugs, illicit and prescribed; alcohol; weapons; explosives and such similar items) not authorized to be brought to or kept in school on a person, in a locker, or vehicle or any other place on school grounds.

- Personal possessions such as fireworks, stink bombs, disguises, water pistols, or dangerous items of attire, which could cause potential disruption or injury to students, faculty or school staff, their possessions, or the school facility or grounds, are contraband. As a condition of entry into any school event, for student safety, all belongings and vehicles are subject to search for contraband.
- Contraband seized as a result of routine locker or backpack/bag inspection will be turned over to the police if the material seized is of an illegal or dangerous nature. Parents will be notified of the seizure as soon as possible after the seizure. **VEHICLES PARKED ON SCHOOL GROUNDS OR AT SCHOOL FUNCTIONS ARE SUBJECT TO SEARCH.**

## **ARTICLES PROHIBITED FOR POSSESSION/USE BY STUDENTS-CONTRABAND**

- At no time and under no circumstances may students have weapons, dangerous instruments, laser pointers, fireworks, explosives, stink bombs, water pistols, tools, disguises, or wear dangerous items of attire to school or school-sponsored events except as authorized by the administration.
- Contraband materials, which may potentially cause injury to students, faculty or staff, are prohibited in the building or school grounds and at school-sponsored or supervised events.
- All contraband will be removed from students. Illegal material will be turned over to the police.
- Any unauthorized use of cell phones will result in the cell phone being confiscated. Students are forbidden to use their phones as cameras or recording devices during the school day without permission from school staff for educational purposes. Any use during the school day that has not been approved will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will be returned to the student or the parent/legal guardian at administrator's discretion.
- Use of any vehicles in the school building is prohibited. Skateboards, roller skates and roller blades, bicycles, mopeds, scooters, motor vehicles and other such equipment will be confiscated.
- Items not listed here which are not normally utilized specifically for school purposes are subject to confiscation until a determination has been made by the school administration that the items are appropriate for a specific school purpose.

## **DISCIPLINARY DUE PROCESS**

### **Due Process Under M.G.L. c. 71, § 37H ¾**

For ALL offenses except for possession of a dangerous weapon, possession of a controlled substance, assault on staff, and felony offenses. For due process for offenses under M.G.L. c. 71, §§ 37H, 37H1/2, see the appropriate section below.

### **Definitions Under M.G.L. c. 71, § 37H 3/4**

**Superintendent** – the superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days. Expulsion is prohibited for M.G.L. c. 71, § 37H 3/4 offenses.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (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.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. 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. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H 1/2 no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

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

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, or 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.

*Please note: these due process procedures apply to M.G.L. c. 71, § 37H 3/4 only. For due process procedures for offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below.*

In every case of student misconduct under M.G.L. c. 71, § 37H 3/4 for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and shall not use long-term suspension from school as a consequence until alternatives have been tried shall not suspend or expel a student until alternative remedies have been employed and their use and results documented and, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in

cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

Emergency Removals; M.G.L c. 71, § 37H <sup>3</sup>/<sub>4</sub> - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the superintendent in writing of the removal, the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of: (1) the emergency removal; (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges, present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Due Process for In-School Suspension; M.G.L c. 71, § 37H <sup>3</sup>/<sub>4</sub>: 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 of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H <sup>3</sup>/<sub>4</sub>: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School

Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 C.M.R. 53.10(4)<sup>24</sup>, if such a meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H 3/4: 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 parents 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.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4: At the principal's hearing, the student and parents (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.

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended,

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<sup>24</sup> [603 C.M.R. 53.10\(4\)](#)

the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The principal's decision shall be final with no opportunity for appeal. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: 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 parents 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.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent 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 of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made, and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any

other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeals – Long-Term Suspension; M.G.L c. 71, § 37H 3/4: A student who is placed on a Short-Term suspension under M.G.L. c. 71, § 37H ¾ following a hearing with the principal does not have appeal rights. The principal's decision is final. A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.

Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4: The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision; M.G.L. c. 71, § 37H 3/4: The superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the Reading Public Schools with regard to the long-term suspension.

### **Due Process Under M.G.L. 71, §§ 37H and 37H1/2 Offenses**

*(For offenses involving dangerous weapons, drugs, assaults on staff, and felony offenses)*

Removal Pending Hearing M.G.L. c. 71, §§ 37H and 37H 1/2— 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 Principal may remove the student pending a hearing scheduled within ten (10) school days, if the Principal determines that due to the nature of the offense and information available, the student poses a continuing danger to persons or property or is an ongoing threat to disrupt the academic process. 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 any removal pending hearing. Upon imposition of a removal pending hearing of (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the removal pending hearing, rationale for the interim removal pending hearing and the date and time of the formal disciplinary hearing scheduled within ten (10) school days of the removal as well as all other due process rights relative to the hearing as outlined below.

Long-Term Suspension/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student. Long term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint (suspension only) or conviction (suspension or expulsion), or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The

principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. 71 §§ 37H and 37H 1/2.

### **Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H**

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, may be subject to expulsion from the Reading Public Schools 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 events, including athletic games, may be subject to expulsion from the Reading Public Schools by the principal.

Principal's Hearing, Long-Term Exclusion – M.G.L. c. 71, §37H - Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation at their own expense, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, §37H - A Principal's decision to suspend rather than expel a student pursuant to M.G.L. c. 71, s. 37H is final and not appealable. Any student who has been expelled from the Reading Public Schools pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel (at their own expense) 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.

Suspensions or expulsions are decisions that must consider a student's due process rights. The principal or their designees are required to report to the police department the presence of any weapon on school premises.

### **Felony Complaints - M.G.L. c. 71, § 37H ½**

#### Issuance of a Felony Criminal Complaint

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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion – M.G.L. c. 71, § 37H1/2 - The student shall receive written notification of the charges and the opportunity for a hearing;

provided, however, that the student may have representation (at their own expense), along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, the principal shall issue a written decision. 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.

Appeal to the Superintendent- Long-Term Exclusion - M.G.L. c. 71, § 37H1/2 - The student shall have the right to appeal the suspension to the superintendent in writing and must notify the superintendent of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) 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 be represented by counsel at student's own expense. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Reading Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

Upon a student being convicted of a felony or felony delinquency charge or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion/Expulsion - M.G.L. c. 71, § 37H1/2 - The student shall receive written notification of the charges and be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at their own expense), along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, the principal shall issue a written decision, which will include reasons for the expulsion. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

Superintendent's Appeal/Decision – Long-Term Exclusion/Expulsion - M.G.L. c. 71, § 37H 1/2 - The student shall have the right to appeal the long-term suspension/expulsion to the superintendent. The student shall notify the superintendent, in writing, of their request for an appeal no later than five (5) 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 (3) 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 be represented by counsel at student's own expense. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The

superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Reading Public Schools with regard to the long-term suspension/expulsion.

## **OPPORTUNITY TO MAKE ACADEMIC PROGRESS**

The Reading Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21<sup>25</sup>. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

**Less Than 10 Consecutive Days** - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

**More than 10 Consecutive Days** - 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, earn credits, as applicable, make up assignments, tests, papers, and other school work and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

## **Discipline and students with disabilities**

All students are expected to meet the Reading Public Schools' requirements for behavior in school and abide by the rules set forth in this handbook, the handbook of the student's school, and the policies and procedures of the Reading Public Schools. In addition to the due process protections afforded to all students in disciplinary matters, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the regulations promulgated pursuant to these statutes provide additional procedural protections for students with disabilities. These procedural protections also apply for students who do not currently have an IEP or Section 504 Plan, but whom the district knows, or has reason to know, that the student may have a disability, prior to the conduct for which the student is subject to discipline.

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<sup>25</sup> [M.G.L. c. 76, § 21](#)

Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from their program for more than ten (10) consecutive days in a given school year, or is subjected to a series of short-term removals that constitute a pattern of removal that exceeds ten (10) school days, and are considered to constitute a disciplinary change in placement, building administrators, relevant members of the Student's IEP or 504 Team, and the parent(s)/guardian(s) will meet to conduct a Manifestation Determination Review. At the Manifestation Determination Review, the Team will consider whether the violation for which the student is subject to discipline is 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 student's disability, the student may be disciplined in accordance with the policies and procedures applicable to all students, except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Such services are not available to students under Section 504. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, and may, as appropriate, review any existing behavior intervention plan, or, where appropriate, conduct a functional behavioral assessment.

If the Team determines that the behavior giving rise to disciplinary action IS a manifestation of the student's 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(s)/guardian(s)) to modify the IEP/504 Plan, the placement, or the behavior intervention plan as appropriate and the student will not be suspended for more than 10 days (either consecutive or constituting a pattern of removal) for the violation found to be a manifestation of their disability.

Regardless of the result of the Manifestation Determination, if a student possesses, uses, sells or solicits illegal drugs or a controlled substance on school grounds or at a school-sponsored event; possesses a weapon on school grounds or at a school-sponsored event; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school district may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. The interim alternative setting must enable the student to participate in the general curriculum and progress toward the goals in the IEP. The interim alternative educational setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. If a student has been placed in an interim alternative education setting because of disciplinary action, the student may remain in the interim setting for a period not to exceed forty-five (45) school days. Thereafter, the student will return to the previously agreed-upon educational placement unless the parent(s)/guardian(s) (or student if 18+) consents to an extension of the IAES, or the parent(s)/guardian(s) and the school agree to another placement, or the parent(s)/guardian(s) or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement.

The parent(s)/guardian(s) shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Bureau of Special Education Appeals. 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.

## **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's or 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 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 eligible student within ten (10) days of the request, unless the parent/guardian or student consents to a delay. In the event the parent/guardian or student requests copies of a student record, the district may charge the parent/guardian or student for said copies at the district rate. The eligible student or parent/guardian shall have the right upon request to meet with professional qualified school personnel to have any of the contents of the student record interpreted.

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 and institutions of higher education 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 and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents/guardians 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 – In accordance with 603 CMR 23.07(4)(g)<sup>26</sup>, 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

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<sup>26</sup> [603 CMR 23.07\(4\)\(g\)](#)

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 M.G.L. c. 71, §34H<sup>27</sup>, 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<sup>28</sup>.

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 or eligible student shall not be necessary.

Complaints - A parent or eligible student has a right to file a complaint with the Student Privacy Policy 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.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- 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

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<sup>27</sup> [M.G.L. c. 71, §34H](#)

<sup>28</sup> [603 CMR 23.07](#)

respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents/guardians; or income, other than as required by law to determine program eligibility.

- 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.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.
- These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law. 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.

The district will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys.

Parents/guardians who believe their rights have been violated may file a complaint with: Student Privacy Policy Office<sup>29</sup>, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901

## **DRESS CODE**

We support the importance of the expression of identity through various forms, including clothing. The Reading Public Schools does not seek to abridge that expression, provided that it does not cause any disruption or disorder within the school. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

- Clothing should be school appropriate by covering undergarments and private parts of the body fully for health and safety purposes and should reflect our core values by not

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<sup>29</sup> [Student Privacy Policy Office](#)

contributing to a hostile or intimidating atmosphere for any student or cause any disruption or disorder in school.

- No wearing of clothing or other articles that advertise/depict illegal, offensive, or obscene language, messages, or symbols (i.e., drugs, alcohol, tobacco).
- While hats and head coverings are allowed, a staff member may expect removal in certain circumstances, such as (but not limited to): during an assessment, if the student's face is obscured, or if the head covering is being used to obscure earbuds or other items. Head coverings are permitted for religious observance or medical purposes.
- Specialized clothing may be required for specialized courses (e.g., safety glasses, closed toe shoes in laboratories, physical education uniforms).

We understand that there may be unique exceptions to these guidelines and will work with students and families to accommodate personal circumstances.

## **ATTENDANCE**

Whenever a child is going to be absent or late to school, parents/guardians are required to call the students' school to report the absence or tardiness. The absentee line is available 24 hours a day. This is an important way to assure school personnel that parents/guardians are aware of their child's absence or tardiness. If we do not hear from a parent/guardian, an automatic phone call will be sent home. For more information about Attendance Policies, please refer to the [School Committee Policy Manual](#) Section J.

Parents/guardians must notify the school of an absence, tardy or dismissal by phone, or email.

- RISE (781)-942-9179 or [RISEabsences@reading.k12.ma.us](mailto:RISEabsences@reading.k12.ma.us)
- Barrows (781)-942-9166 or [AMBabsences@reading.k12.ma.us](mailto:AMBabsences@reading.k12.ma.us)
- Joshua Eaton (781)-942-9161 or [JEEabsences@reading.k12.ma.us](mailto:JEEabsences@reading.k12.ma.us)
- Birch (781) 944-2335 or [BMeabsences@reading.k12.ma.us](mailto:BMeabsences@reading.k12.ma.us)
- Killam (781)-944-7831 or [JWKabsences@reading.k12.ma.us](mailto:JWKabsences@reading.k12.ma.us)
- Wood End (781)-942-5420 or [WEEabsences@reading.k12.ma.us](mailto:WEEabsences@reading.k12.ma.us)
- Coolidge (781)-942-9158 or [AWCabsences@reading.k12.ma.us](mailto:AWCabsences@reading.k12.ma.us)
- Parker (781)-944-1236 or [WSPabsences@reading.k12.ma.us](mailto:WSPabsences@reading.k12.ma.us)
- RMHS (781)-670-2819 or [RMHSattendance@reading.k12.ma.us](mailto:RMHSattendance@reading.k12.ma.us)

The Reading Public Schools, pursuant to M.G.L. c. 76, § 1B<sup>30</sup>, will notify the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, 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. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input

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<sup>30</sup> [M.G.L. c. 76, § 1B](#)

from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Here is a link to our [Reading Public Schools' attendance policy and quick guide](#).

Here is a link to our district [attendance guidance and monitoring plan](#).

## **STUDENTS WITH DISABILITIES**

Both our State and Federal governments have passed important legislation affecting students, parents, and schools. This legislation is designed to provide equal educational opportunities and to inform parents and students of their rights. Each act of legislation is quite lengthy, so only brief summaries are included in this Handbook. Anyone wishing additional information may contact the Special Education Office.

Section 504 of the Rehabilitation Act of 1973 ("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." Pursuant to Section 504, any qualified student with a disability is entitled to a free appropriate public education (FAPE). Section 504 FAPE is the provision of regular or special education and related aids and services designed to meet a student's individual educational needs as adequately as the needs of nondisabled students are met.

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B<sup>31</sup>, 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 special classroom. 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(s)/guardian(s)). Within forty-five (45) school days of receipt of the parent(s)/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.

*Be sure to visit the SEPAC Website [LINK](#) for information regarding the Special Education Parent Advisory Council.*

For more information regarding the services available to students with disabilities, please contact the principal or special education administrator at your child's school or the Office of the Director of Special Education and Student Services. Please also see [*insert link to Civil Rights Grievance Procedures*], which the district follows for complaints of discrimination, harassment or retaliation

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<sup>31</sup> [M.G.L. c. 71B](#)

on the basis of a person’s real or perceived disability status in compliance with state and federal law.

The 504 Compliance Officer is:  
 Dr. Jennifer A. Stys  
 Phone: 781-942-9129  
 Email: [jennifer.stys@reading.k12.ma.us](mailto:jennifer.stys@reading.k12.ma.us)  
 Address: 82 Oakland Road, Reading, MA 01867

<b>School 504 Coordinators</b>		
<b>School</b>	<b>Contact</b>	<b>Email</b>
Barrows Elementary	Anne Marie Ring	<a href="mailto:annemarie.ring@reading.k12.ma.us">annemarie.ring@reading.k12.ma.us</a>
Birch Meadow Elementary	Lisa Azzarito	<a href="mailto:lisa.azzarito@reading.k12.ma.us">lisa.azzarito@reading.k12.ma.us</a>
Joshua Eaton Elementary	Jessica Swindell	<a href="mailto:jessica.swindell@reading.k12.ma.us">jessica.swindell@reading.k12.ma.us</a>
Killam Elementary	Talia Hallett	<a href="mailto:talia.hallett@reading.k12.ma.us">talia.hallett@reading.k12.ma.us</a>
Wood End Elementary	Jessica Hester	<a href="mailto:jessica.hester@reading.k12.ma.us">jessica.hester@reading.k12.ma.us</a>
Coolidge Middle School	Brienne Karow	<a href="mailto:brienne.karow@reading.k12.ma.us">brienne.karow@reading.k12.ma.us</a>
Parker Middle School	Beth Simpson	<a href="mailto:Beth.Simpson@reading.k12.ma.us">Beth.Simpson@reading.k12.ma.us</a>
Reading Memorial High School	Meredith Flanagan	<a href="mailto:meredith.flanagan@reading.k12.ma.us">meredith.flanagan@reading.k12.ma.us</a>
R.I.S.E Preschool	Alanna Shone	<a href="mailto:Alanna.Shone@reading.k12.ma.us">Alanna.Shone@reading.k12.ma.us</a>

## **OBSERVATIONS OF EDUCATION PROGRAMS**

Observations of a student’s current and/or proposed special education program may be conducted by a parent/guardian or his/her designee in accordance with M.G.L. c. 71B § 3<sup>32</sup>. Parents/guardians must request an observation five (5) days in advance and can submit the request to the building Special Education Administrator and building principal. Observers may be required to sign a non-disclosure form to protect student confidentiality.

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<sup>32</sup> [M.G.L. c. 71B § 3](#)

## **STUDENTS WHO ARE MULTILINGUAL LEARNERS (MLL)**

All students, as they enroll in Reading Public Schools, are required to submit a Home Language Survey. If a language in addition to English is spoken at home, or if a student's first language is not English, the student will be assessed for English language proficiency. Students who are not proficient in English will be recommended for MLL services. MLL services include pull-out English as Second Language (ESL) instruction and Sheltered English Immersion (SEI) in all content classes. If parents elect to exclude their child from MLL services, they must contact the district contact person listed on the Notification of Services form or the principal in person, via telephone or email. Students receiving MLL support are required to participate in state-wide assessments. Students will exit the MLL Program after passing statewide MLL testing, and based on the results of standardized testing, classroom performance and teacher recommendation.

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. A child who is homeless or an unaccompanied youth and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch program.

The goal of the McKinney-Vento Homeless Education Assistance Act is: (1) To ensure that each child or youth experiencing homelessness has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths; (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths; (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment; (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging student academic achievement standards to which all students are held.

### **Definition of Homeless Children and Youth**

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. Homeless children and youth are defined as individuals who lack a fixed,

regular, and adequate nighttime residence and includes children and youth living in the following situations:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans.

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

### **Homeless Education Liaison**

Reading provides various types of support for students and their families experiencing homelessness in order to help them attend school consistently. Eligible families may be living in shelters or may not have their own lease because they are temporarily staying with family members or acquaintances due to economic hardship or similar reasons. Contact the district's Homeless Education Coordinator, Jennifer Stys, Homeless Education Coordinator at 781-942-9129 for more details.

### **Enrollment and Dispute Resolution**

Students identified as experiencing homelessness have a right to remain in their school of origin or to attend the school where they are temporarily residing. Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they become permanently housed, with transportation if needed through the end of the school year (June).

The Reading Public Schools will immediately enroll students experiencing homelessness in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. The district's liaison for homelessness will assist students who arrive without records by contacting the previously attended school system to obtain the required records.

Should a parent/guardian or unaccompanied youth disagree with the school placement decision of the liaison for homelessness, the parent/guardian or unaccompanied youth has the right to appeal. The parent/guardian or unaccompanied youth will be provided with written notification in the language of the home of the placement decision and the paperwork to complete the appeal process. While the placement decision is under appeal, the student will be allowed to attend the school of the parent/guardian's or unaccompanied youth's choice and receive transportation, according to the District transportation policy, [School Committee Policy Manual](#) Section EEA Student Transportation Policy, while the dispute is under review by the Department of Elementary and Secondary Education.

## **STUDENTS IN FOSTER CARE**

The district will ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child

remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

## **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

## **Immediate Enrollment**

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

## **EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the district because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

## **VEHICLES ON SCHOOL GROUNDS**

Prolonged idling of motor vehicles is prohibited by Massachusetts law on school grounds or within 100 feet of school property, M.G.L. c. 90, § 16B<sup>33</sup>.

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<sup>33</sup> [M.G.L. c. 90, § 16B](#)

## **SCHOOL MEDICAL POLICIES**

Students are not permitted to carry medication in school except with authorization from the school nurse in accordance with 105 C.M.R. 210.000<sup>34</sup>. All other medications needed during school hours, including any prescription and over the counter medication and supplements must be administered under the supervision of the school nurse. Please find here a link to the [School Medical Guidelines](#).

First Aid/Dismissal - Treatment will be administered for minor injuries during the school day. When a student becomes ill or is seriously injured the parent/guardian is notified immediately. If a parent/guardian cannot be reached in an emergency, the child will be transported by emergency personnel to the appropriate medical facility. The nurse will dismiss any child who is considered to be contagious and/or is not fully immunized or exempted by law from required vaccines.

[Medications](#) - Whenever possible, medication administration should be scheduled at times other than during the school day. If it is necessary that your child receive medicine during the school day, the school nurse is responsible for the administration of all medications. All medication must be delivered to the nurse by a parent, guardian or another designated adult. Medication must be in a pharmacy-labeled container and be accompanied by a doctor's order and written parental approval prior to administration. Students are not allowed to carry medicine on their person, with the exception of inhalers and EpiPens in accordance with the requirements of 105 CMR 210.000<sup>35</sup>. Students found in possession of unauthorized medications on school grounds or at school sponsored events may be subject to discipline. The entire medication policy is available in the Nurse's Office and on the Reading Public Schools website [here](#).

**IMPORTANT – If it is necessary that your child receive medicine during the day, the school nurse will dispense that medication. Students found in possession of unauthorized medications on school grounds or at school sponsored events may be subject to discipline.**

Special Medical Considerations - Parents of a student with any medical condition which might require special attention or planning should contact the school nurse as soon as possible. This includes, but is not limited to, conditions such as asthma, severe allergies, seizure disorder or diabetes.

## **MANDATORY REPORTING**

All professional staff are informed annually of their obligations to report cases of suspected child abuse and neglect as specified in M.G.L. c. 119, § 51A-51F<sup>36</sup> and M.G.L. c. 71, § 37L<sup>37</sup>.

## **PHYSICAL RESTRAINT POLICIES AND PROCEDURES**

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<sup>34</sup> [105 C.M.R. 210.000](#)

<sup>35</sup> [105 CMR 210.000](#)

<sup>36</sup> [M.G.L. c. 119, § 51A-51F](#)

<sup>37</sup> [M.G.L. c. 71, § 37L](#)

The Reading Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed appropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student.

No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in Reading Public Schools policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to M.G.L. c. 119, § 51A<sup>38</sup>. The Reading Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00<sup>39</sup>.

## **TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICIES**

The Reading Public Schools Technology Acceptable Use and Internet Safety Policy, [linked here](#) outline acceptable use of the Reading Public Schools network, technology devices, digital resources, and network infrastructure, including email and online class resources. All students and staff must agree to abide by the Technology Acceptable Use and Internet Safety Policy.

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<sup>38</sup> [M.G.L. c. 119, § 51A](#)

<sup>39</sup> [603 CMR 46.00](#)

The Reading Public Schools monitors the use of the school District's network. There is no expectation of privacy related to information stored and transmitted over the Reading Public Schools network. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law, school rules of the code of conduct, or Reading School Committee policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action in accordance with the disciplinary due process procedures in this handbook.

### **Unacceptable Uses of Technology Resources**

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Illegal or criminal activities.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive, bullying or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Cyber-bullying (bullying through the use of technology or any electronic communication) which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by: wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant message, text message or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates

another person as author of posted content or messages, if the creation or impersonation is a violation under law. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation under law. Cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When cyber-bullying is alleged, the full cooperation and assistance of parents and families is expected.

- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from Reading Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destruction/vandalism of system software, applications, files, or other network resources.
- Employing the network for commercial or political purposes. Using the network internet to buy or sell products.
- “Hacking” and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices, or computer systems.
- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
  - Music files
  - Movies
  - Video games of all types, including ROMs and emulators
  - Offensive images or files
  - Programs which can be used for malicious purposes
  - Any files for which you do not have a legal license
  - Any file which is not needed for school purposes or a class assignment
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If a student needs a file for a class project that you think may be considered inappropriate, then he/she needs to have teacher and school administration permission prior to the class project.

## **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

The Reading Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. Reading 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. Reading administrators, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

Participation in extracurricular activities and athletics is a privilege, not a right. Administrators may, in their discretion, limit student participation in extracurricular activities or athletics as a disciplinary consequence. All student athletes are expected to follow the MIAA rules and guidelines for athletics eligibility and participation.

## **HAZING<sup>40</sup>**

Massachusetts law requires that all secondary students be provided a copy of the state laws concerning hazing.

M.G.L. c. 269 § 17<sup>41</sup>: 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.

M.G.L. c. 269 § 18<sup>42</sup>: 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.

M.G.L. c. 269 § 19<sup>43</sup>: 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

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<sup>40</sup> [M.G.L. c. 269 §§ 17-19](#)

<sup>41</sup> [M.G.L. c. 269 § 17](#)

<sup>42</sup> [M.G.L. c. 269 § 18](#)

<sup>43</sup> [M.G.L. c. 269 § 19](#)

unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Please refer to the [Reading School Committee Policy Manual](#), Section JICFA and JICFA-E.

## **READING METCO PROGRAM**

In 1966, Massachusetts General Law Chapter section 12A gave cities, towns, school committees and districts the right to "alleviate racial isolation and "racial imbalance."

The METCO program (Metropolitan Council for Educational Opportunity) is a grant funded program by the Commonwealth of Massachusetts. It is a voluntary program intended to expand educational opportunities, increase diversity, and reduce racial isolation, by permitting students from Boston and Springfield to attend public schools in other communities that have agreed to participate.

The METCO Program has been part of the Reading Public Schools since 1972. We are a proud METCO district, and all students and staff in our district are considered to be METCO students and staff as all benefit from this rich, cultural diversity program.

### Placement of students

The METCO Program is a marginal seating program. This means students from Boston are placed in open seats in the district. Boston resident students cannot take any seats that would require the district to create new programs, hire more teachers, or build new buildings. Each year, seats are filled in the district by the Reading Public Schools METCO Director based on available open seats in the district.

### Rights and Responsibilities

Boston resident students and parents are subject to the same rights and responsibilities as Reading resident students and parents. All participating METCO school districts are expected to provide all of the ordinary services and benefits to its Boston and Springfield resident students that are provided to town resident students and parents.

### Reading METCO Found Family Program

The Found Family Program seeks to create friendships and forge relationships between families from Boston and Reading. The Found Family program will feature scheduled social events that include families from Boston and Reading. The goal is also to ensure that our Boston resident students and their families genuinely feel connected to Reading Public Schools and the town of Reading.

Found Family - A group of people who find themselves united in a family-bond based on shared experiences, mutual understanding, and interpersonal connection. Found Family is not biological but found when placed in a new place.

For more information on the Found Family program please click the link - [Reading METCO Found Family Program](#).

For more information on Found Family and how to sign up please reach out to your school principal.

### Afternoon Transportation

The afternoon bus departs Parker Monday-Thursday at 3:15 p.m. and on Fridays at 2:30 p.m. Monday-Thursday students participate in afterschool programs. The METCO program provides late buses Monday-Thursday for all middle school and high school students with a pick-up time of 6:10 p.m. at Parker, 6:20 p.m. at Coolidge, and 6:30 p.m. pick up time at RMHS.

### FORMETCO (Friends of Reading METCO)

Friends of Reading METCO (FORMETCO) is an independent organization dedicated to bringing together Boston and Reading families from all 8 schools in the Reading Public School District. It is a diverse, all-volunteer group of parents/guardians and educators from the Reading and Boston communities. FORMETCO is committed to making connections and fostering authentic lifelong relationships between Boston and Reading families. We are one community! To learn more, Email Theresa Wiggins at [villageparent@gmail.com](mailto:villageparent@gmail.com).

If you would like more information about the Reading METCO Program, please email the METCO Director at [kurtis.martin@reading.k12.ma.us](mailto:kurtis.martin@reading.k12.ma.us).

# 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: August 16, 2024  
RE: New Leadership Introductions

During the School Committee meeting on August 22nd, several new leaders across the district will be introduced to the Reading community:

## **Dr. Jill Story - Parker Interim Principal**

Dr. Jill Story joined the Parker community last year as an Assistant Principal. She previously served as an Assistant Principal at Medford High School, the 7-12 Social Studies Department Chair at Masconomet, and as a classroom teacher for over 20 years at Masconomet HS, Chelmsford HS, and Andover HS.

Dr. Story holds a doctorate degree from Northeastern University, master's degrees from Salem State and Simmons, and a bachelor's degree from the University of Virginia. We are confident that Dr. Story will sustain and build on the many qualities that make the Parker community special.

## **Ms. Beth Simpson - Parker Interim Assistant Principal**

Ms. Beth Simpson has been a lecturer and core faculty member at the Harvard Graduate School of Education for twelve years, with over a decade of middle school teaching experience. She has founded and directed various student-facing programs and is respected for her leadership in teacher and teacher leadership preparation.

Ms. Simpson holds a Master's in School Leadership and a Bachelor's in Psychology, both from Harvard. Colleagues describe Ms. Simpson as a strong communicator, a skilled problem solver, and someone who builds strong relationships with both students and staff.

## **Ms. Alanna Shone - RISE Interim Director**

Ms. Alanna Shone has been with RPS from 2016-2023 in various roles, most recently as the Team Chair at RISE. Prior to joining RPS, she worked as a Special Education Director, teacher, and educational advocate.

Those who have worked with Ms. Shone in Reading describe her as student-centered, deeply knowledgeable about special education, and possessing a special ability to build strong relationships with students, staff, and families.

## **Ms. Barbara Best - RPS Doctoral Resident**

Ms. Barbara Best will complete her doctoral residency in RPS, serving the district through the end of April. She is entering her final year in the Educational Leadership Doctoral Program at Harvard and has spent time in the district over the past few years through various internships, fellowships, and her work

co-leading the Children's Cabinet. Barbara will receive a joint doctorate degree between the Harvard Graduate School of Education, the Harvard Kennedy School of Government, and the Harvard Business School.

Barbara has over 25 years of experience in education and community leadership, including roles as the Executive Director at the Harvard Kennedy School Center for Public Leadership and the Children's Defense Fund in Texas. Barbara is fluent in written and spoken Spanish.

The fully funded residency allows Barbara to join the senior leadership team, where she will focus on a variety of responsibilities, including leading a "strategic project" that will serve as the topic of her capstone (the program's version of a dissertation).

# Reading Public Schools

## School Committee Meeting Packet

**August 22, 2024**



Old Business

# Reading Public Schools

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

To: Reading School Committee  
From: Thomas Milaschewski, Superintendent  
Date: August 16, 2024  
Re: Review of Superintendent Goals

At the beginning of the 2023-2024 school year, the School Committee approved two-year goals for my leadership that would span from 2023-2025. I am not recommending any changes or adjustments for these goals for the 2024-2025 and look forward to the discussion during the August 22<sup>nd</sup> School Committee meeting.

# Reading Public Schools

## School Committee Meeting Packet

**August 22, 2024**



New Business

# Reading Public Schools

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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: August 20, 2024  
Re: Review of Superintendent Goals

At the August 22nd School Committee meeting, we will present updates for the start of the 2024-2025 school year. We look forward to sharing and discussing these updates then.

# Reading Public Schools

## School Committee Meeting Packet

**August 22, 2024**



Information/Correspondence

**From:** [Milaschewski, Thomas](#)  
**To:** [Bryan LeDuc](#); [DG School Committee](#)  
**Subject:** RE: Cell Phone Pouch - Use in Schools  
**Date:** Wednesday, July 31, 2024 1:47:52 PM

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Hi Bryan,

I hope you and the family are having a great summer! Our district and school leadership are constantly discussing our approach to cell phone use in schools and will continue to do this in the years to come. We know that there are a variety of funding opportunities and resources/tools for implementation in this area. As always, our school leaders will keep our school communities informed of any shifts in our approach.

Enjoy the rest of the summer!

Best,  
Tom

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**From:** Bryan LeDuc <bryanrleduc@gmail.com>  
**Sent:** Monday, July 29, 2024 11:24 AM  
**To:** Milaschewski, Thomas <Thomas.Milaschewski@reading.k12.ma.us>; DG School Committee <SchoolCommittee@reading.k12.ma.us>  
**Subject:** Cell Phone Pouch - Use in Schools

**CAUTION:** This email originated from **outside of Reading Public Schools**. Do not click links or open attachments unless you recognize the sender email address and know the content is safe.

Good morning - Hope you are well and able to enjoy some downtime during the summer.

I recently read an article on the use of cell phone pouches in schools. A quick summary: the pouches lock and can only be opened when the actual pouch is in a designated area. This had traditionally been used at concert venues to prevent attendees from recording performances. It was adapted for schools to prevent the use of cell phones and eliminate all the headaches and back and forth of trying to enforce cell policies in class and throughout a school day. The article stated that MA (<https://www.doe.mass.edu/grants/2024/729/>) was one of the states offering grant money to pilot a test program.

My son is 6 and entering the 1st grade. The issue of cell phone use is obviously years away for us. I was just wondering if the school district had looked into something like this at all and if not, if this is something you'd be open to exploring?

Fortunately, I feel a lot of momentum building for a broader conversation around cell phone use and kids and especially the effect it has on their learning and overall school experience.

We only have a few years of our son in the public schools and up to this point we've been very, very pleased. We see a lot of thought, effort and care through every aspect of the approach to his education and probably more importantly the social and emotional growth of every student. Really appreciate what we've experienced from the teachers, administrators, school programs and the district as a whole. You're doing great work and we thank you!!

-Bryan